

**REGULAR MEETING OF THE  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY BOARD**

**March 6, 2012**

The Jeffersonville Township Public Library Board of Trustees met in regular session March 6, 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 4:46 p.m. by Shea, president. Those present were Shea, president; Palmquist, vice-president; Kendrick-Appiah, secretary; Kovert, trustee; Throckmorton, trustee; guests: A.J. Warren, and Kevin Estes, Johnson Controls, and staff members: Pollard, Library Director; Gillenwater; Scott and Bohannon. Absent: Gibson, treasurer.

Lesli Scott, Circulation Clerk, represented the Staff Association at the meeting. Tim Bohannon, Systems Administrator, attended the meeting in order to discuss the new projectors for the meeting rooms.

**Consent Agenda**

The motion to approve the claims was postponed until Kendrick-Appiah arrived.

**Approval of February 7, 2012, Minutes**

<p><b>Kovert made the motion with Throckmorton seconding to approve the minutes of the February 7, 2012 meeting. Motion approved unanimously.</b></p>
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**Temperature/Air Flow Problems in Director's Office, Board Room, and Bohannon's Office**

Pollard called Johnson Controls and asked them to analyze why her office and the Board Meeting Room are either too cold or too hot. Because this has been an ongoing problem, she asked a representative to attend the Board meeting to report on the results of the analysis. Estes reported that the offices were 60 degrees in the mornings. There are several issues that he can see. The thermostat (stat) for the two areas was located in Youth Services. The unit in the hallway was formerly located by the Youth Services elevator but was moved to the hallway to help with the problem. It made this unit work better, but the new location increased the temperature problems in the board room and Pollard's office. The stat in the meeting room controls the rooftop unit that controls Pollard's office and the Board Meeting room. Glass windows in Pollard's office and the Board room increase the heat load. The stat has been moved to the Board Room. Estes was concerned that as it gets colder in these two rooms, it could overheat in Youth Services. It was 40 degrees outside when he moved the stat and he took the temperature every hour. He told Pollard that he can improve it, but it will never be 100% right. Estes is able to get the temperatures right in the morning but if it gets too hot in the afternoon, we might have to adjust the stat in the Board meeting room. The stat in the board room which is closer to the hallway is the driver.

Another issue is the air flow. He checked the temperatures and the diffusers and there is not much air coming out. This is a new system and there should be air flow. The ducts were clear and wide open.

[Kendrick-Appiah arrived at 5:00 p.m.]

The rooftop unit that serves this area located farthest away. The air flow is going to be less as a result. If it is balanced correctly, we should have the correct cpm. A.J. Warren called Thermal Balance to get a copy of the air balance report. Jack Riesinger from Johnson Controls attested that everything was balanced in 2009. There is no smoking gun. The unit is 12,000 BTU and 6,000 CFM. It almost seems prudent to balance it again to get it back to where it is supposed to be. It was suggested that we get someone other than Thermal Balance to do the work. A.J. has used Thermal Balance a lot and he thinks that they do well. Bohannon's office has the same problems. The problems are probably caused by poor design.

Another issue is the controls. The heat is turning on and off on the roof top units. He can see the temperature swing. It is a short cycle to the heat. This could cause damage to start and stop so much. It will shorten the life of the equipment. He needs to do more research to see if it is in the system. It is going to be difficult to pinpoint the cause. This system is at best the lower line of quality. A system this big is usually set up with different types of controls. The problem is the expense it will take time to determine the cause.

We could keep the stat in the big room and get a mini split for this room. We could have a small unit on the roof that would be independent of the rest of the system. This would be the quickest and easiest way to resolve the problem. However, the heating will be electric and it would not be economical to operate. The compressor is made on a converter. If there are three people in the room and it needs three tons of cooling, it is going to cost more in energy, but it would run minimally for our application. It will run more than once a month, but not daily. The advantage would occur on days calling for heat, we would have the ability to have heat in the big room and have cooling in the Board Meeting Room. This would not deal with the issue on the first floor. Bohannon and Jones's offices are also at the end of the line. We need to move the stat like we did here. We could put a rooftop unit there as well. The next step is finding the air balance report. A.J. will try again in the morning. [Warren and Estes left at 5:28 p.m.]

