

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, NOVEMBER 21, 2023, AT 3:30 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 4:02 p.m.

Presiding Officer: Lynn Wilson, President

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

Board Members Absent: None

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

Guests: Amanda Hunsucker, TowerPinkster; Jeff Hammond, Baker Tilly; Jacob McGee, Insuramax; Danielle Barrett, Insuramax

Public Comments: None

CONSENT AGENDA

Approval of October 17, 2023, Board of Trustees Minutes

Approval of Claims through October 31, 2023

Financial Report

Correspondence and Publicity

Kendrick-Appiah moved: To approve the consent agenda.

Seconded by: Darku

Motion: Approved

STAFF ASSOCIATION REPORT

The Staff Association approved their grievance process and added it to the bylaws. A Staff Association member with a grievance would first talk with their manager and then the library director. If the grievance was not appropriately resolved, the Staff Association would address the grievance at a Board meeting. The Staff Association is working with the Fun Committee on the holiday party, scheduled for December 1 at 5:15 p.m. The Board is invited.

OLD BUSINESS

Baker Tilly Bond Discussion

Jeff Hammond of Baker Tilly presented the Board members with a packet outlining details around bond issuance, including financial feasibility, planning for projects, circuit breaker tax credits, debt financing options, and post-sale activities. Our existing bond will be paid off in January 2026. Hammond believes that our current bond was not rated. Hammond advised that once the bond is paid off, the money we used to pay the bond does not go into the library's operating fund. If the library pays off the bond in 2026 and decides not to pursue a bond but pursues a bond after a few years, the approval process will be different

than if the library rolls over the current bond in 2026. Most libraries like to keep their debt payment consistent by continuing bonds, which also keeps taxes consistent. The Jeffersonville Township Public Library is able to issue up to \$17,849,962 for a general obligation bond. The other option is a lease rental bond.

The Board tasked Seckman to create a list of projects needed within the next five years in order to decide if the library will pursue another bond.

Hammond advised that the approval process for a general obligation bond could take 4 to 6 months; however, one should check with the architect on their timing needs. Since the library's current bond will be paid off in January 2026, Seckman would want to have a new bond approved and closed by 2025 so that the new bond payments start in mid-2026.

Terrace Project Update

The Jeffersonville Township Public Library had a grand opening for the Know and Grow Play Garden on October 28 from 4 to 6 p.m. Board members Baker and Kendrick-Appiah helped pass out candy to about 80 people who attended. Although it was a drop-in event, many participants stayed for at least an hour enjoying the Know and Grow Play Garden.

NEW BUSINESS

Tower Pinkster Facilities Plan

Amanda Hunsucker from TowerPinkster presented a proposal for a facilities assessment. The goal of a facilities assessment is to outline potential improvements over the next ten years. It analyzes the facilities' current conditions and gives an overall plan for future facilities' needs. There are several touchpoints throughout the process, including a kickoff meeting, facilities inspection, facility assessment, assessment revisions, and final presentation. TowerPinkster is familiar with the Jeffersonville Township Public Library buildings since they have worked on the library's building projects before. The cost would be \$10,700 and would take up to five months to complete. Seckman pointed out that this would help operationalize our building maintenance and help plan and budget for large repairs.

The Board would like to consider the facilities assessment until the next Board meeting after seeing a list of building projects that Seckman provides.

Insurance Renewal Proposal (Insuramax)

Danielle Barrett and Jacob McGee from Insuramax presented the 2024 proposed insurance renewal benefits, approved by the staff Insurance Committee. The Jeffersonville Township Public Library has two medical plans: a high-deductible plan and a copay plan. The medical plans have not changed in terms of coverage or benefits. The High Deductible plan increased slightly, and the Copay plan decreased slightly; for Anthem coverage overall, with both plans combined, it is a 0.3% decrease in premiums. For medical, vision, and dental plans, there are no comparable plans available on the market. However, there are self-funded plans, and in order to get firm quotes, all library employees would need to fill out a detailed medical questionnaire. The preliminary rates that Barrett received on two self-funded plans were in line with our current Anthem insurance, but after the medical questionnaire, Barrett predicts that the self-funded plan rates will be higher.

The library's two dental plans, Delta Dental and Humana CompDent, increased slightly. A comparable plan through Anthem for dental insurance was not reasonably priced. Delta Dental increased by 8%, and CompDent increased by 2.97%.

The library's vision plan through Delta Dental increased by 6.15%. The disability and life insurance policies are in a rate hold. The current rates will continue at the same price and will only increase if the number of employees who elect for that insurance increases.

