

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

April 3, 2012

The Jeffersonville Township Public Library Board of Trustees met in regular session April 3, 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 4:04 p.m. by Shea, president. Those present were Shea, president; Palmquist, vice-president; Gibson, treasurer; Kendrick-Appiah, secretary; Kovert, trustee; Throckmorton, trustee; and staff members: Pollard, Library Director; Gillenwater; and Tackett. There is one vacant appointment on the Board.

Sarah Tackett, Technical Services Librarian, represented the Staff Association at the meeting.

Consent Agenda

Approval of Checks for March 2012

Included in the claims was the down payment for the large meeting room and Gates computer lab media equipment.

Gibson made the motion with Kendrick-Appiah seconding to approve claims numbered 146 to 217 in the amount of \$155,673.88. Motion approved unanimously.

Approval of March 6, 2012, Minutes

Throckmorton made the motion with Palmquist seconding to approve the minutes of the March 6, 2012 meeting. Motion approved unanimously.

Financial Report

The March 31, 2012, financial report was distributed to the Board. The appropriation report showed that 71% of 422.1 Cleaning & Sanitation Supplies has been spent as of the end of March. When we made the agreement with FMS, they were going to purchase the cleaning chemicals and we would supply the paper products. We later decided to have them supply the paper products as well. We are spending more than we expected when the budget was developed. Pollard has asked Markeva Talley, with FMS, to run a report showing paper supplies expenditures.

We think the paper supplies, such as toilet paper and hand paper towels, are being stolen from the public restrooms. It was suggested by the Board to put in air hand dryers instead of using paper towels. Wiring would be a one-time cost.

The appropriation for 436.1, Repairs, Building and Structure is where the invoices from Johnson Controls and the roof repairs are charged. The HVAC work that we discussed last month took three, eight hour days. 439.4 OCLC charges are running low, but we just paid for six months in advance. OCLC is a computer network that libraries use to catalog books. We are

under budget for snow removal. In account 414.2, Personnel Contingency, we have \$48,000 appropriated that is not for anything specific. We use that account as a placeholder.

The City of Jeffersonville has a \$3 million tax deficit. It should not have any effect on us. Clark County has not mailed property tax bills. We reduced our budget by the amount of our estimated circuit breaker when it was submitted last year.

Receipts

This past month, we received donations in memory of Mrs. Norma Nachand. We received \$220 since the last Board meeting. The monthly check for CAGIT was received in the amount of \$44,073.34. The Branch received a donation in the amount of \$200 from the Southern Indiana Wheelmen. The Friends of the Library gave \$2,500 for the Summer Reading Club. Sharon Salinas also donated \$200 to the Summer Reading Club.

Pollard asked the Board if we could request an advance draw on property taxes as they become available. Local government units are allowed to request any money that is available. Pollard will write a letter to the County Auditor to request any tax money due the Library. Our average spending is \$150,000 a month. The tax settlement should arrive in June. In April, May, and June we should spend approximately \$450,000. The financial report shows that we have \$537,553 in the Operating Fund. That is too close to \$450,000. Kovert informed the Board that it is a regular practice with many local governmental units.

Kovert made the motion with Palmquist seconding to authorize Pollard to request any available advance draws on property taxes from the County Auditor. Motion approved unanimously.

Correspondence

The County is required to publish the local entities tax rates. They were published in the *News and Tribune* on March 26. There was an announcement in the paper that the Library will be hosting a home buying seminar on March 28. An article about Tamsie Meurer's retirement was in the *Courier Journal*. On March 14, the newspaper announced the Women's History Month programs and on March 7, they printed the information about the Women's Health Panel.

Pollard is on an email list with our employment lawyer's firm. She gets regular emails from them. Governor Daniels passed an anti-smoking law that states that we will have to prevent people from smoking within eight feet of the entrance. We will have to erect signs. Our security officers will have to enforce the new law.

