

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, JANUARY 16, 2024, AT 4:30 P.M.
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

CALL TO ORDER OF BOARD OF FINANCE

The Board of Finance was called to order at 4:31 p.m.

Presiding Officer: Lynn Wilson, President

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

Board Members Absent: None

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

Guests: None

Public Comments: None

Election of Board of Finance Officers [IC 5-13-7-6]

At the January Board meetings, the Board elects officers for the Board of Finance. The Board typically uses the same officers for the Board of Finance as they do for those in office on the Board of Trustees.

Kendrick-Appiah moved: To elect the officers of the Library Board to be the same as the Board of Finance officers.

Seconded by: Steven Palmquist

Motion: Approved

Review of Account Balances and Investments [IC 5-13-7-7]

The last page of the financial report contains the balances of all library accounts. The Board reviewed these accounts. We are required by law to have two banks. We have two local banks: New Washington State Bank and First Savings Bank. The Rainy Day Fund has accrued \$15,125.89 in interest. The investments we have are in Trust Indiana, and they are listed on the financial report. The library has no other investments.

Seckman reviewed the library's actual annual receipts against the approved revenue estimates. Actual receipts concluded at 101% of approved revenue estimates.

Wilson questioned if the library's budget contributed enough to Summer Reading to fund a robust enough Summer Reading Program. Seckman explained that most of the budget for Summer Reading comes from the Friends of the Library.

Review of Investment Policy [IC 5-13-7-75]

The Board reviewed the investment policy; no changes were recommended at this time.

Clear Outstanding Checks

We do not have any outstanding checks over two years old, so none need to be cleared.

Internal Controls Staff Training

The Board of Trustees signed the Internal Controls Training Verification Form, verifying that the library complies and that all employees watch the Internal Controls Training video at the time of hire. The Administration Office keeps records showing current and former library staff and Board members have completed the training.

The meeting of the Board of Finance closed at 4:41 p.m.

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

The regular meeting was called to order at 4:42 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 December 19, 2023, Board of Trustees Minutes

Approval of Claims through December 31, 2023

Financial Report

Correspondence and Publicity

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

Seckman presented an invoice that was not included in the consent agenda. Seckman requests an honorarium of \$100 for a local author presenting at a Black History Month program.

Kendrick-Appiah moved: To approve the \$100 honorarium payable to James Prichard at the conclusion of the program.

Seconded by: Munzer
Motion: Approved

STAFF ASSOCIATION REPORT

The Staff Association has a meeting on January 17. At the meeting, the Staff Association will discuss the goals for 2024 and the plan for when Glenn goes on maternity leave.

Moss asked if employees were using the fitness equipment that is on the lower level. Seckman and Glenn reported that employees have occasionally used the equipment. Moss recommended promoting the equipment because it is a good perk for employees.

OLD BUSINESS

Long-Range Plan Update

Seckman reviewed the goals in the long-range plan and how the library staff has worked toward these goals during the past two years.

Library of Things Update

Seckman and Gillenwater created a \$2,000 Library of Things line in the budget. Because the Library of Things needs somewhere to be stored, the lower level storage room was organized. Many libraries that have a Library of Things have gotten items through donations. The Board discussed ways to publicize the Library of Things, such as a press release, community interest story, etc.

NEW BUSINESS

Standards for Public Behavior Policy, Brochure, and Trespass Matrix Edits

Seckman recommends adding the phrase “unhygienic behavior such as spitting, clipping nails, or changing diapers in public areas” to the Standards for Public Behavior Policy and brochure. Due to adding this in the policy and brochure, it has been added to the Trespass Matrix under “Disruptive Behavior.”

Palmquist moved: To approve the addition to the Standards for Public Behavior Policy, Brochure, and Trespass Matrix.

Seconded by: Munzer

Motion: Approved

Jeffersonville Youth Services Staffing

The Clerical Assistant position in Youth Services has a lot of turnover. To bolster the Youth Services staff, Seckman recommends promoting Assistant Reference Librarian Leila Bridgewater from 30 hours to 37.5 hours, a full-time position. Bridgewater is getting her master’s in Library Science and clearly has a passion for libraries.

