

**REGULAR MEETING OF THE  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
February 7, 2012**

The Jeffersonville Township Public Library Board of Trustees met in regular session February 7, 2012, in the Board Room of the Jeffersonville Township Public Library at 211 E. Court Avenue, in Jeffersonville. An Executive Session was called to order at 4:07 p.m. and the regular Board meeting was called to order at 4:25 p.m. by Shea, president. Those present were Shea, president; Palmquist, vice-president; Kendrick-Appiah, secretary; Cordy, trustee; Kovert, trustee; Throckmorton, trustee; guests, Clinton Decker, Construction Solutions; Diane Swank, Insuramax; and staff members, Pollard, Library Director; Gillenwater; and Morgan. Absent: Gibson, treasurer.

Lori Morgan, Youth Services Manager, represented the Staff Association at the meeting. Gibson is still out of town.

**Executive Session**

An executive session was called to order at 4:07 p.m. for discussion of the job performance evaluation of an individual employee as authorized under IC 5-14-1.5-6-1 (b) (9).

The regular Board meeting was called to order at 4:25 p.m.

**Elections for 2012**

The floor was opened for nominations for the 2012 officers. It was suggested by a Board member that we need to have the same leadership that we had in 2011.

**Throckmorton made the motion with Cordy seconding that the 2011 Board officers serve in the same office for another year. Kovert made the motion with Cordy seconding that the nominations for officers be closed. Motion approved unanimously.**

Paul Gibson's term expires June 30, 2013. Cordy and Throckmorton's terms expire on June 30, 2012.

**Consent Agenda**

**Approval of Checks for January 2012**

**Kendrick-Appiah made the motion with Palmquist seconding to approve claims numbered 1 to 71 in the amount of \$163,290.46. Motion approved unanimously.**

Included in the claims were the fourth quarter PERF payment and the payment for the elevator service agreement.

**Approval of January 10, 2012, Minutes**

**Kovert made the motion with Cordy seconding to approve the minutes of the January 10, 2012 meeting. Motion approved unanimously.**

**Financial Report**

**2012 CAGIT Received**

The monthly check for CAGIT was received in the amount of \$44,073.34. In 2011, the payment was \$43,767 per month.

### **2012 Budget Order**

The 2012 budget order has not been received. It should arrive soon.

### **Checks Received**

The quarterly fax commission check was received from TSI in the amount of \$34.90.

The quarterly report has been received from the Community Foundation of Southern Indiana. Eight hundred and seventy five dollars are available for granting.

Several donations have been received in memory of Dr. Edwin Crooks. Pollard announced the names of people who sent checks in his memory. His wife, Joan Crooks, sent a check for \$500 to be added to the total.

A donation was received from Rudd Equipment Company in Louisville in the amount of \$1,000. They regularly make donations to libraries in Kentucky, but this year decided to include Jeffersonville. They have staff members who live in Jeffersonville.

The Friends of the Library gave the Library a check in the amount of \$120 for donations they had received in the memory of Diane Miller. The money is to be used to purchase books about pets.

A check was received from **John and Anne Hedstrom** for the Clarksville Branch.

A \$25 donation to the Clarksville Branch was received in memory of Mitzi Hammond.

The Ann Rodgers Clark chapter of the Daughters of the American Revolution donated \$200 to the library.

### **Transfers Between Appropriation Accounts**

No transfers between appropriations are needed at this time. The staff has started purchasing materials.

Tamsie Meurer, Charlestown-Clark County Public Library, contacted Pollard to discuss forming a consortium for electronic books between their library, New Albany-Floyd County Public Library and our library. When we started our contract with Overdrive, our staff set it up to allow all card holders to check out the electronic books. We later realized we were supposed to limit this to residents only and changed the settings. We have a lot of borrowers from the Charlestown-Clark County Public Library.

### **Correspondence, Publicity**

There is no correspondence to discuss at this time.

Pollard is pleased with the One Southern Indiana publicity that we received from the Southern Indiana Asset Building Coalition meeting. They are using one of our meeting rooms to complete taxes for low income people. Pollard talked to the group's director about doing some programs on financial literacy.

The *Courier Journal* and the *News and Tribune* printed several items about the Library.

