

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, SEPTEMBER 17, 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 4:32 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, Ivy Riester

Guests: Andrea Herschelman, Veridus Group; Jeff Hammond, Baker Tilly

Public Comments: None

REPORT FROM SPECIAL SESSION

The Jeffersonville Township Public Library Board of Trustees met Friday, September 6, to discuss potential facilities renovations as authorized by Indiana Code §5-14-1.5- 6.1(b)(9).

CONSENT AGENDA

Approval of August 20, 2024, Board of Trustees Minutes

Approval of Claims through August 31, 2024

Financial Report

Correspondence and Publicity

Surplus

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

Seckman presented an invoice for Rocky’s Landscaping for \$2,224.02 for landscaping services, an invoice for B&H for \$1,131 for computer equipment, and an invoice for TowerPinkster for 1,071.73 for consulting services.

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

Seckman presented a request for a transfer of appropriations from 432.6 Internet Access to 431.9 Other Professional Services in the amount of \$30,000.

Wilson moved: To approve the transfer.
Seconded by: Moss
Motion: Approved

STAFF ASSOCIATION REPORT

Elizabeth Glenn presented the report. The ice cream truck from New Washington State Bank visited both locations on August 28. The association is recruiting new officers. The association is also planning a holiday party.

OLD BUSINESS

Facilities Assessment

Herschelman, director of client development with Veridus Group, explained the role of an owner's representative. This role provides project management support for capital projects.

(Darku entered at 4:56 p.m.)

After Herschelman left the meeting, the board discussed the Veridus Group's presentation. Wilson questioned whether the cost would be worth the services. Palmquist asked Seckman to ask TowerPinkster if their fee would be lowered if JTPL hired an owner's representative. Moss asked if there are other companies that would offer the same services. Seckman said that Veridus came recommended by other public libraries. Palmquist and Munzer asked Seckman to research other companies that would be closer to Jeffersonville, as Veridus is based in Indianapolis.

Library of Things

Seckman presented an item from the upcoming Library of Things and explained the checkout process to the board. The Library of Things is expected to open October 1.

Staff Manual: Nepotism, Person-in-Charge, Learning Time

Nepotism

The nepotism policy has been updated to reflect that spouses may not both be employed at JTPL.

Moss moved: To approve the updated nepotism policy.
Seconded by: Wilson
Motion: Approved

Person-in-Charge

The policy was updated to include a newly added position (Makerspace Training Specialist).

Munzer moved: To approve the updated Person-in-Charge policy.
Seconded by: Baker
Motion: Approved

Learning Time

Staff are required to complete one hour of professional development per week. This policy has been in place but was not in the Staff Manual.

Kendrick-Appiah moved: To approve the updated Learning Time policy.
Seconded by: Wilson
Motion: Approved

NEW BUSINESS

2024 Summer Reading Report

Ivy Riester, Youth Services manager, presented the report. The 2024 Summer Reading Program ran May 20 – July 31. There was a 26 percent completion rate, up from 22 percent in 2023. 2,099 people registered for Summer Reading in 2024, as compared to 1,803 registered in 2023.

Public Hearing for 2025 Budget

Munzer moved to open the hearing. As there were no members of the general public present, Wilson moved to close the public hearing.

Wilson moved: To close the public hearing for the 2025 budget.
Seconded by: Munzer
Motion: Approved

Petition to Appeal for Increase Above the Maximum Levy

JTPL qualifies for an excess levy appeal because its growth exceeded the state average of four percent. JTPL is eligible for an additional \$166,484. Indiana Code § 6-1.1-18.5-13(a)(2) permits a unit to seek an appeal if its average assessed value growth over the last three years exceeds the statewide average assessed value growth by at least two percent.

Wilson moved: To apply for the excess.
Seconded by: Kendrick-Appiah
Motion: Approved

Initial Bond Conversation with Baker Tilly

Hammond, director and municipal advisor with Baker Tilly, explained the bond application process and timelines.

(Darku exited at 5:33 p.m.)

Board Meeting Days and Times

The board reviewed proposed meeting dates and times for 2025. The proposed time remained at 4:30 p.m., and the proposed dates remained as the third Tuesday of every month. All meetings will be held at the Jeffersonville location with the exception of the April and October meetings, which will be held at the Clarksville location.

Wilson moved: To approve the proposed meeting dates and times.
Seconded by: Kendrick-Appiah
Motion: Approved

FOUNDATION REPORT

Munzer presented the report. The Foundation elected Annie Deaton as treasurer and Sarah Johnson as secretary.

DIRECTOR'S REPORT

- Seckman presented to the Jeffersonville City Council on September 16. The council voted to fund revitalizing the Gates Lab at \$29,563. The lab will be modified into a hybrid business incubator/computer classroom.
- JTPL has been awarded an \$18,750 capacity-building grant from the Community Foundation of Southern Indiana to help with a new firewall, cloud-based software, and network switches.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, October 15, 2024, at 4:30 p.m. at the Clarksville location, 1312 Eastern Blvd.

As there was no further business, the meeting adjourned at 6:28 p.m.