

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, FEBRUARY 20, 2024, 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; 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: Michael Wilder, Attorney from Gillenwater and Wilder Law Office

Public Comments: None

**CONSENT AGENDA**

**Approval of January 16, 2024, Board of Trustees Minutes**

**Approval of Claims through January 31, 2024**

**Financial Report**

**Correspondence and Publicity**

Kendrick-Appiah moved: To approve the consent agenda.

Seconded by: Darku

Motion: Approved

Kendrick-Appiah commented that a voided check is presented in the Financial Report. Gillenwater wrote a check to pay historian James Prichard for a program but realized the Foundation had already paid him, so Gillenwater was able to void the check.

**ELECTION OF OFFICERS FOR 2024**

Article 8 of the JTPL Board Bylaws and Governance states, "Officers will be elected through a rotation procedure at the annual meeting.

The rotation order will be as follows:

- The President moves to the bottom of the member list.
- The Vice-President moves to President.
- The Secretary moves to Vice-President.
- The Treasurer is encouraged to serve three years and then moves up to Secretary.
- Board Member 1 moves to either the Treasurer or Secretary position, depending on which is available.

- Board Members 2 and 3 will move up the list accordingly.”

As a result of this policy, Palmquist will serve as President, Baker will be Vice President, Kendrick-Appiah will be Secretary, Moss will serve as Treasurer, Board Member 1 is Munzer, Board Member 2 is Darku, and Board Member 3 is Wilson.

Munzer moved: To elect the slate of officers as described for the 2024-2025 library term to take effect in March 2024.  
 Seconded by: Darku  
 Motion: Approved

It was noted that the Bylaws Committee, formed annually in April, should recommend an amendment to the Bylaws that states that Board members 1, 2, and 3 will be assigned in order of seniority.

Seckman provided information that Baker and Wilson’s terms expire on June 30, 2024, and Seckman asked if they would like to be reappointed for another term. Wilson would like to be reappointed. Baker would like to be reappointed unless there is another candidate in mind with a different skillset or background.

**STAFF ASSOCIATION REPORT**

The Staff Association is throwing a goodbye party for Jenny Quiroga on February 29. A staff member’s father passed away, and the Staff Association is figuring out how the family would like his memory honored. Staff Association recruitment is in full swing. Lastly, the Staff Association is starting to plan the Library Workers Day lunch in April.

**OLD BUSINESS**

**Potential Building and Renovation Projects Progress**

The library contracted TowerPinkster to conduct a facilities assessment. TowerPinkster attended the Staff Meeting on Thursday, February 15, to get staff feedback about current facilities and building renovation ideas. They sent a survey out to staff asking for feedback on the facilities and layout for those who missed the meeting and for those who wanted to provide additional thoughts. Seckman meets with TowerPinkster to review staff feedback on Tuesday, February 27.

Seckman presented two invoices for the concrete work that was listed on the potential building and renovation projects list that Seckman presented at the December 2023 Board meeting. S&S Concrete gave an estimate of \$16,650, and Stark Construction’s estimate was \$19,878. Seckman recommends completing this project soon and as a part of the library’s operational budget. If the library wrapped this concrete work into the potential bond, we would not have as much flexibility in who the contractor would be. Palmquist pointed out that the S&S Concrete quote does not include a handrail, but the Stark Construction quote does. The Board agrees a handrail needs to be installed.

Palmquist moved: To accept the S&S concrete bid for \$16,650, contingent upon the price including the handrail. If the current estimate of \$16,650 does not include the handrail, but when S&S Concrete adds the handrail into the estimate, and S&S Concrete is still the lowest estimate, then the Board accepts it. If the concrete work is \$16,650, the Board approves payment upon completion of the work.  
 Seconded by: Kendrick-Appiah  
 Motion: Approved

**NEW BUSINESS**

**Meet Prospective Attorney Michael Wilder**

Michael Wilder is a prospective attorney for the library, who is from Sellersburg, IN. Wilder has taken over the practice of Michael Gillenwater, our previous lawyer. Wilder’s background is in consumer bankruptcy, and he is now working with a range of cases, such as contract disputes, family law, and municipal law. Baker asked for Wilder’s background on employee disputes. Wilder has learned to reference the statutes in these situations, and he can advise what is legal under the statute and what is not. Gillenwater has briefed Wilder on the library’s past employee cases. Palmquist would like to know what kind of rate Wilder would charge, keeping in mind that Gillenwater had more experience with municipal clients.

The Board discussed that the library does not have a contract with Wilder, so if he does not meet expectations in the future, the library can consider another lawyer. If Wilder meets expectations, it will be beneficial to consult the same lawyer so that they have context on the library’s past cases.

Palmquist moved:           To accept working with Michael Wilder if his rate is the same as Michael Gillenwater's and there is no contract.  
Seconded by:               Kendrick-Appiah  
Motion:                       Approved

**Youth Safety Policy**

Seckman discussed changes to the Youth Safety Policy, formerly known as Library Policies Regarding Children. Palmquist suggested that two sections should be combined to flow better, and Kendrick-Appiah suggested changing the phrase ‘accompanying adults’ since it references caregivers over 13, and they are not yet adults. The Board recommended revising the policy and presenting the suggested changes at the next Board meeting.

