

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

May 1, 2012

The Jeffersonville Township Public Library Board of Trustees met in regular session May 1, 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; Gibson, treasurer; Kendrick-Appiah, secretary; Kovert, trustee; Throckmorton, trustee; and staff members: Pollard, Library Director; Gillenwater; Conner; Morgan; Conn; and Bohannon. There is one appointment currently open on the Board.

Laura Conner, Assistant Reference Librarian, represented the Staff Association at the meeting.

Keith Conn, Maintenance Worker, Introduced to Board

Keith Conn, new Maintenance Worker, was introduced to the Board. Conn retired from Colgate. Conn has been here two weeks and has done a good job with the landscaping. [Kendrick arrived at 4:07 p.m. Conn left at 4:07 p.m.]

Lori Morgan 20th Anniversary Recognition

Lori Morgan, Youth Services Manager, was presented with a plaque in recognition of her 20th anniversary of service to the Library. Tim Bohannon, Systems Administrator, attended the meeting in order to take a photograph of the plaque presentation. Morgan does an great job for the Library. [Morgan and Bohannon left at 4:09 p.m.]

Consent Agenda

Approval of Checks for April 2012

Included in the claims was a check for the book lease from Baker & Taylor.

<p>Gibson made the motion with Kendrick-Appiah seconding to approve claims numbered 218 to 288 in the amount of \$186,303.93. Motion approved unanimously.</p>

Financial Report

Advance Draw of Property Taxes

Pollard has not called the auditor about an advance draw of property taxes. We were extremely busy with hiring three people in the month of April.

Community Foundation of Southern Indiana Report

The Community Foundation quarterly report has been received. There is currently \$825 that is available for granting.

CAGIT Checks Received

We received two CAGIT checks. The 2012 catch-up distribution was \$19,762.52 and \$41,945.73 was for 2011 undistributed CAGIT. We received a total of \$61,708.25 in CAGIT money that did not get distributed to local governments last year. The second check was our regular monthly distribution in the amount of \$44,073.34. We will be receiving an additional amount each month for CAGIT. We will get about \$49,000 instead of \$44,000 each month.

Cleaning and Paper Supplies

The number of paper products we purchased in 2011 from FMS was about the same number we purchased the year before. The average cost of the towels in 2011 was close to the cost of the towels purchased in 2012. The appropriation for cleaning supplies was reduced from last year's appropriation. We may have thought there were a lot of supplies on hand when FMS started doing the custodial work. Paper towels and toilet paper are frequently stolen by patrons. The library in Bloomington where the recent ADOLPLI meeting was held used a large roll of toilet paper that people cannot carry out. Hand dryers, instead of paper towels, were suggested.

Transfers Between Appropriations

No transfers between appropriations are needed at this time. Staff was given a six month allocation to purchase books in both print and electronic format. We will look at the balances when we get our June settlement.

Publicity

In the April 7 *News and Tribune*, an article was published about the student art display at the Library. The *News and Tribune* printed an announcement for the Ruth's Readers programs. The *News and Tribune* announced the puppet show on April 7. It is titled "Five Chinese Brothers." It is being performed by the Library's teen advisors. The tax rates for Clark County were printed in the April 9 *News and Tribune*. On April 21, the library's yoga class was announced. On April 24, the *News and Tribune* announced the Latin dance troupe for Cinco De Mayo. It will be held on Monday, May 7, at 6:30 p.m. On April 12, the *News and Tribune* reported that Ms. Jensen will speak at the Library. The April 13th newspaper stated that a panel was going to review the state's \$205 million tax error. This is not related to the reason we received the extra CAGIT money. On April 14th, the newspaper advertised National Library Week. The program based on the book "Two Centuries of Black Louisville" had only three people in the audience. We did not reach out to the black community. Staff sent a press release to the newspaper and distributed flyers and brochures. If people do not get the newspaper and don't come to the Library, they will not know what programs are being held. We need to send the

information to churches, shops and schools. Linda Rose, with the Hispanic Connection in New Albany, could help us get information to the Hispanic community. On April 19, the *News and Tribune* announced the Earth Day programs.

2011 statistics are down in computer usage but up in programming. Computers are cheaper and more people have their own. Wi-Fi is available in more places. People have smart phones to connect with the Internet.

Staff Association

Laura Conner, Assistant Reference Librarian, represented the Staff Association at the meeting. Youth Services and Adult Services are planning Summer Reading Clubs. There are two different themes. The theme for the Youth Summer Reading Club is *Dream Big* and the theme for the Adult Summer Reading Club is *Between the Covers*. The work-study students will finish this week and IUS has no money for work-study during the summer. Carmichael Books is sponsoring the Junie B. Jones Bus. The Staff Association is raffling a picnic basket to raise money for the Staff Christmas Party. Stuart Jones graduated from University of Kentucky with a Masters of Library Science and Erinn Coulter graduated from Jeffersonville High School.

