

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, DECEMBER 16, 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, Jim Grahn

Board Members Absent: Lynn Wilson

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

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

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 November 18, 2025, Board of Trustees Minutes

Approval of November 25, 2025, Special Meeting Minutes

Approval of Claims through November 30, 2025

Financial Report

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

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

- \$4,000 to Faegre Drinker Biddle & Reath LLP
- \$16,167.10 to TowerPinkster for professional services through November 28, 2025
- \$43,289 to TowerPinkster for professional services through October 31, 2025
- \$23,720 to TowerPinkster for professional services through August 29, 2025
- \$8,400 to Foresight Land Surveying
- \$29,723.37 to Frost Brown Todd LLP

Munzer moved: To approve paying the invoices after the bond is finalized.
Seconded by: Kendrick-Appiah
Motion: Approved

TRANSFER OF APPROPRIATIONS

Seckman requested approval of transfers:

- From 414.2 Contingency to 431.9 Other Professional Services in the amount of \$25,000.
- From 432.6 Internet Access to 437.6 Proprietary Licensing in the amount of \$2,000.
- From 432.6 Internet Access to 448 Computer Software in the amount of \$3,000.

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

OLD BUSINESS

Bond/Construction Update

Zoeller said that closing on the bond is predicted to go smoothly and that funds should be available on December 17.

The board discussed how and when the project's scope will be reduced. Seckman said that his understanding is that an updated scope of work will be presented by TowerPinkster by the end of January.

Recouping Expenses

Seckman presented a proposal outlining increased fees for the Makerspace to reflect the actual costs of maintaining the Makerspace and its equipment.

Kendrick-Appiah moved: To approve the new fee schedule.
Seconded by: Munzer
Motion: Approved

NEW BUSINESS

Approval of Salary Schedule

Seckman presented the proposed salary schedule for 2026, which includes a 2 percent cost-of-living raise for all employees with an overall budget impact of about \$31,000.

Munzer moved: To approve the salary schedule.
Seconded by: Moss
Motion: Approved

Update to Trespass Matrix

Seckman presented an update to the Trespass Matrix calling for a one-year ban for racial, homophobic, transphobic, sexist, ableist, ageist, religious, or other slurs.

Kendrick-Appiah moved: To approve the update.
Seconded by: Grahn
Motion: Approved

Staff Manual Update: Birthday Holiday

At its November meeting, the board approved an annual floating holiday for staff to use during their birthday month. Seckman requested that this policy be codified by adding it to the Staff Manual.

Munzer moved: To add the floating holiday to the Staff Manual.
Seconded by: Moss
Motion: Approved

FOUNDATION REPORT

Thomas presented. He shared updates on the Foundation's December 4 breakfast fundraiser. The Foundation also received a \$5,000 donation to be used for a bookmobile. He also shared that the Foundation made a few changes to its tuition reimbursement program and that there have been 17 applicants to the Chapter One Business Incubator.

DIRECTOR'S REPORT

- Seckman presented a visual report comparing library statistics from November 2024 to November 2025.
- The library received its December tax settlement in the amount of \$1,039,006.78.
- Avery Breiland started as an assistant librarian in Youth Services on December 8.
- JTPL will celebrate its 125th birthday on December 17 with cake and coffee at both locations.
- There will be a staff holiday lunch on December 18.
- On December 18, Ian Williams of Lead Well Strategic Consulting will conduct a workshop for staff on diversity, equity, inclusion, and belonging.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, January 20, 2026, at 4:30 p.m. at the Clarksville location. As there was no further business, the meeting adjourned at 5:35 p.m.