

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, MAY 21, 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: 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, Missy Edwards, Bethany Daily

Guests: None

Public Comments: None

CONSENT AGENDA

Approval of April 16, 2024, Board of Trustees Minutes

Approval of Claims through April 30, 2024

Financial Report

Correspondence and Publicity

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

Seckman presented two invoices not included in the consent agenda from Bachmann-Auto Group for \$745.00 for two key fobs and Jeff Xscape (movie theater) in the amount of \$1,000 for local advertising.

Baker moved: To approve the payment of the invoices presented.
Seconded by: Munzer
Motion: Approved

STAFF ASSOCIATION REPORT

Elizabeth Glenn is on maternity leave, and the baby is doing well. Taylor Curtis' last day is on June 5, as well as Cindy Gnau on May 29. There will be going away parties for both employees.

OLD BUSINESS

Potential Building and Renovation Projects Progress

Tower Pinkster is about halfway finished with the facilities assessment. He reported the roof is about 17 years old and will need to be replaced soon.

Regarding the conversion of the sidewalk into a ramp, the city has confirmed they will require an architectural drawing, which will go to the state. Seckman presented an estimate from Renaissance Design Build, Inc. for an architectural drawing in the amount of \$3,800. TowerPinkster’s estimate for a drawing is \$9,500. TowerPinkster gave a secondary estimate of \$8,150. The Board discussed the pros and cons of including this in the bond issue if the library decides to issue one. The Board was in favor to complete the project now to avoid the prices being inflated in the future or in a bond issue.

Baker moved: To approve the estimate from Renaissance Design.
Seconded by: Kendrick-Appiah
Motion: Approved

Seckman and Ivy Riester met with Demco, Inc. The estimate for remodeling the 6700-square-foot Youth Services department is between \$370,000 and \$390,000. The estimate for redoing the carpet alone was \$52,000; this would include the Administrative Office hallway, the boardroom and the director’s office.

NEW BUSINESS

Motion to Serve Alcohol in the Library for Foundation Holiday Event

Dave Thomas, the Foundation President, is interested in having a holiday extravaganza with a cash bar and food to raise funds. Seckman researched precedent, and other libraries in Indiana serve alcohol after hours, but they have a security guard present. Baker remarked the Foundation has served alcohol at past events, and Palmquist suggested a policy.

Moss moved: To approve having alcohol at the holiday extravaganza.
Seconded by: Baker
Motion: Approved; Munzer abstained from voting.

(Darku entered at 4:57 p.m.)

Review Bylaw Changes Presented by Committee

Baker and Kendrick-Appiah recommended accepting the bylaws as is.

Staffing

The Makerspace has increased foot traffic. Seckman proposes a Makerspace Training Specialist role be opened. This would provide more coverage for the Makerspace and multimedia studio. Seckman recommends that Vincent Thomas, current Computer Lab and Training Specialist, take this new position. Seckman proposes that Rick Gleitz, Clerical Assistant from Clarksville, would take over the Computer Lab full-time.

Clarksville would then need to hire a 20-hour Clerical Assistant to replace Gleitz.

Baker moved: To accept the Makerspace Training Specialist job description.
Seconded by: Darku
Motion: Approved

Staff Manual

The Board will review the Staff Manual and come with proposed changes at next month’s Board meeting.

Meeting Room and Study Room Policy

Seckman reviewed the changes to the Meeting and Study Room Policy.

Munzer moved: To approve the changes to the Meeting and Study Room Policy with the proposed amendments.
Seconded by: Kendrick-Appiah
Motion: Approved

Executive Assistant Job Description

Seckman reviewed the proposed changes to the Executive Assistant job description.

Baker moved: To accept the changes to the Executive Assistant job description.
Seconded by: Darku
Motion: Approved

Motion for an Exception to Programming Policy

The Programming Policy currently states, "There will always be at least one library staff member available to introduce the program and speaker and monitor it at all times." Seckman proposes an exception for a Clarksville program. This is a 12-week program for attendees to take their written certification to become a pilot. The Clarksville staff cannot sit in on the program for that duration due to lack of staff available. While they would be present at the beginning, Seckman proposes we lift that rule for this program.

Darku moved: To approve the exception for this program.
Seconded by: Baker
Motion: Approved

Transfer of Appropriations

Seckman proposed to transfer \$20,000 from 432.6 Internet Access to 437.2 Rentals-Equipment. When the budget was formed last year, the library did not know it was going to lease computers from Dell.

Munzer moved: To approve the transfer of appropriations.
Seconded by: Kendrick-Appiah
Motion: Approved

Items for Surplus

Allison Fredrickson, Technology Services Manager, provided a list of items for surplus. These items are not functional due to their age. The Board suggests selling the old computers, as long as information has been removed from the computers.

Kendrick-Appiah moved: To approve the items for surplus.
Seconded by: Moss
Motion: Approved

FOUNDATION REPORT

The Foundation's operating balance is \$41,841.77. The Riverbend investment account is \$109,684.73. The Finance Committee is working on an investment policy and plans to be finished in a couple of months. Val McCarthy is fine-tuning the Foundation Bylaws. The Foundation's biggest focus is streamlining getting funds to the library to support programs and projects. The Foundation has two new members: Daniel Boone and Annie Deaton.

DIRECTOR'S REPORT

- Seckman presented a visual report from March 2023 and 2024 that was corrected from last month. Additionally, he presented a report that compared April 2023 and April 2024 statistics, such as program attendance, library card sign-ups, etc.
- Thunder on the Terrace had 8 staff members and 30 guests attend.
- Following up on a previous question, Seckman reported that the spendable amount in the endowment carries over and remains available.
- ILL deliveries will happen two days a week instead of three days a week in order to save money
- The Chocolate Stroll had 386 attendees, and many were interested in the Makerspace.
- JTPL is in the middle of a cybersecurity audit funded by the Indiana Office of Technology. The audit will recommend a few changes and updates.
- Outreach events planned this summer: Pride Month, Juneteenth, farmer's market, 4-H fair.
- Library card design contest is May 13-July 15.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, June 18, 2024, at 4:30 p.m. at the Jeffersonville location. As there was no further business, the meeting adjourned at 6:00 p.m.