

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, AUGUST 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 4:35 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, Lynn Wilson

Board Members Absent: None

Staff Members Present: David Seckman, Barbara Gillenwater, Bethany Daily, Elizabeth Glenn

Guests: Susan Cowen, Baker Tilly

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).

CONSENT AGENDA

Approval of July 16, 2024, Board of Trustees Minutes

Approval of Claims through July 31, 2024

Financial Report

Correspondence and Publicity

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

Seckman presented an invoice for Edie Vonnegut, who is speaking at the Big Read event, for \$1,000. JTPL will be reimbursed by Indiana Humanities after the event.

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

STAFF ASSOCIATION REPORT

Elizabeth Glenn presented the report. She has been catching up on staff changes that happened over the summer while she was on maternity leave. Staff Association is sponsoring an ice cream truck for staff to

celebrate the end of Summer Reading. Staff Association will be holding elections for secretary and president.

OLD BUSINESS

Staff Manual Approval

JTPL’s attorney reviewed the new Staff Manual and suggested one change.

Kendrick-Appiah moved: To approve the Staff Manual with the attorney’s edit.
Seconded by: Munzer
Motion: Approved

NEW BUSINESS

2025 Budget – Baker Tilly Presentation

Susan Cowen, manager at Baker Tilly, presented. This year, the maximum levy growth quotient, determined by the State Budget Agency, is 4 percent. JTPL is expected to receive \$62,500 more in local income tax in 2025 than it did in 2024. JTPL’s 2025 budget is expected to be fundable based on projected revenue and cash on hand.

Sale of Maintenance Equipment

Seckman would like to sell the library’s trailer and riding mower. This would allow room in the garage for the library’s vehicle, thereby protecting it from the elements. Munzer asked about the process for selling library equipment. The library’s attorney has outlined those steps, and the library will solicit sealed bids. Baker suggested selling the equipment as a bundle.

Munzer moved: To approve selling the lawn mower and trailer.
Seconded by: Wilson
Motion: Approved

Internal Controls: Positive Pay

Seckman informed the Board that JTPL has instituted positive pay to protect the library from check fraud. This is a free service provided by the bank.

Temporary Loan from Endowment Fund to WHAS Crusade Grant – 2024

The library has received a \$10,000 grant from WHAS Crusade to buy AWEs and Wonderbooks. To use the grant, the library would borrow money from its endowment fund and then be reimbursed by WHAS Crusade.

Moss moved: To approve the temporary loan.
Seconded by: Kendrick-Appiah
Motion: Approved.

Marketing/Outreach Coordinator Job Description

With the departure of the Marketing Specialist, the library would like to create a new position that combines marketing and outreach. Wilson questioned whether the pay would be competitive. Seckman suggested a maximum salary of \$50,000.

Wilson moved: To approve the job description with a higher maximum salary.
Seconded by: Darku
Motion: Approved

FOUNDATION REPORT

Munzer reported that the Foundation has established a scholarship fund for staff pursuing an MLIS degree. Leila Bridgewater, assistant reference librarian, is this year's scholarship recipient. The Foundation is hosting a ticketed fundraising event on November 22.

DIRECTOR'S REPORT

- Seckman presented a visual report comparing July 2023 and July 2024, which included statistics for foot traffic for both libraries, circulation of e-materials, library card sign-ups, program attendance, etc.
- The Foundation has received a check from Samtec Cares for \$20,249 for the multimedia studio. This money will be matched by the Bales Foundation. The goal for the multimedia studio is \$54,000. Seckman would like to draw the interest from the library's Community Foundation grant to reach that goal.

Wilson moved: To approve withdrawing the interest.
Seconded by: Kendrick-Appiah
Motion: Approved

- JTPL began distributing this year's Big Read book, *Player Piano* by Kurt Vonnegut, on August 19. There is a kickoff event At Ivy Tech Sellersburg on September 24. At this event, artist Edie Vonnegut Squibb and author Jess Walter will discuss banned books and Vonnegut's legacy.
- Indiana Humanities gave JTPL a \$3,000 grant for the Big Read. \$2,000 will be used to buy more copies of *Player Piano*. \$1,000 will go to Edie Vonnegut Squibb.
- New custodian/landscaper Randy Blackmore will start at Jeffersonville August 26.
- Cara Burton, marketing specialist, has left JTPL. Her last day was August 16. Blake Oliver, who served in this role previously, will fill in temporarily.
- Hoosier Start met with JTPL employees August 15 to discuss retirement planning.
- The Indiana Arts Commission awarded the library a \$3,450 grant to facilitate art classes at the library.

OLD BUSINESS (continued)

The Board decided to spend the final few minutes of its regular meeting to finish discussing the facilities assessment report that was discussed at the August 13 special meeting.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Kendrick-Appiah requested writing a thank you letter to Samtec Cares for considering us for the grant.

The next meeting of the Board of Trustees will be on Tuesday, September 17, 2024, at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:56 p.m.