Staff Association

Sarah Tackett, Technical Services Librarian, represented the Staff Association at the meeting. Next week is National Library Week. The Staff Association is providing pizzas for the staff here and at the Branch. They will provide donuts for Steve Byrd's last day. The Staff

Association is establishing a committee to plan the staff Christmas activities. They are donating \$50 to the Relay for Life team. The team has raised \$400 so far.

Old Business

Clarksville Roof

Kovert has sent out requests for proposals to five contractors and received proposals from three of them. There are three different options on the bids that were received. The best warranty we can get on the current type of roof is 15 years.

There are three levels of pricing. One system removes the old rubber but leaves the insulation. The roofers would add new rubber and then put the rock back on. This puts the least amount of material in the landfill. The second option is to glue the material underneath and don't use the rock. Leaks are easier to find. It is more durable in high winds. We can get a 20 year warranty on this type of roof. The third option is thermal plastic. It is a finished surface. White reflects heat and black holds heat in. The surface is energy star rated. Most people are now using a highly reflective surface.

Palmer was the lowest bidder in all three categories. Kovert has worked with Billy Palmer for 20 years and he feels comfortable using this company. When the Capital Projects Fund was folded into the Operating Fund, the funds for the roof were put in Equipment. We have \$148,000 appropriated in 445, Equipment. We only need \$15,000 for the phone project. We need to replace some computers, but Bohannon builds our computers at the cost of \$400 each.

Palmquist made the motion with Kendrick-Appiah seconding to accept the proposal for a new roof for the Clarksville Branch from the lowest bidder, Palmer Roofing, for Option three, the Thermal Plastic Roof, in the amount of \$58,000. Motion approved unanimously.

Pollard asked about the leaks around the dome and Kovert suggested waiting until the roof is done to see if it affects the leaks. The big dome leaks.

The motion was amended to include the transfer of \$58,000 from 445 Equipment to 442 Buildings, plus an extra \$5,000 for contingency. Motion approved unanimously.

Kovert will contact Palmer to schedule when they will start. After the installation of the new roof, the Board can compare monthly electric bills. The Board thanked Kovert for the work that he did on this project. There is a tree that needs to be trimmed at the Branch. It needs to be trimmed before they start on the roof.

Phone System Update

The Library received three proposals for the new telephone service. The request for proposals specified PRI lines. One of the three companies sent a proposal for SEP lines which are not the kind we need. The other two companies were AT&T and Indiana Telephone. AT&T's

proposal was the lowest price per month. The first date to sign a contract was March 16 and Pollard signed a contract with AT&T on March 19. The deadline to file the Form 471 to apply for the e-rate discount was March 20. Everything was completed on time and deadlines were met.

The Board asked if fax machine usage has dropped. Our public fax machine is used a lot. We scan and email documents in the office but we still use the fax machine as well.

Maintenance, Branch Manager and Executive Assistant Positions

Steve Byrd, Maintenance, turned in his resignation and Monday was his last day.

After cleaning was outsourced, Byrd performed maintenance on the buildings and equipment and also mowed and did landscaping in the summer. Pollard submitted to the Board a new job description for the maintenance position. The position will require a high school degree or a GED and one year maintenance experience. Some skills are required. Their general duties will include setting up the meeting rooms. They will need to remove snow and pick up trash. They will need to maintain the grounds. Byrd said that it was too much to landscape both buildings in the summer with his other responsibilities. Pollard thinks that we might need to get someone to mow at this building so the maintenance worker has more time for weeding and trimming. Pollard will ask the Pool Man on Eastern Boulevard and Brummett Pools on Stanisfer Avenue for quotes to keep the fountains clean. He will call in work orders, do inventory controls, run errands, maintain records, get estimates and order parts. The salary range is from \$11.53 to \$12.17 per hour. Pollard will do background checks. The position has not been posted yet. Pollard will use existing staff to make the run to Clarksville and back. She will try to get someone to fill the position as soon as possible.

