

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, JANUARY 20, 2026, AT 4:30 P.M.
1312 EASTERN BOULEVARD, CLARKSVILLE, IN 47129**

CALL TO ORDER OF BOARD OF FINANCE

The Board of Finance was called to order at 4:31 p.m.

Presiding Officer: Hilda Kendrick-Appiah, Vice President

Board Members Present: Mark Munzer, Secretary; Dale Moss, Treasurer; Vicki Carmichael, Jim Grahn, Lynn Wilson

Board Members Absent: Linda Baker, President

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

Guests: Amanda Hunsucker, TowerPinkster; Ross Burgan, TowerPinkster; Dave Thomas, JTPL Foundation

Public Comments: None

Election of Board of Finance Officers [IC 5-13-7-6]

At its January board meetings, the board elects officers for the Board of Finance. The board typically uses the same officers for the Board of Finance as it does for those in office on the Board of Trustees.

Wilson moved: To elect the officers of the Board of Trustees to be the same as the Board of Finance officers.

Seconded by: Munzer

Motion: Approved

Review of Account Balances and Investments [IC 5-13-7-7]

The last page of the financial report contains the balances of all library accounts. The board reviewed these accounts. We are required by law to have two banks. We have two local banks: New Washington State Bank and First Savings Bank. The Operating Fund has accrued \$6,390.31 in interest. The investments we have are in Trust Indiana, and they are listed on the financial report. The library has no other investments.

Review of Investment Policy [IC 5-13-7-75]

The board reviewed the investment policy; no changes were recommended at this time.

Clear Outstanding Checks

Gillenwater stated that the oldest outstanding check the Library has will be voided. The check is dated January 31, 2023. The check number is 32171. The amount is \$25.30.

Internal Controls Staff Training

The Board of Trustees signed the Internal Controls Training Verification Form, verifying that the library complies and that all employees watch the Internal Controls training video at the time of hire. The Administration Office keeps records showing that current and former library staff and board members have completed the training.

The meeting of the Board of Finance closed at 4:41 p.m.

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

The regular meeting was called to order at 4:41 p.m.

Presiding Officer: Hilda Kendrick-Appiah, Vice President

Board Members Present: Mark Munzer, Secretary; Dale Moss, Treasurer; Vicki Carmichael, Jim Grahn, Lynn Wilson

Board Members Absent: Linda Baker, President

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

Guests: Amanda Hunsucker, TowerPinkster; Ross Burgan, TowerPinkster; Dave Thomas, JTPL Foundation

Public Comments: None

Kendrick-Appiah asked for a motion to approve the agenda as amended.

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

CONSENT AGENDA

Approval of December 16, 2025, Board of Trustees Minutes

Approval of Claims through December 31, 2025

Financial Report

Wilson moved: To approve the consent agenda.
Seconded by: Carmichael
Motion: Approved

Seckman requested the board's approval to surplus 23 tables from the North Program Room in Jeffersonville.

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

Seckman presented for payment an invoice that was not included in the consent agenda:

- \$1,013.33 to TowerPinkster

Moss moved: To approve paying the invoice.
Seconded by: Carmichael
Motion: Approved

TRANSFER OF APPROPRIATIONS

Seckman requested approval of transfers:

- From 432.6 Internet Access to 432.1 Telephone & Communications in the amount of \$3,100.
- From 435.1 Utilities, Gas to 435.2 Utilities, Electricity in the amount of \$2,000.
- From 436.4 Repairs-Computer Software to 436.1 Repairs-Building & Structure in the amount of 4,000.
- From 446.3 Youth Books to 447.8 Audio Books in the amount of \$4,000.

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

OLD BUSINESS

Bond/Construction Update

Hunsucker presented a list of potential ways to reduce the scope of the project in order to lower the cost. The board will review the ideas and discuss options at an upcoming special board meeting.

NEW BUSINESS

Long-Range Strategic Plan

To stay in compliance with Indiana State Library standards, the library needs to formulate a strategic plan every three to five years. JTPL's next strategic plan will cover the years 2027-2032. Dr. Melissa Fry, an associate professor at Indiana University Southeast, assisted JTPL in writing its 2021-2026 plan and is consulting again this year.

Seckman walked the board through the library's current plan and highlighted some goals the library has accomplished and others that library management has recommended that we carry through to the next strategic plan pending board approval. Munzer and Carmichael volunteered to serve on the committee reviewing and updating the plan.

Motor Vehicle Policy

The library's insurance company recommended that it have a policy regulating motor vehicle use for library business. There was already a policy in the staff manual, but Seckman presented an updated and enhanced policy in accordance with the insurance company's recommendations.

Carmichael moved: To approve the policy.
Seconded by: Wilson
Motion: Approved

Step Increase for Lauren Lorance

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

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

FOUNDATION REPORT

Thomas presented. In 2026, the Foundation will sharpen its focus to a few key events and goals. The Chapter One Business Incubator began classes on January 13. The Foundation met with the River Hills Economic Development District & Regional Planning Commission to talk about funding opportunities that might be available.

DIRECTOR'S REPORT

- Seckman presented a visual report comparing library statistics from December 2024 to December 2025. He also presented a visual report for all of 2025.
- The library's budget was cut by \$113,679. This effectively eliminates the library's contingency fund and also reduces its part-time salary fund.
- The bond closed successfully on December 17 and the money has been transferred to the appropriate bank account.
- JTPL is trying something new for its monthly staff meetings in 2026: in addition to providing general library updates, each meeting will have a theme, such as incident reports, employee engagement opportunities and construction updates.
- HR is continuing to work on job descriptions to make sure they're all accurate and up to date.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Moss mentioned that he was impressed by Louisville Free Public Library's strong focus on adding materials to its collection. Munzer noted that diversifying its collection is part of JTPL's strategic plan.

The next meeting of the Board of Trustees will be on Tuesday, February 17, 2026, at 4:30 p.m. at the Clarksville location. As there was no further business, the meeting adjourned at 5:56 p.m.