### **Staff Association**

Lori Morgan, Youth Services Manager, represented the Staff Association at the meeting. She informed the Board of upcoming Youth and Adult Services events. Several programs are being held this month for Black History Month. We have an exhibit on the segregated Taylor High School. Maxine Brown complimented the display.

Governor Daniels is coming tomorrow. The Branch has hired two new people, Janet Gilford and Claudia King. The Staff Association will elect new officers on the 16<sup>th</sup> of this month. They are planning a retirement party for Kathy Rosga. In March, the Youth Services staff is working with the Greater Clark County Schools system's paraprofessionals on a program. Morgan has submitted a \$10,000 grant application for \$10,000 to improve family literacy. The grant application for the CCYC grant is due April 1. Seventy two people attended the flood program.

### **Old Business**

#### **Board By-laws Concerning Member Absences**

The Board is concerned about excessive absences from board meetings. Pollard has looked over the Board by-laws and found a by-law that is not allowed by statute. The by-law that needs to be removed is on page 5, Article 4, Section 5 concerning the removal of board members. I.C. 36-12-2-20 establishes that a vacancy occurs whenever a member is absent from six (6) consecutive regular board meetings for any cause other than illness. The appointing authority shall be notified by the secretary of the board of a vacancy. The library cannot establish a provision in its bylaws that decreases the number of consecutive regular meetings a board member can miss. Pollard will put the change in writing.

#### **Assistant Director/Branch Manager Vacancy**

Kathy Rosga will retire as of April 1. She is currently the Assistant Director/Branch Manager. Pollard has decided that we need a full-time branch manager. We would like to offer more adult programming at the branch. Pollard submitted an updated job description for the branch manager position to the Board. It will be published externally and in-house. The salary range is based on the personnel chart and we will require one year of supervisory experience.

[Swank arrived at 5:05 p.m.]

[Kendrick-Appiah left at 5:07 p.m.]

**Palmquist made the motion with Throckmorton seconding to adopt the Branch Manager job description as submitted. Motion approved unanimously.**

### **New Phone Service Update**

The Board approved the purchase of a new telephone system in 2011. Communication with AT&T has been difficult. AT&T will not change our existing contract to allow us to change the type of phone lines that we use with the current system. The current system uses Centrex lines and the new system needs PRI. In order to keep our current e-rate grant, we cannot change the expiration date or contract number. AT&T will not change the type of lines unless we get a new contract number with a new expiration date. In order to keep our e-rate discount, we need to submit a new form 470 with the Universal Service Fund to request bids for a new contract. AT&T has agreed to terminate our current contract, but they will charge us a fee of \$1,576.80.

**Palmquist made the motion with Cordy seconding to approve the termination of the existing contract with AT&T and the payment of the early termination penalty. Motion approved unanimously.**

### **Clarksville Roof**

Pictures of the existing roof at the Clarksville Branch were submitted to the Board by board member Hal Kovert. He talked to Jennifer Wyatt, Public Services Librarian, about the areas where we have the most leaks.

The next step is to put together specifications. Kovert will have them ready for the March board meeting. The north side of the roof needs to be replaced. There is a lot of penetration. He would like to bid the other areas as alternate bids.

### **Update on Non-User Survey Grant Proposal**

Pollard informed the Board on the status of the Non-User Survey Grant Proposal. The IUS staff that she is working with is knowledgeable about conducting surveys.

[Clinton Decker arrived at 5:26 p.m.]

### **New Business**

#### **Outdoor Fountain Repairs-Clinton Decker, Construction Solutions**

Pollard submitted photos of the outside fountain. Mr. Clinton Decker, from Construction Solutions, attended the meeting. We have repaired the lights several times. They need to be removed or reinstalled. They were not properly installed the first time. The lights leak on the outside of the housing. Construction Solutions put new brass rings around the lights, but they are not watertight. Water is coming through the concrete on the outside. The lights were put in wrong and the seals were bad. We paid Construction Solutions the first time they repaired the fountain. Construction Solutions came back, took out the lights and concrete, and had the rings re-brassed. He has \$3,500 just in the rings. They cannot get the container tight enough around the light to fix it. He will give us the money we originally paid to have the problem fixed. We paid \$7,000 in 2009 and an additional \$1,000 in April 2010.

