

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, AUGUST 19, 2025, AT 4:30 P.M.
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

Presiding Officer: Linda Baker, President

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

Board Members Absent: Vicki Carmichael

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

Guests: Susan Cowen, Baker Tilly; Dr. Aycan Kara, JTPL Foundation; Felicia Burkes, Friends of JTPL

Public Comments: None

Baker asked for a motion to amend the agenda to include an additional item under “Old Business” and to reorganize the agenda.

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

CONSENT AGENDA

Approval of July 15, 2025, Board of Trustees Minutes

Approval of Claims through July 31, 2025

Financial Report

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

Seckman presented an invoice not included in the consent agenda. This invoice needs to be paid via ACH because the company does not accept checks.

- \$1,150.00 to LOTE4Kids for an annual subscription.

Munzer moved: To approve the payment of the invoice presented via ACH.
Seconded by: Wilson
Motion: Approved

STAFF ASSOCIATION REPORT

Daily presented on behalf of the Staff Association. The submitted report stated that the association will meet next week to discuss a retirement party for Michelle Sweeney and a holiday party for staff.

OLD BUSINESS

Bond/Construction Update

Seckman shared that library staff has met with TowerPinkster a few times since the July board meeting to discuss construction needs and ideas. He said that construction plans should be presented at the October board meeting. Once approved, the plans will go out for bids. The library will accept bids in November and put the bonds out for sale the day after the November board meeting. The plan is to close on the bonds December 17.

Review: New Board Member Orientation ([IN The Public Trust](#))

Seckman asked if any board members had questions after reading the training manual. There were no questions.

New Board Member Discussion

Chloe Motley, who joined the board in July 2025, will no longer be able to serve on the board. The board will need to contact Greater Clark County Schools, Motley's appointing body, to find a new member.

The board agreed to contact past potential appointees to ask them to submit their answers to the following questions:

1. Why do you want to serve on the board?
2. What qualifications would you bring?
3. What does the public library mean to you?

NEW BUSINESS

Update: Business Incubator Cohort

Kara, associate professor of strategic management and entrepreneurship at Indiana University Southeast, is program manager for the Chapter One Incubator. She reported that the JTPL Foundation has gotten a grant to run a 10-session business incubator course. Participants will have the opportunity to pitch their businesses and secure funding at the end of the course. Kara asked the board to help publicize this program.

2026 Budget – Baker Tilly Presentation

Cowen explained the impact that recent state legislation reducing property tax and redistributing local income tax will have on government entities in Indiana, including JTPL.

She explained that while the property tax cuts will be relatively straightforward for property owners who might own one parcel, they will be harder to predict for government entities because they rely on taxes from thousands of parcels. Although the exact impact of these tax cuts is unknown, government entities will have a smaller pool of money from which to draw funding.

As for local income tax, Cowen said that the current tax structure will end in 2028. Currently, the Clark County Council puts in place rates that apply across the county and JTPL and other government entities share that pool of money. In 2028, the county will be able to adopt different rates for different types of entities, and public libraries and other non-municipal units will need to petition the county for a percentage of the local income tax revenue.

Resolution to Allow Ivy Tech Students, Faculty, and Staff to be Issued a Free Library Card

Seckman stated that the library director at Ivy Tech contacted him about offering free library cards to faculty, staff, and students at Ivy Tech. Seckman contacted an attorney at the Indiana State Library and learned that this would be possible if the board passes a resolution allowing it.

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

Updated Circulation Policy

Seckman explained that this policy needs to be updated in light of the above resolution.

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

Step Increase for Kimberly Jackson

Seckman requested that the board approve a two-step pay increase for Jackson.

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

Step Increase for Randy Blackmore

Seckman requested that the board approve a two-step pay increase for Blackmore.

Wilson moved: To approve the increase.
Seconded by: Munzer
Motion: Approved

Updated Job Description: Clerical Assistant

Seckman explained that this job description is the result of combining two roles after a staff member's retirement.

Munzer moved: To approve the updated job description.
Seconded by: Kendrick-Appiah
Motion: Approved

Updated Policy: Standards for Public Behavior

Seckman outlined the two proposed updates, which specify that excessive public displays of affection and violations of the library's weapons policy would violate the library's behavior policy.

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

Updates to Trespass Matrix: Public Displays of Affection and Brandishing a Weapon

In light of the above updates to the behavior policy, Seckman asked the board to approve updates to the library’s trespass matrix.

Munzer moved: To approve the updated trespass matrix.
Seconded by: Moss
Motion: Approved

Updated Staff Manual: Holiday Pay for Part-Time Employees

Seckman asked the board to approve an update to the holiday pay policy for part-time employees to clarify that part-time employees should receive holiday pay even if the holiday falls on a day they would not typically work.

Wilson moved: To update the Staff Manual.
Seconded by: Munzer
Motion: Approved

Updated Staff Manual: Employment Classifications

Seckman asked the board to approve a section in the Staff Manual codifying which positions are exempt.

Kendrick-Appiah moved: To update the Staff Manual.
Seconded by: Wilson
Motion: Approved

Updated Staff Manual: Vacation Leave

Seckman asked the board to approve an increased cap on vacation leave and an increased vacation leave accrual rate for exempt staff.

Kendrick-Appiah moved: To update the Staff Manual.
Seconded by: Wilson
Motion: Approved

Sale of Makerspace Equipment

The Makerspace has a laser cutter that often breaks and has to be sent out-of-state for repairs. The Makerspace has bought a new laser cutter from a different manufacturer and patrons have expressed interest in purchasing the old machine. Seckman proposed selling the old machine using a sealed bids process. Munzer suggested setting a minimum bid of \$300 before advertising the machine for sale.

Munzer moved: To solicit sealed bids for the Glowforge.
Seconded by: Kendrick-Appiah
Motion: Approved

FOUNDATION REPORT

Munzer reported that the Foundation has applied for two grants: one for a bookmobile and one for arts and wellness programming. He also shared that the Foundation is planning a fundraiser in December.

DIRECTOR'S REPORT

- Seckman presented a visual report comparing library statistics from July 2024 to July 2025.
- JTPL was in compliance with library standards for the Indiana State Library for 2024.
- Seckman would like to explore ways to recoup expenses for custodial and Public Services time as well as training and time for notary services.
- The library has been interviewing and hiring for several positions.
- JTPL is planning a celebration to thank our regular volunteers.
- Seckman would like to contact Melissa Fry, who consulted on the library's current strategic plan, for the library's next strategic plan. The board was receptive of this idea.
- The StoryWalk at Jeffersonville will be up and running once the plexiglass is installed.
- JTPL was awarded a grant from Metro United Way to support its Ages and Stages curriculum.
- Dale Moss was reappointed to the JTPL board by the Clark County Commissioners.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, September 16, 2025, at 4:30 p.m. at the Jeffersonville location. As there was no further business, the meeting adjourned at 6:29 p.m.