### **Multi-Media Equipment for Large Meeting Room and Gates Lab**

The UEZ grant proposal included the purchase of projectors for the large meeting room and the Gates Lab so that we can improve our presentations and computer classes. Bohannon received two proposals. A committee, consisting of Pollard, Bohannon, Jones, and Jackson reviewed the proposals. Peritech's price was better and they took a better approach. Peritech's proposal is \$23,617. We would need to hire an electrician. The UEZ grant was budgeted for \$24,000 for the projectors and screens. The little additional cost for the electrical work can still be paid out of the UEZ Grant because of prior cost savings.

**Palmquist made the motion with Kendrick-Appiah seconding to approve the purchase of the multi-media equipment from Peritech in the amount of \$23,617, plus shipping. Motion approved unanimously.**

A plaque can be put in the room stating that the media system was provided by the UEZ Grant.  
[Bohannon left at 5:33 p.m.]

### **Health Insurance, Diane Swank, Insuramax**

Swank told the Board that she was grateful to the Insurance Committee. Humana had the most competitive rates. We were able to keep the high deductible plan intact. We ended up with an 8.6% rate increase, but started with a 13% increase. Swank negotiated a reduction in premiums. The Library is going to contribute \$40 more per month to the plan in order to reduce the amount the staff will have to pay. Swank distributed spreadsheets to the Board showing what the insurance costs will be for the new plan year. By increasing the deductible on the co-pay plan from \$2000 to \$2500, the rate was reduced. By making this change, we got an additional 6% off the cost. It reduced the employee's yearly expense by \$242. This helps to offset the extra \$500 deductible. The last page of the spreadsheet is a summary of the Library's cost. This is subject to the Board's approval. We are below the budgeted amount for insurance. We made a big change in disability insurance last year. The rates for disability are locked in for three years. The change in dental insurance is usually minimal. It is not up for renewal until June. The changes in the health policy are effective April 1. The amount budgeted for insurance is \$70,000. This leaves \$1,750 to cover any change in the other benefits. A 10% increase is good compared to what has happened in the past.

Pollard and Swank are looking into other options for the future. Some of Swank groups are self-funded and they have set up a fund called a Non-Reverting Fund in their budgets. Pollard has contacted the State Board of Accounts and they are not familiar with this type of fund except when the agency's insurance is self funded. If this fund was outside the levy, it might be a good way to offset a large increase in future years. Swank stated that the statute addresses the fiscal body, which the Library is, but it talks about self-funding. The Rainy Day Fund is inside the levy.

**Kendrick-Appiah made the motion with Throckmorton seconding to accept the health insurance proposal as submitted. Motion approved unanimously.**

[Swank left at 5:45 p.m.]

### **Appointments**

Throckmorton's appointment to the Board is up for renewal on June 30. He feels like he is not serving the board well since he frequently has to leave early in order to attend another meeting. He asked if we would find someone to take his place. The Board assured Throckmorton that he does contribute to the Board. [Throckmorton left at 5:50 p.m.]

### **Approval of Checks for February 2012**

**Kendrick-Appiah made the motion with Kovert seconding to approve claims numbered 72 to 145 in the amount of \$163,502.79. Motion approved unanimously.**

Included in the claims was the final lease payment for the furniture and equipment for this building in the amount of \$13,259.45. A payment to Johnson Controls in the amount of \$3,696.15 for the Branch and Midwest Collaborative in the amount of \$6,550.53 were also included in the claims.

#### **Follow up to Johnson Controls Discussion**

Pollard wanted to comment on the previous heating/cooling problems discussion without the Johnson Controls staff present. The problems with the heating and cooling are the same problems that we have had since Pollard began work in September 2008 and she believes they existed before she started. She called Johnson Controls since it is too hot in the Board Meeting Room and in the Director's Office. Pollard has reviewed what we did three years ago and it should have been fixed then, but it was not. Johnson Controls are usually here at least once per month and sometimes more in addition to their service agreement. They change air filters under the service agreement. Kovert asked for a copy of our service agreement. When Johnson Controls comes there is usually something that is broken and a part has to be replaced. Yet it continues to be is either too cold to work or way too hot. There is never enough air flow in the Board Room.

#### **Financial Report**

##### **Transfers Between Appropriation Accounts**

There is one transfer between appropriations that is needed. We need to move \$9,000 from 447.8 Audio Books to 447.9 Audio Book Leases. Rosga set up an audio book lease. In order to keep the money separate from the amount the staff can order from, a new account was created. With the lease, the company selects what you are going to get. The titles are usually the best sellers by popular authors. It saves staff time, since they do not have to select books. After a certain period of time, some of the titles are sent back but we also get to keep some. The quantities are included in our written contract with the company. The lease was set up to insure that our audio book collection gets built. We did not create this appropriation account until after the 2012 budget had been done which is why the transfer is needed.

