

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

**June 5, 2012**

The Jeffersonville Township Public Library Board of Trustees met in regular session June 5, 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 4:03 p.m. by Shea, president. Those present were Shea, president; Palmquist, vice-president; Gibson, treasurer; Kendrick-Appiah, secretary; Kovert, trustee; Throckmorton, trustee; and Wilson, trustee; staff members: Pollard, Library Director; Gillenwater; Wyatt and Beckham.

Lynn Wilson is the newest member of the Board. Debbie Beckham is the Executive Assistant and she attended the meeting to inform the Board of the dental insurance renewal.

**Oath of Office, Lynn Wilson**

Lynn Wilson has been appointed to the Board of Trustees by the Clarksville Community Schools to complete Linda Cordy's term (through June 30, 2012). Shea administered the oath of office. Gillenwater will act as notary for the certificate of appointment. A copy will be mailed to the appointing authority and to the County Clerk.

**Consent Agenda**

**Approval of Checks for May 2012**

Included in the claims was a check for the annual renewal of ADT Security Systems. The renewal cost has increased a small amount from last year.

**Gibson made the motion with Kendrick-Appiah seconding to approve claims numbered 289 to 374 in the amount of \$192,803.21. Motion approved unanimously.**

**Approval of May 1, 2012, Minutes**

**Palmquist made the motion with Kovert seconding to approve the minutes of the May 1, 2012 meeting. Motion approved unanimously.**

**Financial Report**

**Review and Discuss May 2012 Financial Report**

The Library seems to be in good shape. The June tax settlement was received early. The amount of property taxes received, \$987,324.99, is 50% of the total expected for the year. Of which, \$654,927.76 was property tax for the Operating Fund; \$270,533.44 was property tax for the Bond & Interest Redemption Fund; \$43,779.59 was excise tax for the Operating Fund; and \$18,084.20 was

excise tax for the Bond & Interest Redemption Fund. Since the check was not received until after the end of May, the deposit will be reflected on the June 30<sup>th</sup> financial report.

### **Ebook Expenditures**

One transfer between appropriations is needed, but not because of a negative balance in the appropriations. We are required by the Indiana State Library to change where our appropriation for EBooks is listed. We have been paying for EBooks out of the databases appropriation, which is in Other Services and Charges. The Indiana State Library has decided that we need an appropriation called Ebook Services. Since we are splitting the Databases appropriation into two separate appropriations, we need to move money to the new account. Pollard asked the Board to move \$10,000 from Databases to EBooks. The staff has been told to spend about \$1,000 a month on Ebooks. This is our fastest growing category of materials due to the high demand. We might decide later in the year to transfer more money from print books to Ebooks.

**Kendrick-Appiah made the motion with Palmquist seconding to approve the transfer of \$10,000 from the appropriation account 431.8 Databases to 431.81 Ebook Services. Motion approved unanimously.**

### **Checks for CVET and CAGIT Received**

A check has been received for CVET (Commercial Vehicle Excise Tax) in the amount of \$17,355. The CVET check is divided into separate funds. The Operating Fund receives \$12,281.74; the Bond & Interest Redemption Fund receives \$5,073.26. We also received the monthly CAGIT (County Adjusted Gross Income Tax) check in the amount of \$49,010.81. The monthly distribution was \$44,073.34 a month has increased to \$49,010.81 per month.

### **Indiana Bond Bank Refunding Proposal**

The Indiana Bond Bank (IBB) has sent information to the Library about refunding the Library's bond. Information and forms were forwarded to the Board. The current building was renovated with a \$6 million bond from the IBB effective November 2002. Since the interest rates have gone down, IBB approached Pollard and asked if we want to participate in their refunding program. The Board needs to approve the Supplemental Bond Resolution. We have \$2,824,000 outstanding on the bond. IBB has call rights and they are allowed to reissue the bonds now. The agreement authorizes the waiver of the call rights. IBB estimates our savings to be approximately \$202,000. The amortization schedule would not change, but the payments would change. The current amortization schedule is included in the paperwork that was sent to the Board. Payments will be made through January 1, 2018, but the amount of each payment will go down. We will not be able to pay the bond off early and do not know yet what the interest rate will be. Two of the documents do not have to be executed at this time. Once the IBB gets the resolution and they compile the cost figures, we will execute the other documents. We have sent in the application which did not commit us to participate. Three copies of the resolution

need to be signed. The other two documents will be kept with the resolution as Exhibit A and Exhibit B. The IBB is covering the fees. They will take their fees out of the savings. Since it is property tax revenue it will help reduce the circuit breaker in the county.

**Kovert made the motion with Throckmorton seconding to adopt the Supplemental Bond Resolution as submitted by the Indiana Bond Bank to refund the Library's Bond. Motion approved unanimously.**

### **Indiana Bond Bank Payment due July 1**

The regular bond payment is due July 1 in the amount of \$208,000 for principal and interest in the amount of \$64,429.64. We currently have a 4.3% interest rate. It is not a fixed rate and is scheduled to go up to 4.8% in 2018 with the current amortization schedule.

