

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, JULY 18, 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 4:33 p.m.

Presiding Officer: Lynn Wilson, President

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

Board Members Absent: Mark Munzer

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

Guests: None

Public Comments: None

CONSENT AGENDA

Approval of June 20, 2023, Board of Trustees Minutes

Approval of Claims through June 30, 2023

Financial Report

Correspondence and Publicity

Kendrick-Appiah moved: To approve the consent agenda.
Seconded by: Palmquist
Motion: Approved

STAFF ASSOCIATION REPORT

Ivy Riester, the recently hired Youth Services Manager, introduced herself. Elizabeth Glenn provided the Staff Association Report. Between Summer Reading Club and a new Youth Services Manager, the Staff Association has been less active. Katie Mason, a Clerical Assistant at the library, resigned, and the Staff Association provided treats. Janet Williams' last day is July 31, and treats will be provided. The Staff Association meets at the beginning of August and will continue its projects after Summer Reading ends.

OLD BUSINESS

Terrace Project Update

Donna Shaw put some accents on the terrace gazebo and is making a cave sculpture for the Know and Grow Play Garden. Foot traffic has greatly increased on the terrace.

NEW BUSINESS

2024 Budget

Last month at the Board Meeting, the Board discussed a 3% raise with the possibility of a 4% raise if the growth quotient allows. Seckman and Gillenwater received news that the growth quotient is 4%. Baker Tilly will meet with the Board next month regarding the budget, and the Board will review whether or not the budget allows a 4% increase.

Step Increase for Employee

Seckman discussed a step increase for Taylor Curtis, the Executive Assistant at the library. At Curtis' time of hire in January, Seckman negotiated to revisit the position's pay after six months. Seckman presented comparable pay for similar positions within the job market. He proposes moving to Step 12 for the Executive Assistant position. The Board requested that Seckman bring Curtis' job description to the next meeting to review the grade pay ranges.

Palmquist moved: To adopt a step increase to Step 12 for Taylor Curtis.
Seconded by: Kendrick-Appiah
Motion: Approved

Library Clerk Job Description

Seckman discussed changes to the Library Clerk job description. The Library Clerk job description included both outreach and marketing tasks previously. Those responsibilities have been separated and moved to the outreach and marketing jobs and, therefore, are omitted from the Library Clerk job description. Library Clerk now primarily focuses on customer service at the help desk, as well as managing meeting room applications and reservations.

Baker moved: To adopt the changes to the Library Clerk job description.
Seconded by: Moss
Motion: Approved

Library of Things

Last month, Seckman was tasked by the Board to look into a Library of Things. Seckman contacted other library directors to inquire about their Library of Things and any relevant policies. Other library directors said the most popular Library of Things items have been advertising accessories, musical instruments, and cake pans. \$1,000 was appropriated for the Library of Things in next year's budget. The Library will take donations from the public to kick-start the Library of Things. Riester recommends promoting the Library of Things through programming, word of mouth, and social media.

Resolution to Join ISL Consortium for Public Library Internet Access

Seckman passed around the ISL Consortium resolution for Board members to sign.

Palmquist moved: To join the ISL Consortium.
Seconded by: Kendrick-Appiah
Motion: Approved

Surplus Items

Seckman presented a list of items to surplus from the Clarksville library, including a play camper, adult double-sided study carrell, and play dress-up cabinet.

Moss moved: To surplus the three items to donate to the Friends.
Seconded by: Palmquist
Motion: Approved

(Darku entered at 5:02 p.m.)

FOUNDATION REPORT

Seckman presented this month's Foundation report due to Munzer's absence. The Foundation is exploring different software for patron donations. First Savings Bank started its employee fundraiser throughout July and August. The Foundation is preparing for Give for Good in September.

DIRECTOR'S REPORT

- Seckman presented a comparison between 2022 and 2023 statistics, which included statistics on the library's foot traffic, library card sign-ups, the use of Libby, circulation statistics, program attendance, and more.
- The rocking chair the Board surplussed last month did not have a memorial plaque.
- A check from CenterPoint Energy for \$5,816 was received for the HVAC damages.
- We are still interviewing for a Security Specialist.
- Seckman received a letter confirming the library is compliant with the 2022 Indiana State Library standards.
- The library received a donation of \$75 from a group that used a meeting room.
- Seckman will supervise custodial, security, and maintenance staff, and the executive assistant will supervise the marketing specialist.
- Lauren Lorance starts July 24 as Library Clerk; we will post her open part-time Clerical Assistant position.
- Janet Williams, Clerical Assistant in Youth Services, gave her two weeks' notice. We extended an offer to fill Janet's position and should have an update next month.
- Leila Bridgewater will start as Assistant Reference Librarian in Youth Services on July 31.
- Ian McCall resigned as Page due to moving out of state; we have posted the open Page position.
- Dr. William Cooke, who authored *Canary in the Coal Mine*, will be at the Clarksville location on September 7 for a book talk.
- The Arts Alliance is holding a gala fundraiser. Seckman invited the Board to attend the gala.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Ivy Riester presented how Summer Reading Club numbers compared from 2022 to 2023. Riester gave her suggestions for a more active Summer Reading Club for 2024. Riester's goal is a 50% completion rate for Summer Reading Club participants.

The Board discussed incident reports. Kendrick-Appiah voiced appreciation for the Trespass Matrix, which helps enforce the rules and helps with the safety of the staff. Seckman mentioned recognition software exists that would alert library employees when someone who is banned enters the library. Baker asked about the recent Louisville Orchestra program, and Riester reported about 85 people who attended the program.

The next meeting of the Board of Trustees will be on Tuesday, August 15, 2023, at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:24 p.m.