

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, JUNE 20, 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

Board Members Absent: Kofi Darku

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

Guests: None

Public Comments: None

CONSENT AGENDA

Approval of May 16, 2023, Board of Trustees Minutes

Approval of Claims through May 31, 2023

Financial Report

Correspondence and Publicity

Wilson moved: To approve the consent agenda.
Seconded by: Munzer
Motion: Approved

STAFF ASSOCIATION REPORT

The Staff Association sent a feedback survey to employees and will revisit survey results after Summer Reading is completed. Glenn reported that 1,180 patrons have registered for Summer Reading Club, and 1,260 people have registered for cultural passes.

OLD BUSINESS

Pocket Park Update

The ribbon cutting was on May 31, 2023, and around 60 people attended. The Pocket Park opened on June 1. Three pieces of playground equipment were ordered; one piece should arrive soon, and two pieces will be delivered later this year. The StoryWalk is now available to the public, and the plan is to change the story four times a year.

Terrace Project Update

The number of patrons using the terrace has increased, even without promoting it. A volunteer group painted 150 bricks to look like book covers to display on the terrace. There is a new statue created by Donna Shaw. Glenn mentioned youth are more comfortable having programs on the terrace because it looks more kid-friendly.

Vote on Bylaw Changes Presented by Committee

Under the Code of Ethics section of the Library Board Bylaws, the ALA Code of Ethics link was updated.

Munzer moved: To accept the changes to the link that the Committee recommended.
Seconded by: Palmquist
Motion: Approved

Employee Title Change

Last month, we discussed a title change for our Technical Services and Systems Librarian. We tabled this discussion so Seckman could ask the employee if they preferred to keep 'Librarian' in their title. The employee prefers their title to be Technical Services Manager to remain consistent with other managerial titles at the library.

Moss moved: To accept the employee title change.
Seconded by: Kendrick-Appiah
Motion: Approved

NEW BUSINESS

2024 Budget

The library meets with Baker Tilly in late July. In August, Baker Tilly meets with the Board. In September, there is a public hearing regarding the budget. In October, the Board votes on the budget. In November, the Department of Local Government Finance either approves or makes cuts to the proposed budget.

In order to create the budget spreadsheet, Seckman recommended the Board start thinking about percentages for salary increases. Seckman discussed Social Security and inflation percentages and how they correlated with staff increases in 2022. Seckman also reported the 2023 Social Security and inflation percentages and the 2024 projections. Seckman recommended a 3% increase for the staff. The Board suggested revisiting staff increases when we receive the growth quotient information.

Assistant Reference Librarian Job Description

Seckman discussed the changes to the Assistant Reference Librarian job description.

Palmquist moved: To adopt the changes to the Assistant Reference Librarian job description.
Seconded by: Kendrick-Appiah
Motion: Approved

Custodian and Clerical Assistant Position Options

Seckman discussed the turnover in our 15-hour positions. The Board reviewed the financial impact of merging two 15-hour Clerical Assistant positions into either one part-time 30-hour position or a full-time 37.5-hour position.

Palmquist moved: To merge the two 15-hour Clerical Assistant positions into a full-time Library Clerk position.
Seconded by: Baker

Motion: Approved

Seckman discussed merging the 15-hour Delivery and Maintenance Assistant with our current part-time 30-hour Custodian position, creating a full-time 37.5-hour Custodian position.

Kendrick-Appiah moved: To merge the Delivery and Maintenance position with the 30-hour Custodian position to create a full-time Custodian position.

Seconded by: Baker

Motion: Approved

Intellectual Property Policy

Seckman discussed the proposed Intellectual Property Policy.

Moss moved: To adopt the Intellectual Property Policy with amendments to the summary and 3A sections of the policy.

Seconded by: Munzer

Motion: Approved

Surplus Items

Seckman presented computers and a rocking chair for surplus. The computers are wiped clean of any library data.

Palmquist moved: To surplus the computers and the rocking chair if the rocking chair does not have a memorial plaque.

Seconded by: Kendrick-Appiah

Motion: Approved

FOUNDATION REPORT

The Foundation made amendments to its Bylaws and revamped the treasurer's report. Fundraising projects for 2024 include a read-a-thon and a mini-golf event. For 2023, planned fundraising opportunities are a fundraiser through First Savings Bank employees, Give for Good, and Giving Tuesday.

DIRECTOR'S REPORT

- Seckman recommends Jennifer Harl for the Leadership Southern Indiana program in 2024.
- Centerpoint Energy notified the library to send the invoices for the HVAC issues in order to reimburse those expenses.
- Last month, we had 182 library card sign-ups.
- The library app is live with 218 users.
- Bruce Landis is resigning to enjoy retirement.
- Spring disbursements took place yesterday. The FIT and the CVET were \$21,676.56. The property and excise taxes equal \$1,169,152.33.
- Alma Moreno, our Jeffersonville page, resigned, and her last day is today. We replaced her open position with Ian McCall.
- We hired a Summer Page, Lyndsey Armes.
- Jessica Cruz Flores was promoted from Page to Clerical Assistant. We backfilled Jessica's open role with Lyndsey Klein.
- We are still taking applications for Security Specialist and Assistant Reference Librarian, Youth Services.
- Katie Mason and Taylor Badger have given their resignations.

- We received a \$700 donation in memory of Mike Harvey from the “Dinosaurs,” a group of former teachers from Grant Line Elementary School.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Wilson plans to increase the collaboration between the Clarksville Library and the Clarksville Community Schools. Moss suggested looking into alternative items for patrons to check out, which is sometimes referred to as a Library of Things. Kendrick-Appiah complimented the staff who attended the Juneteenth festival for their positive demeanor and excellent work. Kendrick-Appiah received feedback that we should have closed both Clarksville and Jeffersonville locations for Mike Harvey’s memorial.

The next meeting of the Board of Trustees will be on Tuesday, July 18, 2023, at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:23 p.m.