Darku moved: To adopt the proposed medical, vision, and dental plans.
Seconded by: Palmquist
Motion: Approved

Staff Raises Discussion

Seckman recommends an adjustment to the salary schedule range for Grade VI. This grade starts at \$17.36 an hour, and Seckman recommends increasing it to \$22.11 in 2024 to be more competitive for future Human Resources employees. Seckman also recommends changing the wording for Grade IV on the salary schedule from 'Administrative Asst/Secretary' to 'Administrative Asst/Human Resources.' The wording for this category will align with the State Board of Accounts wording.

Kendrick-Appiah moved: To adopt the salary schedule adjustments for Grade VI.
Seconded by: Darku
Motion: Approved

With the new ranges under Grade VI, that would put the Executive Assistant position at Step 4 in 2024. Seckman recommends an increase to Step 5 due to Taylor Curtis' efficiency and work performance.

Munzer moved: To approve the step increase from 4 to 5, effective January 1, 2024.
Seconded by: Kendrick-Appiah
Motion: Approved

At the September 2023 Board meeting, the Board moved Vincent Thomas, Computer Lab Specialist, from Step 1 to Step 3. The Board had asked to revisit his position's salary in November. Seckman recommends an increase from Step 3 to Step 4 for Thomas, so that Thomas is paid more in line with what comparable positions are making in the area.

Darku moved: To adjust the step increase from 3 to 4 starting January 1, 2024.
Seconded by: Kendrick-Appiah
Motion: Approved

Suspension of the *In the Stacks: the Library Podcast*

The Board amended the agenda to include another item. The Board discussed suspending the podcast named *In the Stacks: the Library Podcast*. If the library suspends the podcast, the Board instructed that Seckman remove any social media platforms that represent the podcast, as well as remove any links and mentions to the podcast so as not to confuse patrons.

Palmquist moved: To suspend the podcast and remove all social media references that the library is able to.
Seconded by: Baker
Motion: Approved

Estimates for Clarksville Skylight Removal

The Clarksville Library skylight needs to be removed. Luke Burton, the library's maintenance worker, tried patching it, but that did not work. Our Competitive Bidding for Public Works Projects guidelines state that for jobs \$50,000 to \$150,000, the library must request at least three quotes. KM Stemler gave a quote for \$52,872.00. Seckman and the manager of the Clarksville Library, Jennifer Harl, reached

out to six other companies, but they have yet to follow through.

Palmquist moved: If KM Stemler will reduce their bid to \$49,000, then the Board accepts their bid.
Seconded by: Baker
Motion: Approved

2024 Holiday Closings

Last year, we had 11 holidays when the library was closed. Seckman presented a proposal for the holiday dates in 2024. These will be posted on the library website.

Munzer moved: To approve the 11 holiday dates for 2024.
Seconded by: Kendrick-Appiah
Motion: Approved

Transfer between Appropriations

Seckman requests a transfer from 431.81 E-Book Services to 446.3 Youth Books. The Youth Services Manager would prefer to purchase paper books instead of e-books.

The second transfer request is from 432.6 Internet Access to 437.2 Rental Equipment. This proposed change is to fund a leasing agreement through Dell. This would replace the library's computers on an ongoing basis.

Darku moved: To accept the account transfer list.
Seconded by: Palmquist
Motion: Approved

FOUNDATION REPORT

The JTPL Foundation nominated a new president, Dave Thomas, to start on January 1, 2024. The nominated secretary is Kathy Gilland. The Foundation is discussing changing its donor software. The Foundation received additional contributions from Give for Good, and Munzer will provide the exact number at the Board meeting next month.

DIRECTOR'S REPORT

- Seckman presented a visual report that compared October 2022 and October 2023 statistics, such as foot traffic, program attendance, etc.
- Staff Institute Day was October 19, and our keynote, Luke Renner, was a success. Renner spoke on trauma-informed customer service. First Savings Bank was a great venue.
- Seckman was on a panel at the Library Journal conference, and he discussed library security and patrons filming in the library.
- Matrix Integration is our new IT provider as of November 1.
- Goshen Public Library will deliver a free compensation study by the end of this year.
- Our work-study student resigned. We will look to fill this position when Kim Jackson returns from leave.
- We are in the process of offering our open Clerical Assistant position to a candidate.
- We had a program on November 20, *A Life of Sorrow*. The host acted out the life of a bluegrass player, and attendees seemed enthralled in the program.

- We are handing out free copies of the *Great Tales and Poems of Edgar Allan Poe* on December 1 for the 2023 SoIN Big Read.
- Seckman is joining the boards for the Homeless Coalition of Southern Indiana and Clark County Reads.

OTHER BUSINESS; BOARD MEMBER COMMENTS

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

As there was no further business, the meeting adjourned at 5:37 p.m.