

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, JUNE 18, 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 4:30 p.m.

Presiding Officer: Steven Palmquist, President

Board Members Present: Hilda Kendrick-Appiah, Secretary; Dale Moss, Treasurer; Mark Munzer; Kofi Darku, Lynn Wilson

Board Members Absent: Linda Baker

Staff Members Present: David Seckman, Barbara Gillenwater, Nolan Brewer, Bethany Daily, Jennifer Harl

Guests: None

Public Comments: None

**REPORT FROM EXECUTIVE SESSION**

The Jeffersonville Township Public Library Board of Trustees met prior to the Board meeting to receive information about an employee's job performance/evaluation as authorized by IC 5-14-1.5-6.1(b)(9).

**REQUEST FROM DIRECTOR**

Seckman requested that the Board approve a reduction in force eliminating the maintenance position.

Darku moved: To approve a reduction in force eliminating the maintenance position.  
Seconded by: Wilson  
Motion: Approved

**CONSENT AGENDA**

**Approval of May 21, 2024, Board of Trustees Minutes**

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

**Financial Report**

**Correspondence and Publicity**

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

Seckman presented an invoice not included in the consent agenda from Rocky's Landscaping in the amount of \$1,420 for cleaning up staff parking lot.

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

### **STAFF ASSOCIATION REPORT**

Nolan Brewer: There were farewell parties for Taylor Curtis and Cindy Gnau.

### **OLD BUSINESS**

#### **Vote on Bylaw Changes Presented by Committee**

Munzer moved: To accept the committee's recommendation of no changes.  
Seconded by: Kendrick-Appiah  
Motion: Approved

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

Seckman met with the architect from Renaissance Design and they are working on an architectural drawing regarding the conversion of the sidewalk into a ramp as required by Jeffersonville.

TowerPinkster is continuing with the facilities assessment. An electrical engineer will examine items such as the HVAC and water heater to determine how much longer they should last.

#### **Staff Manual**

The board was asked to review the proposed Staff Manual at the May meeting. Munzer asked how often the manual will be reviewed. Seckman said the review process needs to be systematic and suggested the manual be reviewed and revised every two years. Seckman will bring the manual to the library's attorney for final legal review.

Moss moved: To approve the draft of the manual and send it to the library's attorney.  
Seconded by: Kendrick-Appiah  
Motion: Approved

### **NEW BUSINESS**

#### **2025 Budget**

Seckman and Barbara Gillenwater, business office manager, will begin drafting the budget and meeting with Baker Tilly in July. In August, Baker Tilly will present the budget to the Board. In September, there will be a public hearing on the budget. The Board will adopt the budget in October. Seckman reviewed the impact of potential salary increases on the budget. The board agreed by consensus to use a 3 percent increase as a basis for budget planning.

#### **Updates to Trespass Matrix**

Smoking inside the library was added to the Trespass Matrix as a separate entry.

Moss moved: To accept the changes.  
Seconded by: Darku  
Motion: Approved

#### **Weapons on Library Property Policy**

A patron often brings in items such as hammers and chainsaws that can be seen as threatening. Indiana state law prohibits the library from banning firearms, but the library is able to prohibit other weapons. Patrons who bring in weapons or items that can be used as weapons must either leave the library or secure the item(s).

Munzer moved: To approve the policy.  
Seconded by: Wilson  
Motion: Approved

### **Update to Credit Card Policy**

Seckman and Gillenwater attended a State Board of Accounts meeting and learned about a new internal control policy. Staff members are not allowed to receive cash advances from the credit card. Wilson asked if it's possible to set up a credit card that will not allow cash advances.

Munzer moved: To approved the policy as edited.  
Seconded by: Darku  
Motion: Approved

(Wilson left the meeting at 5:14 p.m.)

### **Update to Purchasing Policy**

To avoid making edits to two policies, the purchasing policy was simplified and the credit card policy was given more detail. When an edit is needed, the credit card policy will receive the edit.

Munzer moved: To approve the update.  
Seconded by: Darku  
Motion: Approved

### **Updated Job Description for Custodian**

Seckman reviewed the proposed changes to the Custodian job description.

Kendrick-Appiah moved: To accept the changes to the Custodian job description.  
Seconded by: Darku  
Motion: Approved

### **FOUNDATION REPORT**

Munzer reported the addition of a new Foundation member, Aycan Kara. The Foundation is planning a holiday event. In discussions about when and how to expand JTPL, Foundation President Dave Thomas would like to identify a specific goal when soliciting donations. This is a topic the Foundation is discussing.

### **DIRECTOR'S REPORT**

- screen
- We have an endowment fund with the Community Foundation of Southern Indiana and cannot withdraw money but we can take out a grant. We have \$4,036 available for a grant.
- Tax disbursement: Operating fund received \$1,008,256.58. Debt payment fund received \$272,612.20.
- Two clerical assistants have been hired at Clarksville.
- Custodian at Jeffersonville was terminated for job abandonment.
- Clerical assistant at Jeffersonville resigned; Clerical assistant at Clarksville retired.

- Still hiring for clerical assistant and custodian at Jeffersonville.
- Southern Indiana Pride used the Makerspace to create signs, banners, and goody bag items for its recent festival.
- The Bales Foundation offered to match funds up to \$25,000 for the multimedia studio.
- Gillenwater is in contact with New Washington State Bank about using positive pay to reduce check fraud.

**OTHER BUSINESS; BOARD MEMBER COMMENTS**

The next meeting of the Board of Trustees will be on Tuesday, July 16, 2024, at 4:30 p.m. at the Jeffersonville location. As there was no further business, the meeting adjourned at 5:48 p.m.