

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, OCTOBER 15, 2024, AT 4:30 P.M.
1312 EASTERN BLVD., CLARKSVILLE, IN 47129**

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: Linda Baker, Vice President; Hilda Kendrick-Appiah, Secretary; Dale Moss, Treasurer; Mark Munzer, Lynn Wilson, Kofi Darku

Board Members Absent: None

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

Guests: Dave Thomas, JTPL Foundation President

Public Comments: None

CONSENT AGENDA

Approval of September 17, 2024, Board of Trustees Minutes

Approval of Claims through September 30, 2024

Financial Report

Correspondence and Publicity

Incident Report Summary Third Quarter 2024

Seckman presented an invoice for \$180 from 323 Ink for business cards; an invoice for \$5,000 from Shawn Kessler for active shooter training and building evaluation; an invoice for the Jamey Aebersold band for \$300 for a performance; an invoice for \$1,932 for the Calm app for JTPL employees.

Kendrick-Appiah moved: To approve the consent agenda with the invoices.
Seconded by: Wilson
Motion: Approved

STAFF ASSOCIATION REPORT

The Staff Association and Fun Committee surveyed staff and found that most staff are not interested in attending an after-hours holiday party. The groups are considering hosting a lunchtime holiday party instead. Staff Association is still looking for officers and has opened up the officer nomination pool to include non-members.

OLD BUSINESS

Resolution to Adopt the 2025 Budget

The proposed budget was presented to the Board in August, and the public hearing was during the September Board meeting. We have an ordinance to adopt the budget. The final budget amounts are \$75,000 for the RainyDay Fund, \$3,105,000 for the Operating Fund, \$496,350 for the Debt Payment Fund, and nothing added to the Library Improvement Reserve. The total adopted budget is \$3,676,350.

Munzer moved: To approve the 2025 budget.
Seconded by: Moss
Motion: Approved

Bond Conversation

Seckman met with Kristin McClellan, bond counsel with Ice Miller, October 9. She walked him through the bond renewal process and suggested that the Board has a meeting with her and the library's local attorney to learn about the process. She also recommended that TowerPinkster attend this meeting to confirm costs.

(Darku entered at 5:06 p.m.)

Owner's Rep Conversation

The Board asked Seckman to research local owner's reps. He was able to find one such company locally but did not receive a response. McClellan recommends using an owner's rep and has worked with Veridus Group before with good results. Baker said that she supports using an owner's rep. Munzer agreed and asked Seckman to find out if hiring an owner's rep would reduce the fee from TowerPinkster.

(Wilson left at 5:15 p.m.)

Library Sidewalk Update

The library contracted a construction firm (Stark Construction) to repair cracked sidewalk outside of the library for \$16,000. The city of Jeffersonville requires an architectural drawing before performing this type of work. The library had this drawing done, and the result of this drawing changed the scope of the project. Stark Construction requoted the project and the new quote is \$59,424.24. Munzer asked Seckman to get more bids.

Sale of Maintenance Equipment

The library requested bids for the sale of its trailer and riding lawn mower. The library received one bid for the amount of \$650. Seckman reported that the mower cost about \$2,700 and the trailer cost about \$700. Palmquist asked Seckman to talk to the library's attorney about re-advertising or setting a minimum bid amount. Munzer recommended accepting the bid and moving on.

Munzer moved: To accept the bid.
Seconded by: Kendrick-Appiah
Motion: Approved

NEW BUSINESS

Social Media Policy: Public

Members of the public sometimes leave inappropriate comments on the library's social media pages. Seckman would like to be able to delete such comments. Palmquist asked that this policy be referenced on the library's social media sites.

Baker moved: To approve the policy.
Seconded by: Darku

Motion: Approved

FOUNDATION REPORT

Dave Thomas, president of the JTPL Foundation, introduced himself and explained the role of the Foundation. Munzer reported that Thomas now has an office space in the Jeffersonville location. Thomas will be sending monthly Foundation reports to be included in the monthly Board packets. Librarian Leila Bridgewater was awarded a \$2,000 scholarship from the Foundation. The Foundation also added two new board members: Annie Deaton (treasurer) and Sarah Johnson (secretary).

DIRECTOR'S REPORT

- Seckman presented a visual report that compared September 2023 and September 2024 statistics, such as foot traffic, program attendance, etc.
- The September 24 Big Read kickoff event at Ivy Tech – Sellersburg drew about 50 attendees. Seckman noted feedback from attendees: although the topic and speakers were good, the location was hard to find, and requiring online registration was a hindrance.
- Randy Blackmore was hired as custodian/landscaper in August and is doing a great job.
- The marketing/outreach position search is going well, and Seckman and Daily hope to make an offer this week.
- There is a leaning light pole at Jeffersonville. Duke Energy will come fix it.
- Anthem distributed a rebate of \$3,590.11. The library will apply this rebate to staff health insurance premiums for 2025.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, November 19, 2024, at 4:30 p.m. at the Jeffersonville location.

As there was no further business, the meeting adjourned at 6:07 p.m.