

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, MARCH 19, 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 4:34 p.m.

Presiding Officer: Steven Palmquist, President

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

Board Members Absent: Lynn Wilson

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

Guests: None

Public Comments: None

**CONSENT AGENDA**

**Approval of February 20, 2024, Board of Trustees Minutes**

**Approval of Claims through February 29, 2024**

**Financial Report**

**Correspondence and Publicity**

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

Seckman presented an invoice not included in the consent agenda from Apple for \$618 to purchase an iPad for the multi-media studio. Additionally, Seckman presented an invoice from Apple for \$2,618 to purchase an accessible computer for those with visual impairments. The library will be reimbursed through a Community Foundation of Southern Indiana grant for the latter invoice.

Baker moved: To approve the expenditures.  
Seconded by: Munzer  
Motion: Approved

**STAFF ASSOCIATION REPORT**

Judy Bryant, part-time Clerical Assistant at the Clarksville location, resigned from the library. The Staff Association threw a going-away party for Jenny Quiroga, Youth Services Librarian at the Clarksville location. The Staff Association is planning a National Library Workers Day lunch and is considering a pizza party.

## **OLD BUSINESS**

### **Potential Building and Renovation Projects Progress**

Last month, Seckman discussed the proposed concrete work, but the lowest estimate from S&S Concrete did not include a handrail. When Seckman asked S&S Concrete to include a handrail in the estimate, the amount increased greatly. Seckman contacted Stark Construction, whose original estimate was \$19,878. Stark Construction agreed to reduce the price to \$16,476 for the planned concrete work, which includes a handrail. Stark Construction has built an enclosure for the dumpster in the past at the Clarksville location and did a great job, especially in accommodating our limited timeline.

Darku moved: To approve the bid from Stark Construction.  
Seconded by: Kendrick-Appiah  
Motion: Approved; Munzer abstained from voting.

Stark Construction gave Seckman a quote for pressure washing the exterior of the building for \$13,000. Their process includes a specialized wash that would not ruin the limestone. In past years, Seckman has received much higher quotes for pressure washing. The funds are planned to come from the Library's operating fund. The Board suggested taking before-and-after photos so that the public could see the difference.

Darku moved: To accept the proposal from Stark Construction for \$13,000 for pressure washing.  
Seconded by: Baker  
Motion: Approved; Munzer abstained from voting.

TowerPinkster is continuing with the facilities assessment. They came to the monthly staff meeting on February 20, 2024, and sent a survey to the staff to get their feedback on the facilities. They plan to send out a public feedback survey to gauge what the public would like to see regarding the library's facilities. TowerPinkster sent a mechanical engineer to look at the mechanical units, including the HVAC system. While some of the HVAC units are new, the system's brains and some of the duct work likely need to be replaced.

### **Youth Safety Policy**

Last month, the Board made suggestions to the proposed Youth Safety Policy. Seckman and the Jeffersonville Township Public Library's Administrative Planning Team revised the policy to consider the Board's feedback. The policy contains the public-facing policy and the staff procedures to be transparent about how staff will handle violations of the Youth Safety Policy.

Kendrick-Appiah moved: To adopt the Youth Safety Policy.  
Seconded by: Munzer  
Motion: Approved

### **Library of Things Update**

A Library of Things Committee was formed and is comprised of Allison Fredrickson, Diane Stepro, and Sarah Tackett. The committee was given a deadline of late 2024, and the budget is \$2,000 for 2024. Jigsaw puzzles have been purchased, but the committee is deciding on other items to purchase after they take a trip to see another library's Library of Things.

## **NEW BUSINESS**

### **Proposal for a Temporary Assistant Librarian Position**

The Clarksville location has an open position for a Youth Services Librarian, and the hiring team has selected a candidate. The candidate will graduate with their MLIS in May, so Seckman is proposing a temporary position modeled after our Assistant Librarian position. Once the candidate has their degree, they will be placed in the Youth Services Librarian role to which they originally applied.

