

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, MAY 16, 2023, AT 4:30 P.M.
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

The regular meeting was called to order at 4:30 p.m.

Presiding Officer: Lynn Wilson, President

Board Members Present: Steven Palmquist, Vice-President; Linda Baker, Secretary; Hilda Kendrick-Appiah, Treasurer; Dale Moss; Mark Munzer; Kofi Darku

Board Members Absent: None

Staff Members Present: David Seckman, Barbara Gillenwater, Taylor Curtis

Guests: None

Public Comments: None

CONSENT AGENDA

Approval of April 18, 2023, Board of Trustees Minutes

Approval of Claims through April 30, 2023

Financial Report

Correspondence and Publicity

Seckman presented an invoice not included in the Approval of Claims through April 30 for the crane provided by Padgett, Inc. for \$960. Additionally, the Bales Foundation agreed to transfer the remaining balance of \$21,273.49, originally donated to the Pocket Park, to the Know and Grow Play Garden. The Library will replenish some of the general funds used for the Know and Grow Play Garden.

(Darku entered at 4:32 p.m.)

Palmquist moved: To approve the consent agenda with the amendment of the payment of \$960 to Padgett, Inc. for the crane to lift the bags of mulch and gravel and the transfer of the \$21,273.49 donation balance from the Pocket Park to the Know and Grow Play Garden.

Seconded by: Kendrick-Appiah

Motion: Approved

STAFF ASSOCIATION REPORT

Due to unavoidable events, a Staff Association officer was absent, but Seckman read a letter from Elizabeth Glenn, the Staff Association president. Lori's retirement had an overwhelming response from the staff and the public to celebrate her retirement. The Staff Association has not sent out their feedback

survey as planned but plans to send it out this month. Luke and Cara Burton's father passed away; typically, flowers and a card are sent from the Staff Association, but the family preferred a donation to the Alford Burchett cemetery. The Staff Association is coordinating cupcakes for two high school graduations. Mike Harvey, Assistant Reference Librarian in Youth Services, has passed. Staff is asking what we can do, but he wanted a simple, small graveside service, and no celebration of life is planned at this time. As far as a memorial for Harvey, the Staff Association will meet and vote on the topic. Staff Association may not meet until August due to Summer Reading and programming.

OLD BUSINESS

Pocket Park Update

The Pocket Park is complete, and the ribbon cutting is on May 31 at 3:30 p.m. Three pieces of playground equipment were ordered. One piece will arrive any day now, and the other two pieces will be here by December. Lynn Wilson will speak at the ribbon cutting.

Terrace Project Update

A volunteer work group came on Thursday, May 11, to set up the Know & Grow Play Garden. Clarksville High School helped paint elements of the garden, and the school provided feedback that the students enjoyed the project and that the Library representatives worked wonderfully with them.

NEW BUSINESS

Dress Code Policy

Seckman discussed changes to the Dress Code policy, including adding flexibility in the dress code for national history and heritage months, knee-length or longer dress shorts for the summer months, and adding bib overalls for the custodial staff.

Kendrick-Appiah Moved: To adopt the Dress Code policy.

Seconded by: Munzer

Motion: Approved

Vacation, Sick, and Personal Leave Policy Updates

Seckman discussed changes to the Vacation, Sick, and Personal Leave policies. Changes include adding clarification to Section 2.A.2 of the Vacation Leave Policy, Sections 3.A.2, 3.B.2, 4.B.1, and 4.B.2 of the Sick Leave Policy, and Section 2.B.2 of the Personal Leave Policy.

Darku Moved: To adopt the changes of the Vacation Leave, Sick Leave, and Personal Leave policies.

Seconded by: Baker

Motion: Approved

Review Bylaw Changes Presented by Committee

Baker presented the changes proposed to the Bylaws. In Article 2, Section 4, subsection 2.4.2, the Code of Ethics needs to be updated.

Employee Title Change

Our Technical Services Librarian is a manager, whose title does not include manager. Seckman recommends we change it to Technical Services Manager. The Board and Seckman decided to table this topic until next month's Board meeting after conferring with the employee if she wants 'librarian' in her title or not.

Transfers Between Appropriations

Seckman recommends transferring \$600 from 446.1 to 447.5 for puzzles. Instead of creating a whole appropriation for puzzles, we would transfer it to 447.5: Library of Things.

Palmquist Moved: That we transfer \$600 from 446.1 to 447.5 for puzzles.
Seconded by: Kendrick-Appiah
Motion: Approved

Kendrick-Appiah pointed out we were 92% through the budget for item 446.5: Leases. Seckman and Gillenwater informed the Board that we have paid our leases for the entire year.

Library Closing

Mike Harvey, Assistant Reference Librarian in Youth Services, passed away. Harvey worked for the library for 50 years. Seckman discussed the history of the Bereavement Policy changes throughout the past 20 years to provide context. Seckman proposed closing the library from 9 a.m. – 1 p.m. on Friday, May 19, to allow staff members to go to Harvey’s funeral. The Board discussed the pros and cons of closing the library, including considering employee morale, the proper use of taxpayer dollars, and our obligations to the public and staff. Seckman mentioned that Clarksville offered to stay open to provide our patrons with the use of the library’s services. The Board also discussed whether employees would go paid or unpaid while the library is closed. The Board recommended that we print signs for the Jeffersonville location and put the closing information on social media and through e-blasts.

Darku Moved: That the Jeffersonville location is closed until 1 p.m. on May 19, the Clarksville location remains open, employees may go to the funeral unpaid if they choose to, and employees who choose to go to the funeral are able to make up their hours.
Seconded by: Kendrick-Appiah
Motion: Approved

FOUNDATION REPORT

The Foundation agreed on Standard Operating Procedures. The Foundation went through its annual report, which includes accomplishments such as the Pocket Park fundraising, supporting Book for Every Child, 2022 mass mailings, the SoIn Big Read program, etc. Valerie will continue to be president. A small fundraiser will take place this year, and Mark will bring more details to the next Board meeting.

(Darku exited at 5:22 p.m.)

DIRECTOR’S REPORT

- The computer lab is almost operating again. Several different software companies had to work together, and it took longer than expected.
- We interacted with 800 people at our outreach event, Pollinator Day.
- The JTPL mobile app launch date should be at the end of this week. This is in response to a customer survey where 45% of patrons said they would like a library app.
- In regards to the hotspot and tablet check-out statistics, the hotspots tend not to be checked back in. We will not replace these hotspots with taxpayer dollars, which were bought with grant funds. We can determine whether we want these to be in-house use only in the future.
- The staff is deciding how to honor Mike Harvey, Youth Services Assistant Reference Librarian, who passed away. One proposed suggestion is to name the Youth Services Activity Room or the Know and Grow Play Garden after him.

- We have a new Custodian, Terry Paragon, who has helped improve the cleanliness of the building as well as the landscaping.
- We hired a Youth Services Manager, Ivy Riester, who starts July 5.
- We are actively interviewing for Security Specialist. A Clerical Assistant position for Clarksville and a Summer Page for Jeffersonville has been posted.
- The four-year audit starts on June 12.
- The parking lot lease is renewed for another five years.
- The circuit breaker came out, which amounted to \$458,898.86.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, June 20, 2023, at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:42 p.m.