

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, MAY 20, 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; Mark Munzer, Secretary; Dale Moss, Treasurer; Vicki Carmichael, Steve Palmquist, Lynn Wilson

Board Members Absent: None

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

Guests: Beau Zoeller, Frost Brown Todd; Dave Thomas, JTPL Foundation; Daniel Boone

Public Comments: None

CONSENT AGENDA

Approval of April 15, 2025, Board of Trustees Minutes

Approval of Claims through April 30, 2025

Financial Report

Correspondence

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

Palmquist had a question about the financial report and the percent spent listed. Gillenwater will contact the accounting company to check if there was a computing error.

Gillenwater explained a problem with the checks the library ordered. The coding line on the checks does not match the check number. The erroneous checks will need to be voided. The checks that need to be voided are 33341 through 34440.

Wilson moved: To void the checks.
Seconded by: Palmquist
Motion: Approved

Seckman presented invoices not included in the consent agenda:

- \$3,083.60 to TowerPinkster for schematic design (this money will be reimbursed from bond proceeds)

- \$1,000 to Xscape Theatres for advertising
- \$1,000 to Common Conversations to sponsor a Juneteenth event
- \$1,000 to Common Conversations to sponsor a Juneteenth event (one invoice billed to the Friends of the Library, which reimbursed the library)
- \$1,500 to Arts Alliance of Southern Indiana for Shakespeare in the Park
- \$2,220 to Greenwell Plumbing for plumbing work

Munzer moved: To approve the payment of the invoices presented.
 Seconded by: Kendrick-Appiah
 Motion: Approved

Surplus

Seckman presented a list of items the library would like to surplus.

Palmquist moved: To approve the surplus list.
 Seconded by: Wilson
 Motion: Approved

STAFF ASSOCIATION REPORT

Monica Mitchell presented. The association is preparing a farewell party for Clarksville manager Jennifer Harl.

OLD BUSINESS

Bond Discussion and Resolution

With a vote of 6-0, the Clark County Council approved the library to issue new general obligation bonds at its regular meeting on May 19.

The bonds will be sold later in the year once the architecture firm, TowerPinkster, has a better idea of what the project costs will be.

Zoeller asked if any members of the public wanted to speak on the final bond resolution and the additional appropriation resolution. There were no public comments.

Zoeller explained the final bond resolution and timeline for the bond. The bond resolution sets the parameters for the bonds such as maximum interest rate and maximum term of the bonds. The resolution also outlines the third-party financial institution that manages the ownership and payment of the bonds. Zoeller said that closing will be before the end of 2025.

Moss moved: To approve the final bond resolution.
 Seocded by: Palmquist
 Motion: Approved

Zoeller also explained the additional appropriation resolution. This document appropriates the bond proceeds once sold.

Palmquist moved: To approve the additional appropriation resolution.
 Seconded by: Kendrick-Appiah
 Motion: Approved

Thomas asked if the library was bound by the line item estimates outlined in the additional appropriation resolution. Zoeller explained that the bond resolution allows for wide latitude.

Board Member Recruitment

Baker said she spoke with Kim Hartlage, deputy superintendent of Greater Clark County Schools, which is one of the library board's appointing bodies. Baker reported that Hartlage asked the board to send in all prospective board member documents and to let her know if the board had an opinion on the strongest candidate.

Board members discussed the three people who had submitted documents expressing their interest in serving on the board. The board agreed that any of the three candidates would be a good choice.

Wilson moved: To send the documents to GCCS without expressing an opinion.
Seconded by: Carmichael
Motion: Approved

NEW BUSINESS

Updated Social Media Policy

This policy was updated to cover volunteers, members of the Friends of the Library, the Library Foundation, and the Board of Trustees.

Palmquist moved: To approve the policy.
Seconded by: Munzer
Motion: Approved

Updated Credit Card Policy

This policy was updated to include the Technology Services Manager as an authorized credit card holder.

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

Updated Job Description: Clarksville Library Manager

This job description was updated to include additional duties.

Munzer moved: To approve the updated job description.
Seconded by: Wilson
Motion: Approved

Bylaw Changes Presented by Committee

Kendrick-Appiah and Munzer reviewed the bylaws to see if any changes were needed. There were no substantive changes, only formatting changes.

Kendrick-Appiah moved: To accept the changes.
Seconded by: Palmquist
Motion: Approved

Policy and Suggested Inclusion in Bylaws to Allow Virtual Meeting Attendance and Voting

Seckman explained the policy, which follows the parameters set by HEA 1437.

Carmichael asked if the meetings need to be broadcast to the public. Seckman said he had asked the Indiana State Library this question and was informed that this would only be required if the meeting took place in the same location as the board's fiscal body.

Carmichael moved: To approve the policy
Seconded by: Kendrick-Appiah
Motion: Approved

FOUNDATION REPORT

Thomas reported that the Foundation met May 6, where members discussed topics including a May 28 ribbon-cutting for the multimedia lab, an update on the status of a holiday fundraising event, cancellation of Thunder Over Louisville Parking, participation in the Jeffersonville Chocolate Stroll, 1si business roundtable and the May Trustees meeting. The Foundation also will be paying one of its members, Dr. Aycan Kara, to coordinate the upcoming business incubator.

DIRECTOR'S REPORT

- Seckman presented a visual report comparing library statistics from April 2024 to April 2025.
- Seckman presented preliminary financial numbers related to the impact of SB 1 on the library's operating fund. In 2028, the library will no longer automatically collect local area tax; rather, it will need to request a percentage from the Clark County Council.
- There will be a ribbon-cutting for the multimedia studio on May 28 at 10:30 a.m. The studio will open to the public on June 2.
- Renovations to the Gates Lab are continuing and should be complete by the end of May. The lab will be renamed the Anne Discher Memorial Learning Lab and will likely have a ribbon-cutting ceremony in September.
- Jennifer Harl, manager of the Clarksville location, will be leaving JTPL on June 30.
- Celebration planning for the library's 125th anniversary is going well.
- JTPL will have two new library card designs to mark the anniversary.
- The Jeffersonville location is working with the probation office of Clark County to host volunteers.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, June 17, 2025, at 4:30 p.m. at the Jeffersonville location. As there was no further business, the meeting adjourned at 5:37 p.m.