Darku moved: To approve promoting Leila Bridgewater to 37.5 hours weekly, effective February 5, 2024.

Seconded by: Moss

Motion: Approved

Youth Services Librarian Job Description

Youth Services Librarian Jenny Quiroga at the Clarksville location has resigned, effective March 1. Jennifer Harl and Taylor Curtis rewrote the Youth Services Librarian job description summary and edited a few bullet points for the description of tasks. This position is Grade VII, Steps 2 – 7.

Munzer moved: To approve the changes made to the Youth Services Librarian job description.

Seconded by: Palmquist

Motion: Approved

Thunder on the Terrace Discussion

Last year, staff was able to use the library terrace to view Thunder Over Louisville, and it went well. The Fun Committee supervised the event and did not block off any parking spaces. The library provided water for staff, and alcohol is prohibited. The Board is amenable to staff using the terrace for Thunder Over Louisville again in 2024; it is a nice perk for the staff.

Kendrick-Appiah moved: To allow the staff to use the terrace to watch Thunder Over Louisville in 2024.
Seconded by: Darku
Motion: Approved

Transfers of Appropriations

Seckman requests a transfer from 432.6 Internet Access to 431.1 Consulting Services. The second transfer request is from 432.6 Internet Access to 431.9 Other Professional Services. The transfers are to restore those appropriations for when they were reduced due to budget cuts.

Darku moved: To approve the two account transfers.
Seconded by: Kendrick-Appiah
Motion: Approved

At the December Board meeting, 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.

FOUNDATION REPORT

At the last meeting, the Foundation set a budget. The Foundation is planning activities to generate revenue, including a Read-A-Thon. A committee was formed to explore the pros and cons of a few donation software companies, and the Foundation is testing a donor software named Givebutler. Many larger non-profits in the area use this software. The Foundation is writing an Investment Policy and is forming a Finance Committee. Lastly, Andy Burdsall, President of Riverbend Financial Group, is scheduled to attend the Foundation meeting in February to meet the Foundation Board and answer questions.

DIRECTOR'S REPORT

- Seckman presented a visual report that compared December 2022 and December 2023 statistics, such as foot traffic, program attendance, library card sign-ups, etc.
- The Lower Level Conference Room is being transformed into a multi-media room with video and podcast capabilities. It has been painted an off-white color that brightens the room.
- There is a birthday celebration program for Edgar Allan Poe with birthday cake on Friday, January 19.
- Students from Clarksville High School created Poe-themed art pieces. The library purchased frames for their works of art. An art reception is being held at the Clarksville location on Thursday, January 25, from 6 – 7 p.m.
- We have not received the Goshen Public Library compensation study. They plan to send out the study in early January.
- Harleigh Lang, Clerical Assistant in Youth Services, resigned, effective January 11, 2024.
- Jenny Quiroga, Youth Services Librarian in Clarksville, resigned due to family reasons, effective March 1, 2024. She has been an asset to the library and will be missed. The job posting has been advertised on the library website and a few library-related job boards.

- The open Clerical Assistant position in Public Services is in the process of being filled. We will have an update at the Board meeting next month.
- We opened and advertised the Security Officer position, and very strong candidates have applied. Seckman and Curtis are starting the interviews for this position next week.
- Seckman attended his first Homeless Coalition Board meeting. He will contact the Board of Trustees to tour the facility. Seckman also had a Board meeting for Clark County Reads, and they want to participate in some literacy projects that the Jeffersonville Township Public Library is implementing.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Seckman presented a map of the limits of the Jeffersonville Township since the Board of Trustees requested to see that last month. Baker appreciates that Seckman is following through on the performance evaluations since the Board discussed it in previous years. Baker mentioned that Clarksville drainage is less than ideal. The Board suggested that Seckman contact the Clarksville Sewer Department each time it rains in hopes that the city of Clarksville can assist with the drainage in the parking lot.

The next meeting of the Board of Trustees will be on Tuesday, February 20, 2024, at 4:30 p.m. at the Jeffersonville location. As there was no further business, the meeting adjourned at 5:42 p.m.