**Palmquist made the motion with Kendrick-Appiah seconding to transfer \$9,000 form appropriation account 447.8 Audio Books to 447.9 Audio Book Leases. Motion approved unanimously.**

Our cleaning and sanitation account is getting low. The cleaning company uses their own supplies and then charges us for them.

##### **LAR-1 Filed with the State Board of Accounts**

The annual financial report, LAR1 has been filed with the State Board of Accounts. It was due February 29. It had to be advertised in the *News and Tribune*. The Debt Reporting Report has also been submitted.

##### **Fax Commissions Received**

The commission on fax machine is received quarterly. We did not receive any this month.

### **2012 CAGIT Received**

The monthly check for CAGIT was received in the amount of \$44,073.34.

### **2012 Budget Order**

The budget order was received yesterday. The order matches what we submitted, however, we do not know if the tax collections will support it.

### **Nachand Memorial Fund**

Norma Evelyn Nachand passed away. Her obituary asked that memorial contributions be sent to the Jeffersonville Township Public Library or the library in Sarasota, Florida. She was Henry Nachand's widow.

### **Staff Association**

Lesli Scott, Circulation Clerk, represented the Staff Association at the meeting. There are new officers: Jenny Bean, president; Becky Kelien, vice president; Jennifer Wyatt, branch representative, Jennifer Rembolt, secretary, and Lesli Scott, treasurer.

Audrey Russell-Brooks's memorial service is Sunday, March 11, 2012, at 1:00 p.m. Karen Masso will preside. We are closed on Sundays, but Pollard made a special decision to allow the service to be conducted here. Edwards and Sweeney have organized the service. Kathy Rosga's retirement party will be a combination of potluck and items supplied by the Staff Association and Pollard. It will be held on Friday, March 30.

There was good publicity about the grant that Pollard received in the amount of \$3,000. Mitch Daniels was here, but the newspaper article called it a town hall meeting. Goldberg had told the newspaper office that he was coming to talk about his book.

### **Old Business**

#### **Fountain**

Clinton Decker, Construction Solutions, attended the meeting last month. We have waited to hear from him. Steve Byrd called him and he sent in a proposal at 2:30 p.m. today. Pollard thought that he was going to give more than one alternative. The fountain at the City building has no lights in the bottom of the fountain. Their lights are on light posts. They have six free-standing light fixtures. He was afraid that someone would kick the lights if they are too low to the ground. We thought that the lights would be on the edge of the fountain, but low. We could put spotlights on the porch, but it would not be as effective. We need to remove the underwater lights, and drain and seal the fountain. Decker's proposal is not the answer to our problem. We do not want to keep putting more money into it. It was

the Board's general consensus to not take any action at this time. Kovert will look at the fountain to get ideas.

### **Branch Roof**

Kovert has not gotten any bids back yet. He will have them for the next meeting. He sent out requests for proposals to five or six vendors. We have preliminary bids from vendors in the amount of around \$30,000.

### **New Phone Service**

The Form 470 that is required to request proposals for a new phone contract has been filed with the Universal Services Fund. The Library has to wait 28 days before selecting a company. The Form 471 is used to inform the Universal Services Fund which company has been selected. The contract has to be signed March 20. There is not a Board meeting before the due date for the Form 471.

**Kendrick-Appiah made the motion with Palmquist seconding to empower Pollard to sign a contract for the Library's telephone service. Motion approved unanimously.**

Kovert picked up the Branch building drawings from Jennifer Wyatt and scanned the blueprints. He made two CDs. He will leave one copy with Pollard and one at the Branch. We should do that will all the blueprints for this building.

### **Staff Recruitment**

The opening for the Branch Manager position was posted on the Indiana State Library website, the American Library Association website and the Library's website. We are looking for someone who has experience. Pollard, Lori Morgan, and Becky Kelien are going to be on the search committee. Pollard will take the candidates to the Branch and so they can meet the staff. She does not think that we will have anyone before Rosga leaves. The Branch has experienced staff and Rosga is in the process of training them on things that she does.

The Executive Assistant position was advertised in the *News and Tribune* for one day and that also included one week on Monster.com. We have received about 25 applications. Pollard believes we did not get the quality that we wanted because of the low salary we listed.

