MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, JULY 21, 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 4:32 p.m.

Presiding Officer:	Mark Munzer, Vice President
Board Members Present:	Hilda Kendrick-Appiah, President; Dale Moss, Treasurer; Vicki Carmichael, Secretary; Jim Grahn; Linda Baker
Board Members Absent:	Lynn Wilson
Staff Members Present:	David Seckman, Barbara Gillenwater, Bethany Daily, Nolan Brewer, Monica Mitchell
Guests:	Amanda Hunsucker, TowerPinkster
Public Comments:	None

CONSENT AGENDA

Approval of June 16, 2026, Board of Trustees Minutes

Approval of Claims through June 30, 2026

Financial Report

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

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

- $1,175.00 to LOTE4KIDS

Baker moved:	To pay the invoice.
Seconded by:	Moss
Motion:	Approved

STAFF ASSOCIATION

Mitchell reported that the Staff Association is preparing for its summer meeting. With the association's secretary planning for maternity leave, the association is making plans to cover for her during her absence.

(Carmichael arrived at 4:36 p.m.)

OLD BUSINESS

Bond/Construction Update

Hunsucker reported that TowerPinkster and Parco have held pre-construction meetings with library staff. Parco is waiting on its local permit and expects to begin staging for construction in Jeffersonville at the end of July. Construction is planned to begin in Clarksville in the fall. Parco estimates an 11-month construction period. The shelving and furniture packages are out for bids, and Hunsucker asked for approval to award the shelving package before the August 18 board meeting in order to keep the process moving.

Carmichael moved:	To permit TowerPinkster to approve the shelving package without board approval, provided the package is within the state budget threshold.
Seconded by:	Baker
Motion:	Approved

Hunsucker requested that the library director be authorized to sign for contingency allowance adjustments.

Baker moved:	To appoint Seckman as the person who can approve contingencies.
Seconded by:	Carmichael
Motion:	Approved

Updated Policy: Personal Leave

Seckman presented the updated policy, which has been reviewed and approved by the library's labor attorney.

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

Updated Policy: Sick Leave

Seckman presented the updated policy, which has been reviewed and approved by the library's labor attorney.

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

NEW BUSINESS

Library Budget Conversation

Seckman explained that the library's annual budget is dictated by the maximum level growth quotient, which is set by the state. In 2026, the Indiana legislature mandated that public libraries are only entitled to half of the growth quotient. If a public library wants to increase its budget by more than half of the growth quotient, it must request approval from its fiscal governing body.

In preparing its 2027 budget, JTPL has opted to not request this approval due to cash flow issues; therefore, JTPL is preparing for a budget increase of 3 percent, which is half of the 6 percent growth quotient set by the state.

(Kendrick-Appiah arrived at 5 p.m.)

Carmichael moved:	To write the library's budget using the 3 percent growth quotient.

Seconded by: Kendrick-Appiah
Motion: Approved

Acceptance of Donations
Seckman explained that the State Board of Accounts now requires library boards to formally accept donations each month. In June, the library received $152.00 in donations. It also received a $50,000.00 grant for the Youth Services renovation project.

Baker moved:	To accept the donations and the grant.
Seconded by:	Kendrick-Appiah
Motion:	Approved

Updated Policy: Makerspace
The updated policy proposes to give valid non-profit organizations a 50 percent discount on Makerspace services.

Carmichael proposed amending the policy to note that the discount should apply only if the work done in the Makerspace is specifically for the non-profit.

Carmichael moved:	To give valid non-profit organizations a 50 percent discount in the Makerspace, provided the work done in the Makerspace is specifically for the non-profit.
Seconded by:	Baker
Motion:	Approved

Step Increase/Promotion for Lydia Burnett
Seckman requested that Burnett be promoted from a clerical assistant to a clerk, based on her job duties.

Carmichael moved:	To approve the promotion and subsequent step increase.
Seconded by:	Kendrick-Appiah
Motion:	Approved

Step Increase for Bethany Daily
Seckman requested a step increase for Bethany Daily.

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

Step Increase for Lauren Lorance

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

All step increases will take effect on the next payday.

<u>FOUNDATION REPORT</u>
Foundation President Dave Thomas submitted a report summarizing the foundation’s July meeting. The Foundation welcomed a new board member, Dr. James Wilkerson.

<u>DIRECTOR’S REPORT</u>

- Seckman presented a visual report comparing library statistics from June 2025 to June 2026.
- The FCC is considering cutting its E-rate funding, which subsidizes internet for public schools and libraries.
- The next step in crafting the library's long-range plan is to survey patrons to learn about their needs and hopes for the library.
- The library hired a clerical assistant at Clarksville, pending a successful background check. Her name is Brandie Story and she has a start date of July 30.
- Youth Services is hiring three positions: a clerical assistant to replace Amber Dalrymple, who is leaving to go to school; and two temporary clerical assistants to cover for Elizabeth Glenn when she starts maternity leave in August.
- The library is switching to a new ancillary benefits company that will save the library about $1,000 a year.
- Seckman and Daily are working on adding a section about AI-generated materials to the Collection Development Policy.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, August 18, 2026, at 4:30 p.m. at the Clarksville location. As there was no further business, the meeting adjourned at 5:29 p.m.