### **Donations for Summer Reading Club**

The Library received several donations for the Summer Reading Club. The FOP (Fraternal Order of Police) Lodge #100 donated \$1,000; \$500 each to Youth Services and Adult Services. Youth Services has already received \$2,500 from the Friends of the Library which brings their total to \$3,000 in donations. The FOP has agreed to donate more money to the SRC. Our security officers are off duty Jeffersonville Police and they are instrumental in our receiving the FOP grants. The Board asked if we have had any additional problems with the Community Work Release patrons. The revised form has been helpful and we have not had any new problems.

### **Televend Commissions**

The quarterly fax commission has been received. The company, Fax 24, provides the equipment and we buy cards that are sold to the patrons. The commission check was in the amount of \$31.08.

### **2013 Budget Calendar**

The 2013 budget calendar was submitted to the Board. September 1 is the last possible day to submit the budget to the fiscal body for review or adoption. If the budget is under the average growth quotient, we will receive a non-binding review by the fiscal body. If the budget is over the quotient, the fiscal body gives a binding review. Our fiscal body for review purposes is the County Council. The last day for advertising the budget is September 20. October 1 is the last day for the County Council to do a non-binding review. The budget must be adopted by November 1. Our 2013 budget must be ready at the August meeting and we will hold a public hearing at the October meeting. Umbaugh helps prepare our budget and they give recommendations on maintaining a balanced budget.

The Board suggested that we go ahead and send the budget advertising dates to the *News and Tribune* to help ensure that the budget meeting dates are published on time. Pollard will send an email informing the newspaper of the upcoming dates.

## **Correspondence/Publicity**

On May 3, the *News and Tribune* announced that the Library was celebrating Cinco de Mayo on May 7 with a program by a Mexican dance troupe. About 40 people attended the program. Members of the Marketing/Programming committee distributed flyers along Eastern Boulevard. This is the second time the dance troupe has performed at the Library. The new Branch manager will start on June 11. After she gets settled, we will do more Hispanic/Latino programming at the Branch.

On May 4, the *News and Tribune* printed an article reporting that some counties were underpaid on their tax distribution. The paper announced on May 16 that the Library will be offering a Zumba class. This class had a good turnout. On May 12, the *News and Tribune* announced additional upcoming events. On May 21, the newspaper announced the AARP Driver Safety Classes at the Branch.

Twenty-two library staff and their relatives formed a library team and walked in the Clark County Relay for Life. The library team raised \$3,487. Everyone enjoyed participating and raising funds for the American Cancer Society.

## **Staff Association**

Jennifer Wyatt, Branch Public Services Librarian, represented the Staff Association at the meeting. The staff raised \$97 from the picnic basket raffle. The money is going towards the holiday plans. The staff raised \$3,487 for the Relay for Life. Lesli Scott and her mother, Marilyn, helped raise money by providing baskets and holding some outside fundraising.

Pollard announced that Jennifer Wyatt has been selected to participate in the first Indiana Library Leadership Academy sponsored by the Indiana State Library. Pollard, Beth Shockey, and Cathy Graniger provided letters of recommendation in support of Jennifer's acceptance to the program.

## **Old Business**

### **Clarksville Roof**

At the last meeting, the Board agreed to select Frederick Roofing as the contractor for the Clarksville Branch roof project. Palmer Roofing was relieved that we were not going to force them to honor the bid that they had submitted in error. Kovert signed the agreement and sent it to Frederick Roofing. He will call them to schedule a preconstruction meeting.

### **Outside Fountain**

The Board decided at the last meeting to get information about quotes for fountain lights similar to the fountain lights at the Jeffersonville City Building. The lights are in the water but above ground. However, Keith Conn, Maintenance Worker, believes that he can fix the current lights and

drainage issues with the fountain. He will paint and seal it after he makes the repairs. The fountain is running and the repairs will be made this fall.

### **Bathroom Equipment**

The Board has been discussing the expense due to the theft of toilet paper and paper towels from the public restrooms. The custodian from FMS says that a lot of paper supplies are going out the doors. Pollard will check on electric hand dryers. Monroe County Public Library in Bloomington, has large rolls of toilet paper that cannot be carried out. Conn is trying to find a supplier for those. We need an electrician to submit a quote on the electrical work needed for the hand dryers. If the price is reasonable, we will have one installed and see how it goes.

### **New Business**

#### **Dental Insurance Renewal**

Debbie Beckham, Executive Assistant, reported to the Board on the dental insurance renewal. She is coordinating the plans. The renewal date is June 1. The staff has two options for dental plans: CompDent and Guardian. CompDent is going up \$.40 per month per person. The insurance committee decided to stay with the current plans. The Library pays \$7 per person per month on either plan. Staff pays the difference and will absorb the increase in premiums this year. Since there are no changes in the cost for the library, no action is needed by the Board at this time.