Kovert made the motion with Throckmorton seconding to approve the Maintenance Worker job description. Motion approved unanimously.

So far one person has interviewed for the Branch Manager position. Four more will be interviewed. The first person interviewed is currently the Sellersburg Branch Manager. The person being interviewed tomorrow is currently a branch manager with the Louisville Free Public Library.

We have not started interviewing for the Executive Assistant position. The first interview is set for April 10.

Fountain Lighting

Construction Solutions has a plan to fix the fountain. They suggest removing the lights, pouring concrete in the openings where the lights are, and install new lights. An electrician will be here tomorrow with a couple of different kinds of lights.

Overdrive Consortium

Overdrive refused to allow the local libraries to share e-books without a change to the user agreement.

Work Release Update

The staff has been signing work release forms when they don't know if the person has been in the Library the entire time. Pollard and Shea will meet with Steve Mason on April 11. Our librarians are asked to sign a paper that says that the person has been in the Library from a start time to an end time. Shea and Pollard will ask if the form can be changed to say that the work release person appeared before us at each time. At one library in Indiana, a person on work release left their library and committed a crime and tried to use the work release form as proof they were in the Library at the time of the crime. The Board does not want staff to put their names on the forms. We do not know if the people bringing in forms are actually the person listed on the form. The staff asked if we could check their identification to make sure they are the person listed.

New Business

Terrace Fountain

Pollard raised a discussion about the reflecting pool that goes into Youth Services. It does not have any water in it now. It needs to be painted before it is filled. Pollard is concerned about toddlers running around on the terrace unsupervised. She believes the pool is a safety hazard. Kids can drown in a bathtub, so it could be hazardous. She talked to Steve McCreight, Walnut Ridge, about filling it with soil and plants. He suggested that we use river rock under potted plants since there is no drainage.

XI Alpha Epsilon Sorority

Cathy Wheatley, from XI Alpha Epsilon sorority, approached Pollard at the Chili Fest and told her that her sorority would pay to plant the terraces. The library will purchase the plants and the sorority will pay for Walnut Ridge to plant them.

Umbaugh Agreement

Pollard submitted to the Board copies of the agreement that was sent by Umbaugh Associates for the 2013 budget process. They have been helping with the budget for the last two years. The cost in the agreement is the same as last year, \$6,000. Pollard would like to get permission to consult with Umbaugh during the year. The amount for consulting services was not put in the budget for this year so appropriations need to be transferred. Pollard requested that \$8,000 be moved from 431.9 Professional Services to 431.1 Consulting Services. The basic contract for \$6,000 will be covered.

Kendrick-Appiah made the motion with Gibson seconding to approve the basic contract as submitted by Umbaugh for \$6,000, with an extra \$2,000 for consulting hours if needed. Also included in the motion was approval of an appropriation transfer from 431.9 Professional Services to 431.1 Consulting Services in the amount of \$8,000. Motion approved unanimously.

Director's Report

The Library will close at 1:00 p.m. on Saturday, April 21, because of Thunder Over Louisville.

The Friends of the Library will hold their annual meeting on April 17. They are going to have a speaker. Pollard will talk briefly about the Library. Their tax exempt status has been reinstated and they are now a 501(c) 3 organization. Sheryl Yoder's husband is a retired accountant and he took care of the paperwork.

Several Library staff has formed a team to participate in the Relay for Life.

Kathy Rosga Kull, former Assistant Director/Branch Manager, spoke to Ron Grooms about giving the Library a couple of Indiana flags. He visited the Library and spoke with Pollard. Pollard asked him about the non-reverting fund that Diane Swank has been talking about and he said that it was for self-funded entities.

Kendrick-Appiah attended the memorial service for Audrey Russell-Brooks that was held at the Library. Shea talked to Edwards about the damage the tornado caused to her home. The pastor that presided over the service was on the road when the second tornado went through. Her car was totaled by the hail.

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