MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, AUGUST 18, 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; Vicki Carmichael, Secretary; Jim Grahn; Linda Baker, Lynn Wilson
Board Members Absent:	None
Staff Members Present:	David Seckman, Barbara Gillenwater, Bethany Daily, Nolan Brewer
Guests:	Amanda Hunsucker and Sara Knies, TowerPinkster; Susan Cowen, Baker Tilly
Public Comments:	None

CONSENT AGENDA

Approval of July 21, 2026, Board of Trustees Minutes

Approval of Claims through July 31, 2026

Financial Report

Surplus

Baker moved:	To approve the consent agenda with edits to the minutes.
Seconded by:	Wilson
Motion:	Approved

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

- $5,552.91 TowerPinkster

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

STAFF ASSOCIATION

Brewer reported that Staff Association hosted a celebration for staff to celebrate the end of Summer Reading. The next event will be a holiday breakfast in December.

OLD BUSINESS

Bond/Construction Update

Hunsucker reported that demolition is well underway at Jeffersonville. The roof inspection took place the week of August 10. Construction on Clarksville's restrooms will start in about a month.

The library's overall shelving and furniture budget was $400,000, and all bids came in under budget.

The library received two quotes for its shelving package; the lowest bid was $77,830.00 from Educational Furniture.

The library receievd five bids for its furniture package; the lowest bid was $185,060.66 from OstermanCron.

The total cost is $280,454.18.

Hunsucker requested a motion to approve and award a contract to Educational Furniture for shelving and a motion to approve and award a contract to OstermanCron for furniture.

Wilson moved:	To approve and award the shelving package to Educational Furniture Solutions.
Seconded by:	Moss
Motion:	Approved

Munzer moved:	To approve and award the furniture package to OstermanCron.
Seconded by:	Wilson
Motion:	Approved

NEW BUSINESS

Acceptance of Donations

In July, the library received $2,102.64 in donations.

Moss moved:	To accept the donations.
Seconded by:	Carmichael
Motion:	Approved

2027 Budget

Susan Cowen, a CPA with financial advisory firm Baker Tilly, presented. Cowen explained that Jeffersonville's tax increment financing area (TIF) has expired. While the TIF was in place, Jeffersonville was receiving tax revenue based on properties' minimum assessed values. Now that the TIF is expired, the library's assessed value will increase in 2027, meaning that tax rates will decrease. With the decrease in tax rates comes a decrease in the library's circuit breaker loss.

Escrow Account: Construction Project

Seckman explained that Indiana law requires that the library establish an escrow account in which to deposit 5 percent of each payment made to Parco Constructors. That 5 percent will be turned over to Parco at the completion of the project. Seckman proposed creating that account with First Merchants Bank.

Carmichael moved:	To establish the account at First Merchants Bank.
Seconded by:	Baker
Abstained:	Munzer
Motion:	Approved

Resolution to Join ISL Consortium for Public Library Internet Access

Joining the consortium provides a discount to the library's e-rate and must be approved annually.

Grahn moved: To approve the resolution to join the consortium.
Seconded by: Wilson
Motion: Approved

Updated Policy: Exhibits and Displays
Seckman presented an updated policy allowing for educational, historical, or literary displays or exhibits that depict the use of drugs, alcohol, and tobacco.

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

Updated Policy: Collection Development
Seckman presented an update to the policy stating that the library will not intentionally purchase, acquire, or accept the donation of materials created primarily by AI.

Carmichael moved: To approve updated policy.
Seconded by: Munzer
Motion: Approved

Updated Policy: Credit Card
Seckman presented an update to the credit card policy that provides more general guidance on which staff members are permitted to use library credit cards.

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

Updated Policy: Holiday Leave
Seckman presented a policy that would allow part-time staffers to be more flexible about holiday leave time.

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

Updated Policy: Nepotism
Seckman presented an updated policy that includes the Friends of the Library.

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

Approval of Youth Services Job Descriptions
Carmichael moved: To approve the job descriptions.
Seconded by: Wilson
Motion: Approved

FOUNDATION REPORT

Foundation President Dave Thomas submitted a report summarizing the foundation's August meeting. Treasurer Ann McCandless had identified several areas in the standard operating procedures relating to the financials that have been updated.

DIRECTOR'S REPORT

- Seckman presented a visual report comparing library statistics from July 2025 to July 2026.
- JTPL has hired two part-time temps and one part-time clerical assistant in Youth Services, as well as one part-time clerical assistant at Clarksville
- Library staff and the Foundation applied for a grant from UPS for a bookmobile.
- The city has given permission for the library to remove a bush at Jeffersonville.
- Summer Reading ended July 31. Participation was down from 2025, but program attendance was up.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, September 15, 2026, at 4:30 p.m. at the Clarksville location. As there was no further business, the meeting adjourned at 5:26 p.m.