Beckham updated and distributed the Board contact list. She included information on how terms are computed. If a Board member has served two years or less of an unexpired term, it does not count as a full term. If the unexpired term is longer than 2 years, it counts as a full term. A Board member can serve up to four terms (16 years). [Beckham left at 4:52 p.m.]

#### **Smoking Statute Implementation**

The new smoking statute goes into effect on July 1. No one is allowed to smoke within eight feet of an entrance to a public building. This does not take a smoker very far from the entrance. Pollard has talked to the Indiana State Library attorney and she was told that we can make the distance greater than eight feet. A female patron called Pollard and complained vigorously about having to walk through cigarette smoke in order to enter the north side of the building.

#### **Mobile Application**

The Library will be purchasing a mobile application for use of the library's website and catalog on smartphones. Some people use their smartphone in place of a desktop computer. That may be part of the reason for the decline in 2011 computer usage. Our vendor, Infor, for our ILS (integrated library system) has a mobile application that is available. We do not have a price yet. The Brownsburg, Indiana

public library has purchased the mobile app for their system and are happy with it. Pollard used her iPhone to show the Board the Brownsburg Public Library app. This is going to be popular with our patrons.

### **Trustee Training**

The Indiana State Library is offering trustee training. Pollard asked the Board if they would be interested in attending. The training has been held in other parts of the State but not in the South Central part of the state. The ISL trainers require good attendance. It was recently held in Lawrenceburg and they had 28 in attendance. The Indiana State Library sent a list of libraries in the area that we could contact to see if they would be interested in attending. The session lasts two hours, usually from 6:00 p.m. to 8:00 p.m. on one night during the week. It was the general consensus of the Board that they would love to host the training, depending on the night it is scheduled. Wednesday nights are not good for some of the Board. Wilson cannot attend on the first or second Tuesday of the month. It was suggested that the training be held on the same day as the Board meeting, since the Board will be here anyway. Supper could be delivered and Wilson's sister is a caterer. Pollard will look into the details.

### **Program with Southern Indiana Arts Council**

The director of the Southern Indiana Arts Council met Pollard and they discussed using their program in which they loan art to businesses. They would like to display some sculptures on the terrace and hold a reception for the opening. The Board was supportive of holding the display here.

The flower boxes are going to be planted by a local sorority. It has rained every time they have scheduled to plant the flowers. It could be this week.

### **Director's Report**

Pollard would like to hold an executive session at the July 3 meeting of the Board. Kendrick-Appiah will be out of town. The purpose of the meeting is to discuss employee performance. It was the general consensus of the Board to leave the meeting on the first Tuesday. At the regular meeting, Pollard will propose the adoption of a policy.

A former employee has signed up for unemployment. If this person is awarded benefits, the library will appeal the decision since the individual quit voluntarily.

Pollard wanted to update the Board on the status of the non-user survey. The IUS Center for Research and Education is doing the survey for us using a grant we received by the American Library Association. They are going to survey people who have not used the Library in the past 12 months. They will send some people an email with a brief survey. Some people will be surveyed one-on-one. Our service population is the residents of the Jeffersonville Township. The City of Jeffersonville exceeds

the boundaries of the township. Circulation has a large binder from Voter's Registration that lists all the addresses in the township.

The Branch Manager will start on June 11. The Branch staff has done a great job during this interim period.

The Summer Reading Clubs started yesterday. As of last night, we already have over 200 children signed up. That is about double the number of registrations at the same time last year. The Adult Summer Reading Club is titled *Between the Covers*. Last year saw a big increase in the number of adults who signed up for the reading club. Staff told children that if their parents register for the adult club, they would get an extra coupon.

*Family Fun Day* will be held on September 8. We decided to rotate where the program will be held, so this year it will be held at the Main Library. Last year we had a bounce house, games to play and a live band. Free hot dogs were given away. We need to check the community calendar for that date to make sure there is nothing that will interfere with our plans. The day's activities are funded by donations.

Jeff Fest will be held on June 9. The Youth Services staff is providing crafts in the park located on the corner of Spring and Chestnut.

Beckham is updating the staff manual. The Board was given binders that Beckham had put together for them. A copy of the trustee's manual, *In the Public Trust*, was put in the new binders, along with a copy of the 2012 budget and the list of public library standards. The Board can leave the binders here or take them home. If the binder is taken home, it should be brought to each meeting.

Wilson's appointment was through June 30. The Administrative Assistant for Clarksville Community Schools told Pollard that they were making the next appointment, July 1, 2012-June 30, 2016, at the next meeting. It is scheduled for tonight.

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