

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, SEPTEMBER 19, 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 4:31 p.m.

Presiding Officer: Lynn Wilson, President

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

Board Members Absent: Linda Baker, Secretary

Staff Members Present: David Seckman, Barbara Gillenwater, Taylor Curtis, Elizabeth Glenn, Jennifer Harl, Allison Fredrickson

Guests: None

Public Comments: None

CONSENT AGENDA

Approval of August 15, 2023, Board of Trustees Minutes

Approval of Claims through August 31, 2023

Financial Report

Correspondence and Publicity

Kendrick moved: To approve the consent agenda with the addition of the Litezilla invoice for \$5,899.

Seconded by: Palmquist

Motion: Approved

STAFF ASSOCIATION REPORT

The Staff Association is updating its bylaws. The bylaws are in the editing process by the Staff Association members.

OLD BUSINESS

Terrace Project Update

The Know and Grow Play Garden is nearing completion, and the grand opening is scheduled. Donna Shaw, the local artist consulting on the project, is painting a sensory path. The Litezilla will be installed soon. Students from Greater Clark schools painted colored rocks for the River of Knowledge element. One hundred book bricks will be delivered from Clarksville High School. The grand opening is Saturday, October 28, from 2 to 4 p.m. Seckman asked Board members to assist with handing out candy during the event if they are available. Costumes are encouraged. About 2,000 flyers will be distributed at the schools to advertise the grand opening so the students can view the art they created in the garden.

NEW BUSINESS

Public Hearing for 2024 Budget

Wilson opened public hearing on the 2024 budget. As no one was present to speak on behalf of the public in regards to the 2024 budget, the public hearing was closed by Wilson.

Initial Bond Conversation with Baker Tilly

Seckman met with Baker Tilly, and our current bond expires in 2025. Seckman asked the Board to start thinking about whether or not to proceed with a new bond to keep the current rate. Seckman also asked that if we decide to renew the bond, would we hire Baker Tilly as a consultant and Tower Pinkster as the architect for projects. In the past, the director has consulted the Administrative Planning Team, as well as the architect to decide what building projects are most needed for the bond. Some possible projects needed are a new roof, updating the Youth Services area, updating the bathrooms, and fixing the skylight in Clarksville. Seckman recommends renewing the bond in order to keep the same tax rate. The Board would like for Seckman and Gillenwater to consult with Baker Tilly for more information about the impacts of not renewing the bond and gather a final list of projects that need to be completed. Wilson noted there is an advantage to renewing the bond sooner due to some changes to the bond process in future years.

Audit Results

Every four years, we are audited by the State Board of Accounts. This year, the audit was outsourced to Crow LLP. We had a successful audit with compliments to Gillenwater for her organized financials and responsiveness.

Petition to Appeal for Increase Above the Maximum Levy

At the Board meeting last month, Baker Tilly mentioned we are eligible to appeal for an increase above the maximum levy. This year, we are eligible to receive an extra \$153,620, but with the circuit breaker subtracted, it comes out to \$117,000. Seckman is planning to ask for the levy appeal due to needing 75 new computers, which would cost about \$91,000, and combining four positions into two full-time positions, which increased expenses by \$33,547.12.

Munzer moved: To approve moving forward with the appeal.
Seconded by: Kendrick-Appiah
Motion: Approved

Security Update

It came into question whether or not the library needs security. Seckman read the Board meeting minutes from March 2018, which discussed the need for security but that the library was having difficulty staffing security. Seckman passed around figures on what the library spent on security from 2018 to year to date 2023. In April 2020, K4 security sent a letter that they would no longer provide security services for the library, but in 2020, the Board recognized the need to keep security since it lessens incident reports. Since 2021, we have paid significantly less on security, having off-duty police officers as library employees. Lately, to have more consistent security coverage, we hired a security specialist at 20 hours a week. Seckman read two statements from staff. One was from the Administrative Planning Team that communicated that the staff feel safer and more confident when security staff is present. In both staff statements, they outline that we get feedback from patrons that support having security at the library. Harl shared a story about how important it was to have officer Erik Laasenen help with an incident three weeks ago and wanted to affirm that security strengthens the relationships with the Jeffersonville and Clarksville police departments. Kendrick noted that our incident reports alone support the need for security.