**Performance Evaluations**

When Seckman started at the Jeffersonville Township Public Library, his goal was to create performance evaluations based on the Jeffersonville Township Public Library’s values. To start gauging a baseline for the evaluations, Seckman sent out a survey to staff to gauge what employee behaviors would look like for each value. A Performance Evaluation Committee was formed with one member from each department. The committee created a performance evaluation with SMART goals. Expectations would be that managers are consistently giving employees feedback on a regular basis so that employees do not hear the feedback for the first time in the annual performance evaluation. While staff raises are not a direct result of the performance evaluation, the performance evaluation will be considered when discussing raises or performance.

Darku moved:               To adopt the performance evaluations.  
Seconded by:               Baker  
Motion:                       Approved

**Assistant Librarian Job Description**

Seckman discussed the changes to the Assistant Librarian job description, which was last approved in 2017.

Palmquist moved:           To accept the changes to the Assistant Librarian job description.  
Seconded by:               Munzer  
Motion:                       Approved

### **Transfer between Appropriations**

Seckman requests to transfer \$100 from 411.4 Salary, Part-time to 439.3 Taxes & Assessments due to the state sales tax being higher than anticipated. Every January, the library pays the state the sales tax that was collected.

Kendrick-Appiah moved: To approve the transfer between appropriations.

Seconded by: Munzer

Motion: Approved

### **Surplus Items**

Seckman presented a list of three surplus items from the Clarksville location: a round table, a decorative room divider, and three rugs in poor condition.

Darku moved: To approve surplus the items.

Seconded by: Baker

Motion: Approved

### **FOUNDATION REPORT**

Andy Burdsall from Riverbend Financial joined the February Foundation meeting. Burdsall gave an overview of the Foundation accounts. The Foundation previously has a Financial Committee but the members on that committee have left the Foundation since then, and the Foundation is considering reinstating that committee. The Foundation is testing the GiveButter donor software. The Foundation budgeted \$5,000 for library programming this year and recently paid for some library programs: Shakespeare in the Park, historian James Prichard, and a science fiction writer for Summer Reading.

### **DIRECTOR'S REPORT**

- Seckman presented a visual report that compared January 2022 and January 2023 statistics, such as foot traffic, program attendance, library card sign-ups, etc. The foot traffic is not lining up with other statistics, so Seckman and the Technology Services Manager Allison Frederickson are looking into the front door sensor since it may be malfunctioning.
- In the Long-Range Plan, one goal is to have a collection more reflective of the demographics of the community. Compared to 2022, in 2023, we added 7.2% more African American books, 3.1% more Hispanic books, and 222.3% more LGBTQ+ books.
- Seckman finished the annual report and created a one-sheet that highlights the library's accomplishments in 2023. The sheet includes statistics, new additions to JTPL, and some photos of highlighted events.
- According to the annual report, in 2023, JTPL increased foot traffic by 10,000 compared to 2022.
- We received the Goshen Public Library compensation study.
- We filled the Clerical Assistant in Youth Services at the Jeffersonville location. Aliya Gentry graduated with an English degree and worked at her college library.
- Jenny Quiroga, Youth Services Librarian in Clarksville, submitted her resignation. We have posted the open position on the ALA website. The interviews are coming to a close, and then we will make a decision.
- The open Clerical Assistant position for Public Services at the Jeffersonville location has been filled. Kelli Witsman previously worked at the Harrison County Public Library, and we are confident she will be an asset to JTPL.
- We have posted the Security Officer position to hire three more Security Officers, and the search is going very well. We hired Mark Lovan, Joe Cogan, and Carl Sinkhorn Jr. They have been doing a great job, and coverage has increased.

- Anna Trueblood, Page at the Jeffersonville location, graduated college and resigned. Her last day was Monday, February 19. We have been interviewing for that position and should have a decision within one week.
- We are posting the Summer Page position for the Jeffersonville location within the next week to start getting a candidate lined up for the summer.
- Seckman signed the library up for a free cybersecurity assessment through the Indiana Office of Technology in Purdue. It is a six to twelve-week project where they comb through our cybersecurity and rank it.
- JTPL wrapped up the Edgar Allan Poe programs for the Big Read at the end of January, and we are planning another SoIN Big Read. In the fall, the Big Read will feature the works of Kurt Vonnegut through the dates of September 22 – November 1, and it coincides with Banned Books Week. We are collaborating with the Kurt Vonnegut Museum and Library, Harrison County Public Library, Floyd County Public Library, Clark County Reads, and the Arts Alliance of Southern Indiana.
- There is progress on the multimedia studio. Miguel Hampton is helping with some technical aspects of the project.

#### **OTHER BUSINESS; BOARD MEMBER COMMENTS**

Kendrick-Appiah suggested that a representative of Clarksville should be added to the one-sheet of JTPL accomplishments.

The next meeting of the Board of Trustees will be on Tuesday, March 19, 2024, at 4:30 p.m. at the Jeffersonville location. As there was no further business, the meeting adjourned at 6:03 p.m.