

**REGULAR MEETING OF THE
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY BOARD
January 10, 2012**

The Jeffersonville Township Public Library Board of Trustees met in regular session January 10, 2012, in the Board Room of the Jeffersonville Township Public Library at 211 E. Court Avenue, in Jeffersonville. The regular board meeting was called to order at 4:05 p.m. by Shea, president. Those present were Shea, president; Palmquist, vice-president; Kendrick-Appiah, secretary; Kovert, trustee; Throckmorton, trustee; and staff members Gillenwater and Conner. Absent: Gibson, treasurer; Cordy, trustee, and Pollard, Library Director.

Gibson is visiting his family in Arizona. Cordy and Pollard are ill today and cannot attend. Kendrick-Appiah is at a school meeting and she will arrive as soon as possible.

Appointment to the Library Board

Shea administered the oath of office to Hal Kovert as the newest appointee by the County Council. He replaced Charles Reisert who passed away.

Discussion on Difficulty of Having a Quorum

Shea expressed a concern about the Board's ability to have a quorum at the meetings. Mr. Gibson is in Arizona for 2.5 months. The Board members attendance is important. Shea thinks there could be a conflict with Indiana statute and the Board's bylaws. Indiana statute mandates that a quorum is four members. The quorum is still four regardless of vacancies on the board. The law states a board member can miss six consecutive board meetings for illness. The Board cannot establish a provision that changes that number. Shea has asked Pollard to check our bylaws. According to our bylaws, if a Board member misses three consecutive meeting for any cause, except excused, they can be asked to resign. Pollard will find out if this provision is legal. Our Board membership is seven. We have one member who has been out most of this year (2011) and they could not be here again today.

Board of Finance

The Board of Finance was called to order 4:11 p.m.

Election of Officers for Board of Finance

The Library Board is required to elect a president, vice-president and treasurer for the Board of Finance. The Board of Finance is responsible for reviewing our account balances, investments, and our investment policy.

Throckmorton made the motion with Kovert seconding to elect the same officers of the Library Board to serve as the same officers of the Board of Finance. Motion approved unanimously.

Shea is president, Palmquist is vice-president, and Gibson is treasurer of the Board of Finance.

Review of Account Balances and Investments

The last page of the financial report contains the current bank accounts and their balances. Since this is the December financial report, the bank balances are the balances as of December 31. We have no CDs or other investments. Any accounts with zero balances will be removed from this report when the financial records are updated for 2012. There are several bank accounts because it was the Board's decision to deposit money into locally owned banks.

Investment Policy

The Library's investment policy has not changed. The current policy is to deposit the money in business money market accounts to get the highest interest possible. CDs are currently earning a low interest rate.

There being no further business for the Board of Finance, the Board of Finance meeting was adjourned and the regular Board meeting was convened at 4:16 p.m.

Consent Agenda

Approval of Checks for December 2011

The Board postponed approval of the checks register until Kendrick-Appiah arrives.

Approval of December 6, 2011, Minutes

<p>Palmquist made the motion with Kovert seconding to approve the minutes of the December 6, 2011 meeting. Motion approved unanimously.</p>
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Financial Report

Payments to the Indiana Bond Bank due December 31

Two payments were due to the IBB by December 31. The first was to repay the tax anticipation warrants in the amount of \$322,872.57: principal is \$319,000, interest is \$3,865.57. According to the cash flow worksheets that Umbaugh prepared for 2011, the Library should have a cash flow of \$700,000 at the end of 2011. The cash balance at the end of 2011 was more than expected. We are not borrowing from the IBB this year. Property taxes were received on time in 2011. If we have any problems with cash flow, we could request advance draws on our property taxes.

The second payment to the IBB was for the bond payment from BIRF in the amount of \$272,611.50: principal is \$204,000, interest is \$68,611.50.

There is only one more payment for the IBB HELP lease for this building's equipment and furniture and it is due April 2012.

December Settlement

The Board was given the spreadsheet showing the estimated revenues for 2010 and 2011 compared to the actual revenues received. The Board asked if the building bond fund in BIRF will be added to the amount available for the Operating Fund when the bond is paid off. The majority of the Board thought that paying off the bond would not increase the Operating Fund tax rate.

