MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, SEPTEMBER 15, 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; Vicki Carmichael, Secretary; Jim Grahn; Linda Baker
Board Members Absent:	Dale Moss, Treasurer; Lynn Wilson
Staff Members Present:	David Seckman, Barbara Gillenwater, Bethany Daily, Kelsey Keller, Avery Breiland
Guests:	None
Public Comments:	None

CONSENT AGENDA

Approval of August 18, 2026, Board of Trustees Minutes

Approval of Claims through August 31, 2026

Financial Report

Surplus

Baker moved:	To approve the consent agenda with additions to the surplus list.
Seconded by:	Grahn
Motion:	Approved

STAFF ASSOCIATION

Breiland reported that Staff Association is planning a staff Halloween event and will begin planning a holiday party soon.

OLD BUSINESS

Bond/Construction Update

Seckman shared a memo provided by TowerPinkster that outlines next steps in the construction project. The construction crew has completed demolition at Jeffersonville and is now framing walls. The next step will be to rough-in mechanical, electrical, and plumbing lines.

NEW BUSINESS

Transfer of Appropriations

Seckman requested the following transfers of appropriations:

- $50,000.00 from 432.6 Internet Access to 431.9 Other Professional Services

- $1,000.00 from 433.2 Print, Other than Office Supplies to 433.1 Advertising & Pub of Notices

Munzer moved: To approve the transfers of appropriations.
Seconded by: Baker
Motion: Approved

Acceptance of Donations
In August, the library received $52.50 in donations.

Baker moved: To accept the donations.
Seconded by: Munzer
Motion: Approved

Public Hearing for 2027 Budget
Kendrick-Appiah opened the public hearing. As there were no members of the general public present, she then closed the public hearing.

Public Hearing for Additional Appropriations for 2026
Kendrick-Appiah opened the public hearing. As there were no members of the general public present, she then closed the public hearing

Adoption of Appropriations for 2026
Seckman explained that public libraries in Indiana must appropriate all donated funds before spending those funds. He presented a list of funds to appropriate.

Grahn moved: To adopt the appropriations for 2026.
Seconded by: Munzer
Motion: Approved

Resolution to Keep Taxes in BIRF
Seckman explained that when the library received tax money in previous years, that money would automatically go into its debt fund. That automation is no longer in place, so the library must transfer the money via a board motion.

Munzer moved: To keep taxes in BIRF.
Seconded by: Baker
Motion: Approved

Resolution to Close Bond Payment Fund and Transfer Remaining Balance to BIRF
Seckman stated that the library's previous bond has a balance of $4,197.43. The library would like to close that account and move the balance to BIRF.

Munzer moved: To close the fund and transfer the remaining balance to BIRF.
Seconded by: Baker
Motion: Approved

(Carmichael entered at 4:48 p.m.)

Job Description: Information Technology Manager
Seckman presented an updated job description for the Information Technology Manager.

Carmichael moved: To approve the updated job description.
Seconded by: Grahn
Motion: Approved

2026 Summer Reading Report
Keller, Youth Services Manager, presented. Keller reported that 1,128 people participated in the 2026 Summer Reading program. Of those participants, 527 people completed the program. Participation numbers were down for the second year in a row, but completions are trending up. Keller explained that ongoing renovations necessitating the closure of the Youth Services department at Jeffersonville likely are a factor in reduced participation, as is the Cultural Pass program's move from a paper form to an app. When the Cultural Pass was based around registering in person, many patrons came to the library for assistance, leading to more opportunities for staff to promote Summer Reading. Now that users can sign up for the Cultural Pass via an app, they no longer come to the library in large numbers.

2027 Board Meeting Days and Times
The board will continue meeting at the Clarksville location on the third Tuesday of every month at 4:30 p.m.

Temporary Step Increase for Vincent Thomas and Backdated Pay
Seckman requested a temporary step increase and corresponding backdated pay for Thomas.

Grahn moved: To approve the step increase and backdated pay.
Seconded by: Carmichael
Motion: Approved

FOUNDATION REPORT
Foundation President Dave Thomas submitted a report summarizing the foundation's September meeting. Munzer added that the Foundation board has recently lost members and asked JTPL trustees to think about people they might want to recommend.

DIRECTOR'S REPORT
- Seckman presented a visual report comparing library statistics from August 2025 to August 2026.
- The library is searching for a new IT manager with the resignation of Allison Fredrickson.
- A representative from Hoosier Start will be present at this week's staff meeting to educate staff about retirement savings.
- Final plans for October's Staff Institute Day are well underway. Sessions will focus on diversity, AI and local resources for women.
- JTPL's Fall Festival will be on Saturday, October 10, from 2-4 p.m. at the Clarksville library.
- The library's leadership team is working on the library's long-range strategic plan.
- October will be the Big Read. This year's book is *Joyful* by Ingrid Fetell Lee.

OTHER BUSINESS; BOARD MEMBER COMMENTS
The next meeting of the Board of Trustees will be on Tuesday, October 20, 2026, at 4:30 p.m. at the Clarksville location. As there was no further business, the meeting adjourned at 5:23 p.m.