

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, AUGUST 15, 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 4:32 p.m.

Presiding Officer: Steven Palmquist, Vice-President

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

Board Members Absent: Lynn Wilson, President

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

Guests: None

Public Comments: None

CONSENT AGENDA

Approval of July 18, 2023, Board of Trustees Minutes

Approval of Claims through July 31, 2023

Financial Report

Correspondence and Publicity

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

Seckman presented an invoice for clear sealer on the skylight in Clarksville for \$1,150 dollars.

Munzer moved: To approve the expenditure.
Seconded by: Baker
Motion: Approved

Seckman presented an invoice for an ad in the Jeffersonville yearbook for \$220. Moss noted we should take out an ad in the Clarksville yearbook as well.

Moss moved: To approve the expenditure.
Seconded by: Munzer
Motion: Approved

STAFF ASSOCIATION REPORT

The Staff Association's meeting was pushed back due to scheduling conflicts. Terry Paragon's spouse passed away, and the Staff Association will discuss what their contribution will be. Glenn will report back next month with more updates after their Staff Association meeting.

OLD BUSINESS

Terrace Project Update

Several elementary schools from Greater Clark are painting rocks for the River of Knowledge exhibit within the Know and Grow Play Garden. Clarksville High School will paint 100 book bricks for the Know and Grow Play Garden. Seckman is aiming for a late September ribbon cutting and plans to make it at a time of day when the school children and teens will be able to attend.

NEW BUSINESS

2024 Budget – Baker Tilly Presentation

Cowan presented the budget performance for 2023 and the anticipated budget for 2024. She does not know the local income tax numbers yet, but they will be delivered tomorrow morning. She was not given the net assessed values yet. The library's biggest inflow is property tax, which is dispersed twice a year, and she recommends the operating balance stays between 15 - 25 percent. For 2024, the library is eligible for a three-year levy growth appeal, and the max levy growth quotient is four percent. If the Board is interested in pursuing this, they need to approve a resolution at the September Board meeting. Once the resolution is passed, we will fill out an application and include this application with the budget paperwork. When applying, Cowan recommends stating what specific projects you plan to use these funds for in the levy application.

Review Employee's Grade Pay Ranges

Last month, the Board tasked Seckman to bring the Executive Assistant job description to this month's Board meeting. When the Executive Assistant position was created, it focused more on scheduling and editing. Over time, Human Resources tasks have become a larger part of the position. When Seckman was reviewing the job description, he found that the Library's Executive Assistant position is closest to an HR Generalist at other companies. This agenda item does not require a motion, but in December, when reviewing the salary ranges, Seckman recommends keeping this information in mind in order to stay competitive in the job market.

Programming Policy

The Board tasked Seckman to construct a programming policy. Seckman discussed the core values of programming and how that is reflected in the policy. The Board would like the director to sign off on programs since the director typically has the broadest scope of the Library's mission. The programming policy gives guidance to the staff planning programs and a framework for the director to approve programs.

Kendrick-Appiah moved: To approve the Programming Policy with the additional verbiage 'approved by the director' in the guidelines section.

Seconded by: Munzer
Motion: Approved

Transfer of Appropriation from 432.6 Internet Access to 445 Equipment

Older computers in the Family and Local History Room are a security risk because they are so outdated. The library has to appropriate more funds than we typically spend under line 432.6 Internet Access, so Seckman recommends transferring \$15,000 from 432.6 Internet Access to 445 Equipment in order to replace the computers with the highest risks.

Baker moved: To appropriate \$15,000 from 432.6 Internet Access to 445 Equipment.
Seconded by: Moss
Motion: Approved

Surplus Items

The Youth Services Manager, Ivy Riester, is cleaning out the programming room, so there is a large surplus list with damaged and unused items.

Munzer moved: To surplus the items listed.
Seconded by: Kendrick-Appiah
Motion: Approved

FOUNDATION REPORT

The Foundation is looking for a new CPA. They are looking into a new platform for donations. The Foundation is gearing up for Give for Good on September 14. Typically, Give for Good is most effective when there are many people donating a large or small amount versus a few people donating a large amount.

DIRECTOR'S REPORT

- Seckman presented a visual report comparing June 2022 and June 2023, which included statistics for foot traffic for both libraries, circulation of e-materials, library card sign-ups, program attendance, etc.
- We recently hired Jason Free as a Security Specialist, and he started yesterday.
- We hired Nona Moore as a Clerical Assistant in Youth Services, and she started August 1.
- Pam Hesting, Clerical Assistant in Public Services, started August 7 and comes with previous library experience.
- We are interviewing for the open page positions for both the Jeffersonville and Clarksville libraries, as well as a work-study page through IUS.
- The wife of Terry Paragon, the Jeffersonville custodian, passed away, so he will be out tending to funeral and family matters.
- City Wide is coming three times this week to assist in cleaning the building.
- We received a grant from Duke Energy for \$10,700. This is for a StoryWalk in Clarksville at Gateway Park. It is a collaborative project; the library will maintain it by changing it out four times a year, and the Parks Department will install the StoryWalk.
- Bruce and Luke have been driving our recycling materials to Charlestown Recycling Center. This consumed a lot of time and resources, so we hired a recycling service for \$200 for the rest of the year.
- *Canary in the Coal Mine*, which is the subject of an upcoming book talk and health fair program at the library, has been popular. People have been checking out the book and taking the free copies that are available. The Friends have ordered 25 copies, and we are receiving 50 more copies from the original funding source. The book talk will take place on September 7.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Kendrick-Appiah requested writing a thank you letter to Samtec for considering us for the grant. Munzer suggested meeting at the Clarksville location at least once a year. Baker congratulated Seckman on his three-year work anniversary.

The next meeting of the Board of Trustees will be on Tuesday, September 19, 2023, at 4:30 p.m.

As there was no further business, the meeting adjourned at 6:00 p.m.