

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, OCTOBER 21, 2025, 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 4:29 p.m.

Presiding Officer: Linda Baker, President

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

Board Members Absent: None

Staff Members Present: David Seckman, Barbara Gillenwater, Bethany Daily, Kelsey Keller, Nolan Brewer, Monica Mitchell

Guests: Amanda Hunsucker, TowerPinkster; Ross Burgan, TowerPinkster

Public Comments: None

Baker asked for a motion to approve the agenda with amendments.

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

CONSENT AGENDA

Approval of September 16, 2025, Board of Trustees Minutes

Approval of October 2, 2025, Board of Trustees Special Meeting Minutes

Approval of Claims through September 30, 2025

Financial Report

Publicity

Surplus

Seckman presented for payment two invoices that were not included in the consent agenda:

- \$500 to Trent Spoolstra, Big Read presenter
- \$2,940 to HP Inc. for learning lab equipment

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

STAFF ASSOCIATION REPORT

Mitchell shared that the Staff Association is planning its annual holiday party and is also planning to send a care package to an employee who needs surgery.

OLD BUSINESS

2026 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 Rainy Day Fund; \$3,240,000 for the Operating Fund; \$500,000 for the Debt Payment Fund; and nothing added to the Library Improvement Reserve. The total adopted budget is \$3,815,000.

Munzer moved: To approve the 2026 budget.
Seconded by: Kendrick-Appiah
Motion: Approved

Bond/Construction Update

Hunsucker stated that TowerPinkster is requesting permission to solicit bids for the construction. Bids will be received by November 13 at a public bid opening, with plans to award the contract at the November 18 board meeting.

Hunsucker also reviewed the scope of the construction project.

Carmichael moved: To grant TowerPinkster permission to issue the drawings and specs for public bidding.
Seconded by: Wilson
Motion: Approved

Glowforge Bids

Seckman received one bid for the Glowforge laser printer for \$501.00.

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

Wilson moved: To place the Glowforge for sale on govdeals.com if the bid deal falls through.
Seconded by: Moss
Motion: Approved

NEW BUSINESS

Attorney Engagement

Seckman asked the board to approve the engagement of new attorneys and a new law firm.

Carmichael moved: To approve the engagement of Stoll Keenon Ogden to serve as legal counsel for the library.
Seconded by: Moss
Motion: Approved

2025 Summer Reading Report

Keller provided written reports for each board member. Summer Reading ran from May 31 to July 31. She recognized sponsors for this year’s prizes. The kickoff event had approximately 370 attendees, a

large increase in attendance from 2024. Program attendance was strong throughout. Across both JTPL locations, youth read approximately 9,700 books. Registration was down from 2,099 youth registered in 2024 to 734 registered in 2025. Keller attributed most of that drop to the changes in the Cultural Pass program administered by the Fund for the Arts, which runs during the same time as Summer Reading. The Cultural Pass moved to an app this year, rather than the paper “passports” participants previously obtained from libraries. This change reduced foot traffic in the library, causing a lost opportunity to promote Summer Reading. There was also confusion among Cultural Pass participants, many of whom mistakenly believed they had registered for Summer Reading via the Cultural Pass app. Keller said that going forward, Youth Services will separate the advertising for Summer Reading from the Cultural Pass and will provide clearer information to families about the differences between the two programs.

Updated Staff Manual: Dress Code and Work Conduct

Seckman explained changes to the library’s dress code, including allowing overalls and hats, allowances for seasonal attire at library outreach events, and clarifications on footwear.

Munzer moved: To approve the changes to the dress code.
Seconded by: Kendrick-Appiah
Motion: Approved

Recouping Expenses

With budget cuts on the horizon, the library is looking for ways to recoup expenses. Seckman suggested charging cleaning fees for program rooms, increasing fees for notary services, charging a processing fee for credit card transactions, and setting a minimum for credit card transactions.

Grahn expressed concerns that charging room cleaning fees would discourage community members from coming to the library. Munzer asked Seckman to research other local libraries’ room fee policies. Seckman will present revised fees at the November meeting.

FOUNDATION REPORT

Munzer reported that Ann McCandless is now the Foundation’s treasurer. The Chapter One Business Incubator is now taking applications. The Foundation is hosting a fundraising breakfast on December 4 at 300 Spring in Jeffersonville.

DIRECTOR’S REPORT

- Seckman presented a visual report comparing library statistics from September 2024 to September 2025.
- The library received a rebate check from Anthem for \$6,258.00, which will be applied toward employee health insurance premiums in 2026.
- Staff Development Day was on October 16. Staff participated in active shooter training, did chair yoga, and heard a presentation from the Indiana State Library.
- The library is hosting a thank you breakfast for our volunteers on November 7 at 9 a.m.
- Ellen Bolin, who was with JTPL for over 25 years, retired at the end of September.
- October 11 was the Fall Festival. An estimated 200-250 people came out and enjoyed the day.
- The Big Read signature event is October 22 and is a presentation from Trent Spoolstra, director of the Louisville Jewish Community Relations Council.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, November 18, 2025, at 4:30 p.m. at the Jeffersonville location. As there was no further business, the meeting adjourned at 5:59 p.m.