

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, DECEMBER 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; Kofi Darku

Board Members Absent: Mark Munzer, Lynn Wilson

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

Guests: Sarah Correll, Ice Miller (video call); Jeff Hammond, Baker Tilly; Amanda Hunsucker, TowerPinkster; Michael Wilder, Gillenwater Law Offices

Public Comments: None

**CONSENT AGENDA**

**Approval of November 19, 2024, Board of Trustees Minutes**

**Approval of Claims through November 30, 2024**

**Financial Report**

**Correspondence and Publicity**

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

**Transfer of Appropriations**

Seckman presented a request for a transfer of appropriations from 432.6 Internet Access to 431.1 Consulting Services in the amount of \$10,000 and a transfer of appropriations from 431.81 E-Book Services to 447.8 Audio Books in the amount of \$10,000.

Baker moved: To approve these transfers.  
Seconded by: Darku  
Motion: Approved

Seckman presented an invoice for a World Book online subscription for \$3,102.44.

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

## **STAFF ASSOCIATION REPORT**

Glenn shared that the holiday party co-hosted by Staff Association and Fun Committee is Thursday, December 19. Board members are invited. Monica Mitchell will take over as Staff Association president in January 2025.

## **OLD BUSINESS**

### **TowerPinkster**

Hunsucker presented TowerPinkster's proposal for the upcoming bond project. The proposal includes architecture, interior design, landscape design, engineering, fire protection, code review, and construction administration. If the proposal is approved by the board, TowerPinkster could begin work mid-January 2025.

Darku moved: To discuss the proposal from TowerPinkster.

Seconded by: Moss

Motion: Approved

Seckman asked to have The Stenftenagel Group of Jasper, Indiana, a construction company that was recommended to him by an attorney with Ice Miller to review the architectural proposal before a decision is made. By consensus, the board approved this idea.

### **Owner's Rep Discussion**

The owner's rep company that was scheduled to present at the meeting did not attend. Seckman reported correspondence from Veridus Group that responded to the board's questions about their on-site presence. Veridus responded that it provides on-site visits once a week and more if necessary.

The board then discussed the pros and cons of using a build-operate-transfer model and the pros and cons of hiring an owner's rep.

### **Bond Discussion**

Correll spoke to the board about various procurement options. Hammond spoke about the various bond scenarios available to the library.

Darku moved: To approve a bond for up to \$3,630,000 to be repaid in 10 years and seven months.

Seconded by: Kendrick-Appiah

Motion: Approved

### **Bookmobile**

Seckman met with a member of the JTPL Friends who informed him that Carmichael's Bookstore is selling its bookmobile. Seckman will organize an outing to check it out.

### **Business Incubator**

Seckman presented a proposal from ARC to reconfigure the Gates Lab into a business incubator as discussed at the November 2024 meeting.

Moss moved: To approve this proposal as modified using funds from 243 Anne Discher Fund not to exceed \$49,999.

Seconded by: Darku

Motion: Approved

**NEW BUSINESS**

**Approval of Salary Schedule and Personnel Chart**

Seckman presented the proposed personnel chart for 2025. He also presented scenarios for three percent and four percent cost-of-living raises. He also recommended step increases for nine staff members.

Kendrick-Appiah moved: To approve the 4 percent cost-of-living raise, the step increases, the salary schedule, and the personnel chart to be effective with a pay date of January 8, 2025.

Seconded by: Darku  
Motion: Approved

**Review Computer and Internet Use Policy**

The library reviews the Computer and Internet Use Policy every year as one of the requirements for receiving E-rate funding. This year, Jeffersonville Township Public Library’s Administrative Planning Team made a few minor changes.

Baker moved: To adopt the Computer and Internet Use with the proposed changes.  
Seconded by: Moss  
Motion: Approved

**FOUNDATION REPORT**

Seckman reported that the Foundation participated in Giving Tuesday December 3 and contacted previous donors for end-of-year giving.

**DIRECTOR’S REPORT**

- Seckman presented a visual report that compared November 2023 and November 2024 statistics, such as foot traffic, program attendance, and circulation.
- The full budget was approved by the Department of Local Government Finance. The Rainy Day fund was approved for \$75,000; the General fund was approved for \$3,105,000; and the Debt Payment fund was approved for \$496,350.
- Seckman met with the Stemler Corporation to plan irrigation for the spring at Jeffersonville.

**OTHER BUSINESS; BOARD MEMBER COMMENTS**

Kendrick-Appiah requested an edit to the November 19, 2024, minutes.

The next meeting of the Board of Trustees will be on Tuesday, January 21, 2025, at 4:30 p.m. at the Jeffersonville location.

As there was no further business, the meeting adjourned at 6:37 p.m.