Kim Jackson, Circulation Supervisor, received an award from Special Agent Daryl Haire. He uses the small meeting room to interview people who are seeking employment in government agencies. Haire wanted to express his appreciation for Kim's help. Pollard has received compliments about Jackson from other patrons. Jackson is serving as the library's team captain for the American Cancer Society's Relay for Life.

Old Business

Dental Insurance Renewal

The Library's dental insurance plan is up for renewal in June. The renewal rates will be presented to the Board at the next meeting.

Maintenance Report

The Board met Keith Conn, Maintenance Worker, earlier in the meeting. The Board voted at the last meeting to approve the job description for Maintenance Worker.

Approval of April 3, 2012, Minutes

Palmquist made the motion with Kovert seconding to approve the minutes of the April 3, 2012 meeting. Motion approved unanimously.

Branch Manager Position

The Branch Manager position has been filled. Five people were interviewed. Pollard has hired Pam Seabolt. Seabolt currently works at the Frankfort/Clinton County (IN) Public Library.

She is in charge of Technical Services and also serves as the head of Teen Services. She has experience working as a Reference Aid and the circulation desk at Lafayette. She is a successful grant writer. Seabolt will start on June 11. She serves on the Indiana State Library Professional Development Committee.

Executive Assistant Position

Debbie Beckham has been hired as the Executive Assistant. She is currently on the Board of the New Albany-Floyd County Public Library. Pollard interviewed two other people. She gave everyone a proofreading test. Beckham did an excellent job proofreading and she has good office experience. She will start tomorrow.

Clarksville Roof Project

Kovert passed around a summary of the bids for the Clarksville Branch Roof Project. Palmer Roofing made a mistake in their quote. Our choices are to throw out the quotes and rebid or move on to the second bidder. The first bidder was Palmer Roofing; the second lowest bidder was Fredrick Roofing. The Board decided to go with Frederick Roofing. It will be the first of June before they can start.

The trees have been trimmed at the Clarksville Branch.

<p>Throckmorton made the motion with Kendrick-Appiah seconding to accept the quote from Fredrick Roofing for Option three with the work to start in June 2012. Motion approved unanimously.</p>
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Fountain Report

Conn has started the outside fountain. We received a proposal from Construction Solutions for mounting floodlights. Pollard and Conn drove to the City of Jeffersonville's building and looked at the lights in their fountain. They were in the water but not submerged. Pollard thinks they will look better than using the floodlights and Pollard will ask for a quote

Media Equipment Installation

The 10 x 10 movie screen has been installed in the large meeting room. The Library has a movie license to show movies using the large screen. The projector is ceiling mounted. The total cost of the project is about \$25,000. The Library should only have to pay about \$1,000 out of Library funds. The Gates Lab screen was a whiteboard with a strip of metal in the middle. We have a new screen and projector in the Gates Lab as well.

Work Release Update

Shea, Pollard, and Kim Jackson met with Steve Mason to discuss the Work Release program. Our staff members are required to initial or sign forms when work release clients come in and when they leave. Based on the form's wording, it looked like we were verifying that they

were in the library during this time period. The staff and administration is uncomfortable with signing the form. Mason sent a copy of the form with the requested changes to Pollard.

We found out that the work release clients can include sex offenders. There could be sex offenders coming to the Library when children are present. Sex offenders cannot live within 1000 feet of a school but there are no restrictions to using a public library with children present.

New Business

Board Appointment

Pollard talked with the Administrative Assistant at the Clarksville Community Schools system. They appointed Lynn Wilson to complete Linda Cordy's appointment through June 31, 2012. She is a teacher with the Jefferson County, Kentucky schools. Pollard will contact the new appointee so that she can be sworn in at the June meeting.

Grass Cutting

Walnut Ridge is cutting the grass at the Main Library. Pollard wants Conn to concentrate on improving the landscaping by weeding, pruning, etc. Walnut Ridge charges \$70 per cut. It looks good. Pollard asked them to continue cutting it until we tell them to stop.

Director's Report

The Friends of the Library Annual Meeting was held April 17. They appointed new Board members. The speaker works for the Clark County Sheriff's department and he spoke about Internet safety and identity theft.

Pollard went to the Branch to see how the staff is doing. They are doing a great job in the absence of a branch manager.

Kevin Waiz, Wells Fargo insurance, and Pollard met to discuss our insurance renewal. He is getting prices.

IUS is developing the survey of non-users for us. Pollard is assisting with the development of questions for the survey. Part of the survey will be done at businesses where they will ask people questions.

Pollard attended the ADOLPLI meeting in Bloomington. It was held in Monroe County at the Ellettsville Branch. Several of the ADOLPL directors have retired. About four or five have retired in the last three years. There were four new directors at the meeting. Directors are only allowed to attend the meetings if their service population is over 40,000. There are a lot of small libraries in Indiana.

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