Palmquist noted that it would be best to have staff direct budget and policy questions to the library director. Seckman mentioned there is a staff meeting on Thursday where we will provide training on this

topic. The Board affirmed that security is non-negotiable at the library. The library will continue to seek the safest, most cost-effective security option.

(Munzer exited at 5:15 p.m.)

Computer Lab and Training Specialist Job Description and Salary Review

Seckman presented a compensation analysis of our Computer Lab and Training Specialist job position. The average is about \$37,000 to \$40,000 a year. Vincent Thomas was hired at Step 1 for \$17.36 an hour. Thomas has been here for two years and has grown in his position. There have been duties changed and added to the position since Thomas was hired. Thomas has been trained in equipment lending and the Makerspace, which are specialized skill sets. Seckman recommends an increase to Step 3 to get Thomas closer to the average salary in the job market. The Board would like to revisit the salary again in December when they review salary schedules.

Kendrick-Appiah moved: To adopt the job description and adjust Thomas' pay to Step 3 effective Monday, September 18, 2023.

Seconded by: Palmquist

Motion: Approved

Clerical Assistant Youth Services Job Description

Programming duties were added to the job description for Clerical Assistant in Youth Services.

Palmquist moved: To adopt the job change.

Seconded by: Darku

Motion: Approved

Board Meeting Days and Times

Last month, Munzer pitched the idea of holding a Board meeting at the Clarksville location. Seckman recommended holding the October and April Board meetings at the Clarksville location so that inclement weather will be less of a risk. For the Board meeting on November 21, Seckman requested to meet at 3:30 p.m. instead of 4:30 p.m.

Moss moved: To make the discussed changes.

Seconded by: Kendrick-Appiah

Motion: Approved

Items for Surplus

Seckman presented a list of items for surplus for Youth Services at the Jeffersonville location. While cleaning out the Youth Services offices and programming room, these items were found to either be damaged or not needed.

Darku moved: To surplus the items listed.

Seconded by: Palmquist

Motion: Approved

FOUNDATION REPORT

Give for Good Louisville was on September 14, and it was to raise money for the Social-Emotional Learning Space. Cara Burton, our Marketing Specialist, created a professional video that advertised what we were raising money for. We raised \$5,286.20. This Give for Good initiative was a large improvement from last year. We had a more active marketing campaign, which helped spread the word.

DIRECTOR'S REPORT

- Seckman presented a visual report, which compared August 2022 and August 2023 statistics, such as foot traffic, program attendance, etc. The program attendance was down in Jeffersonville due to the Youth Services staff taking a break from programming in August to reset their department.
- Dr. Cooke's author talk was on September 7, and 103 people attended. It was an engaging program.
- David sent a thank you letter to Samtec for considering the library for their grant.
- The Louisville Biennial photography reception for Larry Basham is September 21, from 5:30 to 7:30 p.m.
- We hired a new page, Lucia Martinez-Segundo, a bilingual IUS student studying computer science.
- We have a work-study student, Jaden Goodman, who will work until January.
- We have one open Page position in Jeffersonville.
- We have had an uptick in volunteering applications.
- Jennifer is spearheading Staff Institute Day on October 19. A speaker is scheduled that day to train on trauma-informed customer service.
- Bryson Chumley, one of our off-duty police officers, resigned.
- On September 20, we are having a big check presentation from the Community Foundation of Southern Indiana at 11:30 a.m. for \$3,746 for senior memory kits.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Moss would like Seckman to consider establishing a presence on the East side of Jeffersonville, whether it's a kiosk or book locker. Kendrick-Appiah reminded Seckman to advertise that we are changing the address of the October and April Board meetings. Kendrick-Appiah noted that she would not like the bond to be stopped in order to do the repairs on the building.

The next meeting of the Board of Trustees will be on Tuesday, October 17, 2023, at 4:30 p.m. at the Clarksville location.

As there was no further business, the meeting adjourned at 5:51 p.m.