Munzer moved: To accept the job description for a Temporary Assistant Librarian position.  
Seconded by: Kendrick-Appiah  
Motion: Approved

### **Step Increase for Employee**

Seckman is proposing a step increase for Nolan Brewer, the Public Services Librarian at Clarksville. Brewer is passionate about adult programming; he was instrumental in the Dr. Cooke program, which had a health fair that collaborated with stakeholders in the community, and he holds the repeating True Crime program. Seckman proposes a step increase to Step 3 due to performance. According to the Goshen Public Library compensation study, the median hourly wage for a librarian is \$24.80 an hour. An increase to Step 3 will put Brewer at \$23.57 an hour.

Kendrick-Appiah moved: To approve the increase to Step 3 for Nolan Brewer, effective next pay period.  
Seconded by: Darku  
Motion: Approved

### **Social Media Policy**

Seckman presented a Social Media Policy that has been reviewed by the library's attorney. Moss suggested adding a clause stating that the policy is not intended to dissuade employees from promoting library events and activities.

Darku moved: To approve the Social Media Policy with the amendments proposed.  
Seconded by: Moss  
Motion: Approved

### **Summer Assistant Job Description**

Elizabeth Glenn, Youth Services Assistant Librarian at the Jeffersonville location, will be on leave this summer. We are adjusting recently-hired Aliya Gentry's hours to full-time while Glenn is on leave. Seckman proposes a temporary, part-time Summer Assistant position in Youth Services to provide more support for the department.

Munzer moved: To approve the Summer Assistant position and accept the job description.  
Seconded by: Darku  
Motion: Approved

### **Re-evaluate Non-Resident Card Fees**

The non-resident card fee is calculated from the annual report. This year, it is calculated at \$40.01. To be more convenient for patrons and to hopefully avoid raising the amount next year, Seckman proposes charging \$41.00 for non-resident card fees.

Baker moved: To charge our non-resident cardholders \$41.00.  
Seconded by: Moss  
Motion: Approved

## **Surplus Items**

Allison Fredrickson, Technology Services Manager, has been cleaning out old computers and has presented a list for surplus. The majority of the items are not functional for the library.

Kendrick-Appiah moved: To approve the items for surplus.

Seconded by: Munzer

Motion: Approved

## **FOUNDATION REPORT**

The Foundation is getting up to speed on its tax filings. The past accountant did not do an ideal job, but the Foundation has moved to Julie Rorrer and Company. The Foundation is still exploring the donor software GiveButter, as well as crowdfunding and revamping its Finance Committee. The Foundation is funding a few library programs this year, such as a Black History Month program, an eclipse program, Shakespeare in the Park, and a five-part Women and Music program.

## **DIRECTOR'S REPORT**

- Seckman presented a visual report that compared February 2023 and February 2024 statistics, such as program attendance, library card sign-ups, etc. This month's report does not include foot traffic because the door counter is not functioning. Seckman is exploring alternative methods for counting foot traffic.
- The Jeffersonville Township Public Library is participating in a free cybersecurity audit by the Indiana Office of Technology, who is collaborating with Purdue and Indiana University. Seckman put the library on the waitlist about 1.5 years ago.
- Matrix has replaced all staff computers. The public-facing computers are being replaced next, starting with the Family and Local History Room.
- The library will serve as a polling place for the primary election. If things go well, the library may be a polling place for the general election. This should not interfere with library operations.
- The open Jeffersonville Page position was filled by Holly Holbrook. Holbrook has proved to be a great fit for the position.
- The open Summer Page position for the Jeffersonville location was filled by a volunteer Morgan Robinson. Robinson has shown dedication and great work ethic.
- Judy Bryant resigned unexpectedly due to health issues, effective March 1, 2024. The vacant Clerical Assistant position in Clarksville has been posted.
- Seckman distributed a report that details the use of the Makerspace. Over a three-month period, 622 bookings were made in the Makerspace.
- Seckman shared a report from Clarksville Library Manager Jennifer Harl, giving an update on the use of the Social-Emotional Learning collection. Harl reported that the collection has been very popular with patrons.
- Seckman invited the Board to a tour of the Homeless Coalition facilities on April 17 at 9 a.m.
- Seckman attended the City Council meeting on March 18 on the subject of homelessness in Jeffersonville.

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

The next meeting of the Board of Trustees will be on Tuesday, April 16, 2024, at 4:30 p.m. at the Clarksville location. As there was no further business, the meeting adjourned at 6:14 p.m.