Indiana State Technology Grant Fund

The Indiana State Technology Grant was received in December in the amount of \$3,030. These funds are to be used to pay for the Internet charges during 2012.

Transfer of Appropriations

A list of transfers between appropriations was submitted to the Board for approval in order to close the year's financial reports with no negative balances in the appropriation accounts.

Only one encumbrance is needed for 2011. The Library has entered into a contract with Unified Technologies in order to upgrade the Library's telephone system. Half of the contract was paid at signing. The installation of the new system has been delayed due to a problem with keeping the e-rate funding when changing to a new system. We are still working on how that can be arranged.

Palmquist made the motion with Kovert seconding to approve the transfer of appropriations from 411.2 Salary, Professional to 411.1 Salary, Director in the amount of \$420; from 431.4 Automatic Data Processing to 431.6 Lawn Services in the amount of \$60; from 431.7 Snow Removal to 431.8 Database Licensing in the amount of \$5,500; from 431.3 Legal Services to 431.8 Database Licensing in the amount of \$3,200; from 432.4 Professional Meetings to 431.9 Other Professional Services in the amount of \$2,900; from 435.3 Utilities, Water to 435.4 Utilities, Sewage in the amount of \$138; and from 447.2 Video & DVD to 447.1 Microforms/Periodicals in the amount of \$79. The motion included one encumbrance of 2011 appropriations to 2012 for 445 Equipment in the amount of \$15,098.33. Motion approved unanimously.

2012 PERF Rate

The PERF rate for 2012 is 12%.

2012 Board Meeting Dates Published

The *News and Tribune* printed the list of Board meeting dates for 2012. This meeting was published as the correct date, today, instead of the original date. Pollard wanted the Board to let her know if they will not be able to attend the meeting on July 3.

Staff Association

Laura Conner, Assistant Librarian, represented the Staff Association at the meeting. Lori Morgan, Youth Services Manager, has applied for several grants. One is a \$10,000 literacy grant, and one is a \$4,000 CCYC grant. She has ordered the items needed for the Summer Reading Programs. The staff is pleased with how adults got interested in the Summer Reading Program this past year. Morgan will hear if the Library was awarded the \$10,000 literacy grant on February 17. Two of our colleagues died. Audrey Russell-Brooks, Technical Services, and Terry Lalonde, former Branch custodian, have passed away.

The Board asked how the custodial service is working out. They are dusting the counter tops. They come back at night after closing to do the heavy cleaning.

New Business

It is almost time to renew the One Southern Indiana membership. The Board decided at a previous meeting not to renew the Library's membership because One Southern Indiana was endorsing candidates for local public offices. They are no longer endorsing candidates. Shea asked the Board if they would like to renew the Library's membership. The dues for the Library are lower than for-profit organizations since we are a public entity. Pollard attends their meetings. Kovert was vocal on not supporting endorsements. He is now on their public policy board. Their duty as an organization is to get the information out and let everyone make their own decision. Kovert thinks One Southern Indiana is a very worthwhile organization.

Kovert made the motion with Throckmorton seconding to approve the renewal of the Library's membership to One Southern Indiana when the current membership expires. Motion approved unanimously.

The governor of Indiana may be coming to speak at the Library in early February. He will discuss his book.

Throckmorton asked if we have heard anything else about the Little Free Library but no one had heard anything since the last meeting.

Checks Received

The Library received several checks this month in memory of Dr. Edwin Crooks. We received a total of \$455 from several people and Dr. Crooks' widow sent a check for \$500 to add to the amount collected. TOPS 123 donated \$25 to the Clarksville Branch. Rudd Equipment sent the Library a check for \$1,000. The Friends of the Library received \$120 in memory of

Diane Miller and they donated the money to the Library. Finally, the funds were received for the State Technology Grant Fund in the amount of \$3,030.

The Board will postpone discussing the publicity, old business and new business agenda items until the next meeting.

[Kendrick-Appiah arrived at 4:59 p.m., the meeting was adjourned at 5:00 p.m.]

There being no further business to discuss, the meeting was adjourned.