### **New Business**

#### **Follow up from Cordy's Resignation**

A letter of resignation from the Board of Trustees has been received from Linda Cordy. She is also retiring from Utica Elementary School. Shea spoke to Bill Wilson, president of the Clarksville Community School Corporation Board, and Pollard sent the necessary appointment forms. Cordy's term expires June 30. If an appointment is being made to replace someone during their term, the new Board member only serves the unfinished term and must get reappointed to a full term after completing the uncompleted term. The law states that if the remaining term is under two years, it does not count as a

full term. Beth Engebretson Shockey is interested in serving on the Board. She is a retired teacher and a heavy library user. Her mother donated money to the Clarksville Branch for the Ruth's Readers program and Shockey has continued contributing to this program. If Pollard sends a letter with the forms to the school administration building, they can put it on the agenda for the next meeting. Cordy's letter of resignation should have been addressed to the appointing authority, not Pollard. The Library always purchases a plaque for any retiring Board members. Shea will take it to her when it is ready. Lori Morgan has completed twenty years of Library service and Board will present her a plaque at the April meeting.

### **By-Laws**

Pollard is still working on the by-laws. They should be ready at the next meeting.

### **Overdrive Consortium**

Tamsie Meurer, Charlestown-Clark County Public Library, and Rose Frost, New Albany-Floyd County Public Library met with Pollard to discuss a reciprocal borrowing agreement for eBooks. Our patrons would be in line for our books with their patrons. It would increase the number of books available for check out. However, the lines could be longer if everyone wanted the same book. Pollard will call the company, but they probably will not want to do it.

### **Community Corrections Staff Concerns**

The circulation staff is concerned about the work-release program with the jail. Our staff is asked to sign forms stating that offender was here between certain times. They are released during the day to come to the library to perform job searches on the computers. We do not monitor the people to make sure that they do not leave the Library and staff is not comfortable attesting to something that they do not know happened. We do not know where they are. It was the general consensus of the Board that we cannot ask our staff to sign to account for the time period that they are here since we cannot monitor them. We do not want to put our staff in a bad position if that person goes out and commits a crime while they were supposedly at the Library. Pollard has spoken with Steve Mason, Community Corrections, and was told that the people are only non violent offenders. There are no sex offenders. They are trying to get computers that offenders can use in their offices. The Board thinks the form needs to be changed. The Board does not like the idea of staff signing the form. Steve Mason told Pollard there is no liability.

Pollard submitted a copy of the form to the Board. We want to be cooperative, but there are limits. One Indiana public library used to sign the forms, but they stopped. One of their work release patrons used the form as evidence that they did not commit a crime. Pollard will set up a meeting with Shea and Mason and herself. Scott looked up some of the names on the sex offenders list and several of the people were sex offenders. We cannot prevent them from using the Library, but we have to be cautious.

### **Umbaugh Contract**

Pollard will submit the proposed contract from Umbaugh at the next meeting.

### **Proposed Homeless Center**

Pollard asked if the Board needed to take a position on what we thought about a homeless center at the former J&J Video store. It was voted on at the zoning committee. Last night the City Council discussed the issue. It was suggested by the Board that we wait to see what the County Council does.

### **Director's Report**

We are receiving a replacement tree for the Clarksville Branch. It is part of the Eastern Boulevard project.

Pollard wants the Board to be aware of our tornado procedures should they receive a question or complaint. When the tornado warning was sounded, everyone went downstairs where the Friends Book Sale Room is located. Patrons and staff have to stay there during the entire tornado warning. One staff member did not go downstairs and Pollard will send an email to the staff telling them that they have to go downstairs when we have a tornado warning. People in the Library can stay or leave, but they have to go downstairs if they stay. The woman that runs the daycare center next door has asked if she can bring the children over to the Library if there is an alarm. Once the library closes and locks the doors the children will not be accessible to their parents. Pollard will get the day care's plan in writing before agreeing to it. Pollard did not close the library even though a staff member suggested this. Pollard chose not to close because the Clark County schools had not closed and it was unclear earlier in the day whether a tornado was going to hit that area of Jeffersonville. We typically do not close before receiving snow. Staff was given permission to leave but they would have to use personal leave if the library was open.

Pollard wants to give a full report on the 2011 State Library Report at the next meeting.

Indiana public libraries need the Board's support to maintain our independence. House Bill 1072 is being considered by the legislature which would require our budget to be reviewed and accepted by the County Council. Because of everyone's hard work, an amendment that allows libraries to approve their own budgets was passed.

The staff will participate in the Relay for Life to benefit the American Cancer Society.

The Youth staff participated in Dr. Seuss's birthday party that was held at Jeffersonville High School. In the past, it has always been held at the Library.

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