

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, JULY 16, 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; Kofi Darku; Lynn Wilson; Linda Baker

Board Members Absent: Mark Munzer; Dale Moss, Treasurer

Staff Members Present: David Seckman, Barbara Gillenwater, Bethany Daily, Missy Edwards

Guests: Olivia Blackerby and Amanda Hunsucker, TowerPinkster

Public Comments: None

CONSENT AGENDA

Approval of June 18, 2024, Board of Trustees Minutes

Wilson moved: To approve minutes as edited
Seconded by: Baker
Motion: Approved

Approval of Claims through June 30, 2024

Financial Report

Correspondence and Publicity

Wilson moved: To approve the consent agenda.
Seconded by: Baker
Motion: Approved

Seckman presented invoices not included in the consent agenda:

- No Scraps Left Behind in the amount of \$45 for sewing machine repair
- Claysburg Days in the amount of \$25 for an outreach event
- Frederick Roofing Co. in the amount of \$495 for work on the Clarksville location
- Dormakaba in the amount of \$274.82 for door repair
- TowerPinkster in the amount of \$2,140.66 for the facilities assessment

Wilson moved: To approve the payment of the invoices presented.

Seconded by: Darku
Motion: Approved

STAFF ASSOCIATION REPORT

Missy Edwards reported that staff is looking forward to Elizabeth Glenn's return in late July. They are arranging a goodbye celebration for Luke Burton.

OLD BUSINESS

Facilities Assessment Report

TowerPinkster presented its facilities assessment report, which outlined suggested improvements to JTPL's buildings, exteriors and interior spaces. They suggested a general timeline, with project scope and budget being determined by October 31, 2024, and construction being completed by summer 2026. After a brief discussion about priorities, the board asked that JTPL staff also weigh in on priorities.

(Wilson exited at 5:12 p.m.)

Library of Things

Seckman presented the proposed Library of Things policy. Palmquist suggested adding replacement cost and included accessories to item tags. Kendrick-Appiah suggested requiring that items be returned in the same condition in which they were borrowed. Seckman and Gillenwater presented a list of items already purchased.

Baker moved: To approve the Library of Things policy.
Seconded by: Darku
Motion: Approved

NEW BUSINESS

Resolution to Join ISL Consortium for Public Library Internet Access

Darku moved: To accept the resolution.
Seconded by: Kendrick-Appiah
Motion: Approved

Policy: Reimbursement for Lost or Damaged Materials

Seckman presented the policy, which was updated to address items that are returned soiled or odorous.

Kendrick-Appiah moved: To approve the updated policy as revised.
Seconded by: Darku
Motion: Approved

FOUNDATION REPORT

Seckman presented the Foundation report. The Foundation is working on reviewing its bylaws and planning a holiday gala.

DIRECTOR'S REPORT

- Seckman presented a visual report that compared June 2023 and June 2024 statistics such as program attendance, library card sign-ups, eMaterials circulations, etc.
- The State Budget Agency released its findings last week, and JTPL's maximum level growth quotient is 4 percent. This means we are authorized to spend roughly 4 percent more than last year.

- Hired a clerical assistant at Jeffersonville, pending a successful background check.
- Still hiring for a custodian/landscaper. City Wide Facility Solutions is supplementing custodial services in the interim.
- Aflac representatives will visit Jeffersonville this week to talk with employees about supplemental insurance.
- Hoosier Start is planning a visit to talk with employees about saving for retirement.
- Five employees have volunteered to serve on the Emergency Response Team to discuss issues such as trainings and drills in the event of an emergency
- Skylight removal in Clarksville is complete.
- SoIn Big Read: This year's book is *Player Piano* by Kurt Vonnegut
- Jennifer Harl, Clarksville manager, will be starting Leadership Southern Indiana's Discover program in August

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, August 20, 2024, at 4:30 p.m. at the Jeffersonville location. As there was no further business, the meeting adjourned at 6:25 p.m.