

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, March 18, 2025, 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: Linda Baker, President

Board Members Present: Hilda Kendrick-Appiah, Vice President; Dale Moss, Treasurer; Mark Munzer, Secretary; Steve Palmquist, Lynn Wilson

Board Members Absent: None

Staff Members Present: David Seckman, Bethany Daily, Barbara Gillenwater, Monica Mitchell

Guests: Dave Thomas, JTPL Foundation; Jeff Hammond, Baker Tilly; Matt Duncan, Frost Brown Todd; Teah Williams-Hampton, Clark County Council

Public Comments: None

CONSENT AGENDA

Approval of February 18, 2025, Board of Trustees Minutes

Approval of Claims through February 28, 2025

Financial Report

Surplus

Correspondence and Publicity

(Palmquist arrived at 4:34 p.m.)

Moss moved: To approve the consent agenda, with the minutes amended.
Seconded by: Kendrick-Appiah
Abstained: Palmquist
Motion: Approved

Seckman presented an invoice for \$1,000 for participation in the Southern Indiana Pride Festival.

Palmquist moved: To approve paying the invoice.
Seconded by: Wilson
Motion: Approved

STAFF ASSOCIATION REPORT

Monica Mitchell, Staff Association president, presented. The Staff Association will host a retirement party for Sharon Zimmerman on March 27. Staff Association dues are due March 20.

OLD BUSINESS

Bond Discussion

Hammond presented a parameters letter that outlines a maximum borrowing amount, maximum project cost, and a maximum tax rate. Duncan reviewed a timeline for the general obligation bond process. Seckman presented an informational booklet about the library and its facilities that will be shared with the Clark County Council as it reviews the bond.

Discussion: Board Member Recruitment and Term Limit Check-in

Seckman reminded the board that there had been a vacancy on the board due to Kofi Darku's departure. Darku was appointed by the Greater Clark County School Corporation Board of School Trustees, which has appointed Vicki Carmichael to complete that term, which ends June 30, 2026.

The board then discussed who would fill the vacancy that will be left when Palmquist's term ends on June 30, 2025. The board agreed to bring names for discussion at the April meeting.

Discussion: Evergreen Consortium

The Indiana State Library did not renew its inter-library loan software, so the Jeffersonville Township Public Library is no longer able to lend materials to other libraries.

One way to be able to offer these loans would be to join Evergreen Indiana, a consortium of about 130 public libraries, that offers inter-library loans at a much lower cost. It provides access to about 8 million items as well as reference databases and collection management software. Evergreen would also replace Polaris, an integrated library system used by JTPL, which costs about \$30,000 annually. Evergreen costs \$4,000 for the first year, \$8,000 for the second year, and \$16,000 annually from the third year on. This would save the library about \$30,000 annually.

Joining the consortium would mean that JTPL would not have as much control over its lending policies because it would need to follow Evergreen's policies. Library staff would also see a significantly increased workload because JTPL would be transferring materials among many more libraries than it does currently and would ultimately be serving many more patrons.

The board had questions about the timeline for moving to the consortium, impact on staff, and rules and penalties JTPL would need to abide by. Seckman said he is in favor of joining the consortium, largely due to budget concerns. The board agreed to come up with a list of pros and cons about joining the consortium.

Update: Business Incubator

Seckman shared that ARC is in the design stage and will send him some carpet samples soon.

NEW BUSINESS

Policy: Library Closings due to Inclement Weather

Seckman presented a policy stating that the director would determine if the library closes due to inclement weather. The director would make this decision based on the Indiana Department of Homeland Security's Travel Advisory Map. Baker requested that the policy include a way to notify the public of closings. Seckman will present an updated policy at the April board meeting.

Policy: Compensatory Time for Employees who Work during Library Closures

This policy would be added to the Staff Manual. It would compensate employees who worked during library closings due to inclement weather. Employees scheduled to work when the library is closed due to inclement weather already receive pay for their entire scheduled shift. This policy proposes incentivizing employees who do work when the library is closed, e.g. shoveling snow or answering email, by providing them with compensatory time.

Palmquist and Wilson questioned the need to compensate employees an extra amount when they already receive pay for weather closings. Seckman explained that he believes employees who go above and beyond should be compensated as such.

The board suggested that instead of paying employees when the library is closed due to inclement weather, the library should require employees to use paid leave or make up their shifts when the library is reopened.

The board requested that Seckman survey other area libraries to see what they do during inclement weather and that he check with the library's attorney for legal insight.

Updated Makerspace Policy

The policy was updated largely to accommodate the new Multimedia Studio. It also includes updates regarding damaged equipment, required trainings, and eligibility to use the Makerspace.

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

Discussion: Thunder on the Terrace

Seckman asked the board to grant terrace access to library employees and guests and members of the Foundation and Friends of the library to watch Thunder Over Louisville. The Foundation is also requesting permission to sell parking spots to the public on that day as a fundraiser.

Palmquist moved: To allow library staff, their guests, and members of the Friends and Foundation to use the terrace during Thunder Over Louisville and to allow the Foundation to sell parking spots to the public as a fundraiser.

Second: Kendrick-Appiah
Motion: Approved

Re-evaluate Non-Resident Card Fees

Non-resident card fees are calculated annually by Indiana law, with libraries required to charge at least the operating fund expenditure per capita. This year, JTPL's minimum fee is \$42.82. Seckman proposed setting the fee at \$43.

Baker moved: To set the non-resident card fee at \$43 for 2025.
Seconded by: Wilson
Motion: Approved

FOUNDATION REPORT

Thomas shared that the Foundation is holding an online fundraiser during National Library Week, April 6-12. The Foundation has also applied for a Community Collaboration Fund grant to help fund the library's business incubator.

DIRECTOR'S REPORT

- Seckman shared reports comparing library statistics from January 2024 to January 2025 and comparing February 2024 to February 2025.
- Kelsey Keller will start as Youth Services manager on March 24.
- Tori Sobotka started March 18 as a clerical assistant in Public Services.
- Amber Dalrymple, a former temporary employee, started March 17 as a clerical assistant in Youth Services.
- We are still looking for a security specialist in Clarksville.
- Performance evaluations began in January and seem to be going well.
- Seckman spoke with the director of the Indiana State Library about possible budget cuts to libraries across the state and nationally.
- Seckman attended a presidents-elect training for Rotary Club in March. He will be president of the Clark County Rotary Club starting in July.
- In 2019, the HVAC system at Clarksville was not installed correctly, and offices there recently reached 90 degrees.
- Planning is underway for the library's 125th anniversary celebration.
- Both locations are experiencing problems with their exterior doors.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Moss shared that his friend, Ann Hemdahl-Owen, has an art display in the second-floor art gallery at Jeffersonville. Her art will be on display until April 1, 2025.

The next meeting of the Board of Trustees will be on Tuesday, April 15, 2025, at 4:30 p.m. at the Clarksville location. As there was no further business, the meeting adjourned at 6:12 p.m.