

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, OCTOBER 17, 2023, AT 4:30 P.M.
1312 EASTERN BLVD., CLARKSVILLE, IN 47129**

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

The regular meeting was called to order at 4:33 p.m.

Presiding Officer: Steven Palmquist, Vice-President

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

Board Members Absent: Lynn Wilson, President; Kofi Darku

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

Guests: None

Public Comments: None

CONSENT AGENDA

Approval of September 19, 2023, Board of Trustees Minutes

Approval of Claims through September 30, 2023

Financial Report

Correspondence and Publicity

Seckman presented an invoice from the library's mechanic for \$450.00 for putting brakes on the library van.

Kendrick-Appiah moved: To approve the consent agenda with the inclusion of the \$450.00 invoice.

Seconded by: Munzer

Motion: Approved

STAFF ASSOCIATION REPORT

The Staff Association has been editing the grievance process for the bylaws. In the past, the text about the grievance process was taken out of the bylaws, and the Staff Association would like to add it back in.

October 17 was the last day the Staff Association could vote on the changes. The Staff Association plans on collaborating with the Fun Committee for the staff holiday party.

OLD BUSINESS

Resolution to Adopt the 2024 Budget

The proposed budget was presented to the Board in August, and the public hearing was during the September Board meeting. We have an ordinance to adopt the budget, and the ordinance number is 2023-05. The final budget amounts are \$75,000 for the Rainy Day Fund, \$2,970,000 for the Operating Fund,

\$490,163 for the Debt Payment Fund, and nothing added to the Library Improvement Reserve. The total adopted budget is \$3,535,163. Wilson and Darku were marked absent on the ordinance sheet.

Munzer moved: To approve the 2024 budget.
Seconded by: Moss
Motion: Approved

Terrace Project Update

The Know and Grow Play Garden Grand Opening and Open House is Saturday, October 28, from 2 to 4 p.m. Clarksville High School and Middle School students painted book bricks for the garden, but some bricks got slightly damaged due to an issue with the weatherproofing. A carpenter was hired to install the Litezilla. The Litezilla structure was shorter than anticipated, but the carpenter built a stand for it.

Pocket Park Update

The last of the playground equipment was delivered. The Foundation will continue to sell the brick pavers for continued improvements to the Pocket Park.

NEW BUSINESS

Standards for Public Behavior Policy and Brochure Edits

The Standards for Public Behavior policy has not been updated since 2016. The first change was adding “behavior that interferes patrons’ ability to use the library or staff to perform their responsibilities.” The second change was adding “photography or recording patrons without their permission.” Baker suggested changing the wording to “behavior that interferes with patrons’ ability to use the library or staff’s ability to perform their responsibilities.”

Baker moved: To approve the changes to the Standards for Public Behavior policy and brochure with the recommended revision.
Seconded by: Kendrick-Appiah
Motion: Approved

Items for Surplus

Seckman presented a list of items to surplus from the Clarksville location and from Technology Services at the Jeffersonville location.

Baker moved: To surplus the items listed.
Seconded by: Munzer
Motion: Approved

FOUNDATION REPORT

The Foundation meeting consisted of recapping their Give for Good initiative. The Foundation is discussing how much they plan to allot for Clarksville’s Social-Emotional Learning Space. The Foundation is determining which donor software they would like to purchase for their donation platform. They are weighing the pros and cons of a few different platforms.

DIRECTOR’S REPORT

- Seckman presented a visual report that compared September 2022 and September 2023 statistics, such as foot traffic, program attendance, etc.
- The library is participating in a compensation study with the Goshen Public Library.
- Baker Tilly and Ice Miller will join the November Board meeting to give more information about bonds.

- Amanda from Tower Pinkster will attend the November Board meeting to present a facilities assessment plan so that the library can try to be more systematic about building repairs.
- The library had two artist receptions for the 2023 Louisville Photo Biennial, which were well attended.
- Our work-study student had to discontinue classes at IUS and, therefore, cannot participate in work-study. We are finishing paperwork to hire another work-study student.
- The library has two new volunteers, and they are helping various departments.
- We hired Anna Trueblood as our new page at the Jeffersonville location, and she started on October 9.
- Nona Moore, Clerical Assistant in Youth Services, resigned due to her family moving out of state. Her last day is Thursday, October 19.
- Our Banned Books social media campaign reached 2.5 million people. Our reach has almost doubled for our regular posts.
- Staff Institute Day is Thursday, October 19, at First Savings Bank.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Moss asked if the suppliers of our e-materials are keeping up with our circulation needs. Seckman mentioned that for one of our services, Hoopla, patrons have instant access since the library pays per circulated item. Libby has wait times, but there are sometimes shorter wait times than expected.

The next meeting of the Board of Trustees will be on Tuesday, November 21, 2023, at 3:30 p.m. at the Jeffersonville location.

As there was no further business, the meeting adjourned at 5:18 p.m.