

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, MAY 19, 2026, AT 4:30 P.M.
1312 EASTERN BOULEVARD, CLARKSVILLE, IN 47129**

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

The regular meeting was called to order at 4:30 p.m.

Presiding Officer: Hilda Kendrick-Appiah, President

Board Members Present: Mark Munzer, Vice President; Dale Moss, Treasurer; Jim Grahn, Linda Baker

Board Members Absent: Lynn Wilson; Vicki Carmichael, Secretary

Staff Members Present: David Seckman, Barbara Gillenwater, Nolan Brewer

Guests: Ross Burgan, Tower Pinkster

Public Comments: None

CONSENT AGENDA

Approval of April 21, 2026, Board of Trustees Minutes

Approval of Claims through April 30, 2026

Financial Report

Surplus

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

STAFF ASSOCIATION

No report.

OLD BUSINESS

Bond/Construction Update

Burgan reported that the contract is with Parco for review. Once approved, the library's legal counsel will need to review. The project still needs to be reduced by about \$20,000, which TowerPinkster believes can be achieved by modifying roofing materials. He also reported that TowerPinkster will submit updated architectural drawings to the state for approval this week. Burgan predicted that demolition will begin in July.

NEW BUSINESS

Job Description: Business Office Manager

Seckman presented an updated job description for the business office manager. The job description had last been updated in 2008.

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

Bylaw Changes Presented by Committee

Kendrick-Appiah questioned capitalization usage in the bylaws. Baker questioned Section 3 (Election of Officers) and the nature of the rotating list of officers. Moss questioned the need for the same person to keep serving as treasurer. Kendrick-Appiah stated that this is a request of the State Board of Accounts. Munzer stated that he and Carmichael will do some more research and present updated bylaws at the June meeting.

Step Increase for Lydia Burnett

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

Step Increase for Jessica Cruz Flores

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

Step Increase for Michael Hanak

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

Munzer moved: To approve the increases for all three employees.
Seconded by: Grahn
Motion: Approved

Policy: Staff Use of Terrace for Thunder Over Louisville

Seckman presented a policy that would allow library staff to use the Jeffersonville terrace to watch the Thunder Over Louisville festivities every year.

Moss mentioned the fact that the library is a public building being used for a private purpose during Thunder Over Louisville. Baker asked about listing a capacity in the policy. The board opted to review a revised copy of the policy at its June meeting.

Policy Update: Bulletin Boards

Seckman proposed minor updates to the policy, which had last been reviewed in 2014.

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

Policy Update: Exhibits and Displays

Seckman presented an updated policy, which had last been reviewed in 2018. Grahn requested that the policy be updated to also prohibit depictions of tobacco use. Seckman will present an updated policy at the June meeting.

Policy Update: Fine-Free

Seckman proposed minor updates to the policy, which had last been reviewed in 2021.

Baker moved: To approve the policy.
Seconded by: Munzer
Motion: Approved

FOUNDATION REPORT

Munzer presented a report submitted by Foundation President Dave Thomas. The May Foundation meeting was brief to allow time for the Chapter One Business Incubator pitch competition.

DIRECTOR'S REPORT

- Seckman presented a visual report comparing library statistics from April 2025 to April 2026.
- Dr. Melissa Fry is putting together a survey regarding JTPL's long-range plan. Once the survey results are in, a committee will be formed to draft the plan.
- The Chocolate Stroll on May 9 brought about 200 people through the library.
- Youth Services opened in the North Program Room on May 18.
- RamClean custodial started at Jeffersonville on May 1 and is doing a good job.
- The staff meeting on Thursday will feature guests from Fund for the Arts to talk about the Cultural Pass; staff also will get a preview of Summer Reading Club.
- Bethany Daily is working on creating an internal procedures library so that operating procedures are documented.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, June 16, 2026, at 4:30 p.m. at the Clarksville location. As there was no further business, the meeting adjourned at 5:20 p.m.