The Board asked for ideas on what can be done to fix the leaks. Mr. Decker suggested that the lights be taken completely out and buy new watertight cans so we can have recessed lighting. We could fill in the lights and put in surface lights. We have two junction boxes. We can access the junction box, put riser rings in that, and run everything from the box. The fountain was designed and installed poorly. He suggested taking out the lights from under the water and fill in the areas with concrete. The junction box can be moved and surface lights installed. The junction box is water tight. No one will get shocked but they could damage the lights. We have problems with vandalism. They make underwater lights or we can get landscaping lights. Decker can give us receipts for what he has in the job, or he can write us a check. He will send a proposal to Pollard. The Board expressed their gratitude to Mr. Decker for all the work that he has done.

[Throckmorton and Decker left at 5:39 p.m.]

### **Open Enrollment for Health Insurance-Diane Swank, Insuramax**

Diane Swank, Insuramax, visited the meeting to discuss the renewal of our Humana policy. The Humana renewal included a 13% increase in premiums. This fits within our 2012 budget. The proposal from Anthem was double Humana's renewal rate. She is still waiting for a proposal from United Healthcare. With Humana's co-pay plan, any lab work goes toward the deductible, but the co-pay does not. She is currently looking at the various plans and she is negotiating with Humana. The Insurance Committee will meet on Thursday. Swank will be back next month with the committee's recommendation. In 2011, we budgeted \$60,000 for employee insurance and \$75,000 in 2012. We can cover a 15% increase. This still leaves us 10% that we can use if the dental insurance goes up when it comes up for renewal.

### **Reorganization and Job Descriptions**

Audrey Russell-Brooks, Technical Services Senior Clerk, passed away in January. Her duties have been given to Melissa Edwards, who is also a Senior Clerk in Technical Services. She will do acquisitions, V-Smart, and some processing. Her job description has been updated.

**Kovert made the motion with Cordy seconding to adopt the Technical Services Senior Clerk job description as submitted. Motion approved unanimously.**

Michelle Sweeney's job description has also been updated but did not receive any substantive changes.

**Kovert made the motion with Palmquist seconding to adopt the Technical Services Clerk job description as submitted. Motion approved unanimously.**

Pollard is not planning to fill the Assistant Library Director position at this time. She is going to assume responsibility for supervising the library managers. She would like to create a position that has administrative duties. Pollard spends a lot of time proofreading and editing. The new position will work on personnel policies, update the staff manual, oversee the hiring of new staff, send letters to applicants that do not get hired, coordinate staff programs, schedule the security officers, start a volunteer program, and work with Pollard on matters regarding the

physical plant. Now is a good time to look at the staff and realign positions. The position does not need a Masters of Library Science. The Board felt that if we are asking for someone with a bachelor's degree, the salary might be too low. The title is Executive Assistant. The job description will be changed to state that an Associate's or a Bachelor's degree is preferred. We can see what kind of pool we get.

**Kovert made the motion with Palmquist seconding to adopt the Executive Assistant job description with one change to add an Associate's Degree as accepted. Motion approved unanimously.**

### **Probationary Period**

The Board extended the probationary period for one staff member by an additional six months.

**Palmquist made the motion with Cordy seconding to extend the probationary period for one staff member by six months. Motion approved unanimously.**

### **Non-Resident Fee**

The Non-Resident fee is currently \$31 a year. A patron needs a non-resident card when their home library does not have a reciprocal agreement with us. The Library's expenditures per capita have increased from \$31 to \$33. We have reciprocal agreements with many libraries.

**Cordy made the motion with Kovert seconding to approve the Non-Resident Fee to be set at \$33 a year. Motion approved unanimously.**

### **Director's Report**

Pollard will discuss the Indiana State Library Annual Report at the next meeting.

The Board has talked about changing our DVD and VHS fines to a lower amount. Pollard talked to several libraries and ours is the highest at \$2.50 per day. Most libraries are charging \$1 a day. Patrons do not come back if they owe a large fine. We would prefer to have the good will of patrons rather than the revenue.

**Kovert made the motion with Palmquist seconding to change the DVD and VHS overdue fines to \$1 per day, with a maximum of \$10. Motion approved unanimously.**

Cordy announced that she is going to resign for health reasons. She will get a letter to Shea and she will contact the President of the Clarksville Communities Schools Board, Bill Wilson. She is also retiring from the school on March 22.

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