

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, DECEMBER 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 4:32 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: None

Public Comments: None

CONSENT AGENDA

Approval of November 21, 2023, Board of Trustees Minutes

Approval of Claims through November 30, 2023

Financial Report

Correspondence and Publicity

2024 Board Meeting Dates

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

Seckman presented a request for an account transfer. This transfer would be within the Rainy Day Fund for \$75,000 from 443 Improvements Other Than Bldgs to 436.1 Repairs, Buildings in order to pay for the skylight removal in Clarksville.

Munzer moved: To approve the account transfer request.
Seconded by: Baker
Motion: Approved

Seckman requested two encumbrances for 2023. Firstly, from the Rainy Day Fund, Seckman requested to encumber \$49,999 from 436.1 Repairs, Buildings for KM Stemler Co., Inc. for the skylight removal. Secondly, from the Operating Fund, Seckman requested to encumber \$6,945.72 from 445 Equipment for Matrix Integration for UPS switches.

Munzer moved: To approve the 2023 encumbrances.
Seconded by: Kendrick-Appiah
Motion: Approved

STAFF ASSOCIATION REPORT

On December 1, the Staff Association and the Fun Committee hosted a winter-themed staff holiday party. The Staff Association orchestrated the holiday gift for Library Director David Seckman and holiday cards to staff. The Staff Association has not had a meeting due to staff outages, so there is no other official business to report.

OLD BUSINESS

List of Jeffersonville and Clarksville Library Renovation Projects

Seckman was tasked by the Board to construct a list of possible renovation projects for 2025. Seckman compiled a total of 25 projects for both the Jeffersonville and Clarksville libraries, including a new roof for Jeffersonville, replacing the planter box at Clarksville, and bathroom remodeling at both locations. The list for the Jeffersonville location includes user-friendly, energy-efficient operations for the HVAC system. The HVAC system has given the library trouble since the building was built. Maintenance Worker Luke Burton suspects it is the ductwork.

(Kofi Darku entered at 4:51 p.m.)

Facilities Assessment Discussion

The Board reviewed the Facilities Assessment proposal from TowerPinkster. While the facilities assessment service is \$11,000, the Board sees great value in this service in order to operationalize the facilities of the Jeffersonville Township Public Library.

Palmquist moved: To move forward with the TowerPinkster facility assessment.
Seconded by: Darku
Motion: Approved

NEW BUSINESS

Approval of Salary Schedule and Personnel Chart

At the July Board meeting, the Board discussed a possible 4% pay raise for staff. Seckman presented a 2024 salary schedule and personnel chart that reflects the proposed 4% raise for Grades I – XI, including salaries for all current staff.

Kendrick-Appiah moved: To approve the 4% pay raise, the salary schedule, and the personnel chart to be effective with a pay date of January 10, 2024.
Seconded by: Munzer
Motion: Approved

Video Recording and Photography Policy

A new policy was created titled Video Recording and Photography policy. The Library’s attorney reviewed this policy, and his feedback is included in it. This policy aims to balance people’s First Amendment rights with our patrons’ right to privacy and to use the library.

Moss moved: To approve the Video Recording and Photography policy.
Seconded by: Palmquist
Motion: Approved

Review Computer and Internet Use Policy

The library reviews the Computer and Internet Use Policy every year as one of the requirements for receiving E-rate funding. Last year, Jeffersonville Township Public Library's Administrative Planning Team made many changes; however, this year, a few minor changes were made. No content was changed, but a few sections have reworded phrases to make the text clearer.

Baker moved: To adopt the Computer and Internet Use with the proposed changes.
Seconded by: Kendrick-Appiah
Motion: Approved

FOUNDATION REPORT

The Foundation discussed Give for Good at their last meeting and decided to continue it in future years. The Foundation is finalizing its budget, and they voted for J. Rorrer and Co. to do the Foundation's CPA work. The Foundation plans to meet with Andy Burdsall, President at Riverbend, to review their investments at their February meeting.

DIRECTOR'S REPORT

- Seckman presented a visual report that compared November 2022 and November 2023 statistics, such as foot traffic, program attendance, etc.
- The full budget was approved by the Department of Local Government Finance in the amount of \$2,970,000.
- The excess levy was approved due to the library's service area exceeding the state-level growth quotient. The net amount was \$153,617. After the circuit breaker, the amount comes to \$117,000.
- We received our fall tax distribution in the amount of \$697,208.32 for the General Fund and \$196,148.50 for the Debt Service Fund.
- The State Board of Accounts billed the library for our four-year audit in the amount of \$4,531.33.
- Fees for PLAC cards remain the same price this year at \$65.
- Seckman has not yet received the Goshen Public Library compensation study.
- Our work-study position is posted on the IUS work-study site.
- Harleigh Lang accepted the position of Clerical Assistant in Youth Services, and she started on December 5, 2023.
- Public Services Assistant Reference Librarian Jen Weidner resigned effective December 4, 2023.
- Due to Weidner's resignation, we have an open position. Public Services Manager Kim Jackson recommended this position go from a 20-hour Assistant Reference Librarian to a 15-hour Clerical Assistant position. The job opening will be posted on the Jeffersonville Township Public Library's website in the next couple of days.
- The Administrative Planning Team finished reviewing the Staff Manual in their weekly meetings. The next steps are for Curtis to finish editing and researching, and once completed, Seckman will present the Staff Manual to the Board.
- The Performance Evaluation Committee drafted their staff performance evaluations. JTPL managers will review the performance evaluations and give feedback, and then Seckman will present them to the Board for review.
- The 2023 SoIN Big Read kicked off on December 1. The Foundation and the Friends of the Library purchased 300 books to give out to patrons for free. The selected book is *The Great Tales of Edgar Allan Poe*.
- The Jeffersonville location has a new art exhibition in the upper-level gallery. The artist is Ryan Case, and some art pieces are reminiscent of Edgar Allan Poe.
- The library's new IT management company, Matrix Integration, is working out very well.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The Board requested that the program attendance be noted on Seckman's statistical report. Kendrick-Appiah recounted when the library's air went out and reiterated that the facilities assessment might help anticipate building issues before they happen, which will be beneficial to both staff and patrons.

The next meeting of the Board of Trustees will be on Tuesday, January 16, 2023, at 4:30 p.m. at the Jeffersonville location.

As there was no further business, the meeting adjourned at 5:27 p.m.