

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, NOVEMBER 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 4:32 p.m.

Presiding Officer: Linda Baker, President

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

Board Members Absent: Lynn Wilson

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

Guests: Amanda Hunsucker, TowerPinkster; Megan Martin, JA Benefits

Public Comments: None

Baker asked for a motion to approve the agenda.

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

CONSENT AGENDA

Approval of October 21, 2025, Board of Trustees Minutes

Approval of Claims through October 31, 2025

Financial Report

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

Seckman presented for payment a staff travel reimbursement request that was not included in the consent agenda:

- \$200.65 to Richard Deverell for attending the Indiana Library Federation conference

Munzer moved: To approve the reimbursement request.
Seconded by: Carmichael
Motion: Approved

TRANSFER OF APPROPRIATIONS

Seckman requested approval of a transfer from 432.6 Internet Access to 431.9 Other Professional Services in the amount of \$25,000. He also requested approval of a transfer from 414.2 Contingency to 436.1 Repairs-Buildings & Structure in the amount of \$20,000.

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

STAFF ASSOCIATION REPORT

Monica Mitchell, Staff Association president, submitted a written report stating that the association is planning a potluck holiday meal and is exploring the possibility of an ugly Christmas sweater contest.

OLD BUSINESS

Bond Discussion

Seckman presented a resolution drafted by the library's bond counsel widening the scope of the bond sales because S&P did not provide a credit rating.

Kendrick-Appiah moved: To approve the resolution amending the final bond resolution.
Seconded by: Carmichael
Motion: Approved

(Munzer abstained from voting because he is employed by First Savings Bank, which is interested in purchasing the bonds.)

Construction Bids

Hunsucker stated that TowerPinkster has not received any bids and so has extended the call for bids until November 21 at 3 p.m. The board will reconvene on November 24 during a special board meeting to review the bids. Hunsucker anticipates receiving two bids.

Recouping Expenses

At the October meeting, the board asked Seckman to research room rental fees, credit card transaction fees, and notary fees charged by other public libraries in Indiana. He reported back to the board the information he had gathered. Seckman recommended that the library table the idea of charging room rental fees until the upcoming renovations are complete. He recommended increasing the notary fee from \$2/signature to \$5/signature and implementing a \$1/transaction credit card processing fee, as well as setting a minimum of \$1 on credit card transactions. He recommended that these fees take effect on January 1, 2026.

Carmichael moved: To accept these recommendations.
Seconded by: Munzer
Motion: Approved

NEW BUSINESS

2026 Employee Insurance

Martin presented the 2026 proposed medical insurance renewals. The library has two medical plans: a high-deductible plan and a copay plan. The medical plans have not changed in terms of coverage and benefits. Both plans have increased in price by 4.6 percent.

The library received a rebate check dated September 4, 2025, from Anthem. The amount was \$6,238,58. The library will apply this rebate toward future insurance premiums.

Kendrick-Appiah moved: To approve the Anthem renewals as proposed by JA Benefits.
Seconded by: Munzer
Motion: Approved

Martin also presented the proposed dental and vision renewals. For dental insurance, the library has plans with United Healthcare and Humana. The United Healthcare plan increased in price by 5 percent. The Humana plan increased in price by 3 percent.

For vision insurance, the library has a plan with National Vision Administrators, and that plan did not increase in price for 2026. The library's disability and life insurance policies also did not increase in price.

Carmichael To approve the ancillary insurance renewals as proposed by JA Benefits.
Seconded by: Munzer
Motion: Approved

2026 Holiday Closings

Seckman presented a list of proposed 13 library holiday closings in 2026.

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

Seckman also presented a proposal for granting staff a floating holiday to be used during their birthday month.

Carmichael moved: To approve this proposal.
Seconded by: Munzer
Motion: Approved

Step Increase for Aliya Gentry

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

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

Changes to Staff Evaluations

Seckman presented a consolidated version of the staff evaluation form to the board for approval.

Kendrick-Appiah moved: To approve the updated staff evaluation form.
Seconded by: Munzer
Motion: Approved

2026 Board Meeting Locations

Seckman recommended moving all 2026 board meetings to the Clarksville location due to planned renovations at Jeffersonville.

Munzer moved: To approve moving all 2026 board meetings to Clarksville.
Seconded by: Grahn

Motion: Approved

FOUNDATION REPORT

Munzer reported that the Foundation’s fundraiser breakfast will be on December 4 at 300 Spring in Jeffersonville. The Chapter One business incubator is still accepting applications. The Foundation has reviewed and updated its tuition reimbursement policy. The Foundation is applying for a grant from Meta for a bookmobile. The Carnegie Foundation awarded the library \$10,000 in celebration of the 250th anniversary of the Declaration of Independence. (JTPL was originated in a Carnegie building.)

DIRECTOR’S REPORT

- Seckman presented a visual report comparing library statistics from October 2024 to October 2025.
- On November 20, Ian Williams of Lead Well Strategic Consulting will conduct a workshop for staff on diversity, equity, inclusion, and belonging.
- The Big Read concluded on October 29.
- The Jeffersonville location has added more security shifts through March.
- The library applied for a grant from the SoIN tourism board and is waiting to hear news on that.
- The plumbing problem in Clarksville has been fixed.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, December 16, 2025, at 4:30 p.m. at the Jeffersonville location. As there was no further business, the meeting adjourned at 5:39 p.m.