

**REGULAR MEETING OF THE
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY BOARD
September 4, 2012**

The Jeffersonville Township Public Library Board of Trustees met in regular session September 4, 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 4:00 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; guests: Wanda Biggs; staff members: Pollard, Library Director; Gillenwater; and Sweeney.

Michelle Sweeney, Technical Services Clerk, represented the Staff Association at the meeting. Wanda Biggs attended the meeting so she could thank the Board for banning smoking within 25 feet of the Library entrances. She presented a thank you note that also included an expression of her appreciation for the monthly Friday lunch book club.

Consent Agenda

Approval of Checks for August 2012

Gibson made the motion with Wilson seconding to approve claims numbered 539 to 615 in the amount of \$183,385.01. Motion approved unanimously.
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[Kovert arrived at 4:05 p.m.]

Approval of August 7, 2012, Minutes

Palmquist made the motion with Kendrick-Appiah seconding to approve the minutes of the August 7, 2012 meeting. Motion approved unanimously.

Financial Report

Public Hearing for 2013 Budget Estimate

The public hearing on the Library's 2013 Budget Estimate was called to order.

Throckmorton made the motion with Kendrick-Appiah seconding to open the Public Hearing on the 2013 Budget Estimate. Motion approved unanimously.
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Each member of the Board was given a copy of the 2013 budget documents which had not been changed since the last board meeting. The forms included in the booklets were produced using Gateway. Pollard submitted to the Board the corrected spreadsheet that was discussed at the last meeting. The spreadsheet lists the appropriations for 2011 and 2012, how much was spent each

year and the proposed appropriations for 2013. At the last meeting, the Pollard and the Board discussed the large items that we wanted to purchase with the 2012 and/or 2013 budget. Pollard discussed hiring an Indiana Room Librarian and was told to go ahead and hire someone this year. If there is any money left in the Operating Fund at the end of the year, it will become part of the cash flow that will be used to fund the 2013 budget. About 35% of our budget will be left in the Operating Fund at the end of the year. If we move it to the Rainy Day fund it is outside of the budget and does not affect the levy. If we put the money in LIRF, these funds would count towards the levy plus you can only use LIRF for capital items.

Gibson made the motion with Kendrick-Appiah seconding to close the Public Hearing on the 2013 Budget Estimate. Motion approved unanimously.

Transfers Between Appropriation Accounts

There are three appropriation accounts with negative balances. The first transfer is \$500 from 431.7 Snow Removal to 431.5 Bank Service Charges. These are the charges that we incur for taking credit cards. The service charges have been about \$1,200 for the year. The Circulation staff believes they are receiving payment for large fines that would have gone unpaid in the past. The snow removal appropriation does not need \$13,000 since December is usually low on snow.

The second transfer is \$2,000 from 431.7 Snow Removal to 431.6 Lawn Services. This was discussed at the last meeting. A staff member use to mow the lawn at the main library. However, due to the amount of time it took during the summer we decided to hire a mowing service. Conn now has more time for weeding, watering the plants, maintaining the shrubs, ivy, and other duties. We are pleased with the mowing that has been done by Walnut Ridge. This transfer of appropriations should give us enough money to last until November.

The third transfer is \$15,000 from 449 Electronic Resources to 431.8 Databases. The Indiana State Library requires us to have a separate appropriation account for e-books. We charge to electronic resources those resources that we own. Electronic resources that we don't own are charged to Databases. The databases we subscribe to are: Heritage Quest, Ancestry, Novelist, World Book Online, and Reference USA. To summarize, we have an appropriation for E-books, an appropriation for Electronic Resources, and an appropriation for Databases.

Wilson made the motion with Kovert seconding to approve the transfer of appropriations from 431.7 Snow Removal to 431.5 Bank Services Charges in the amount of \$500; from 431.7 Snow Removal to 431.6 Lawn Services in the amount of \$2,000; and from 449 Electronic Resources to 431.8 Databases in the amount of \$15,000. Motion approved unanimously.

Checks Received

The copier commission check has been received from Duplicator Sales. A refund check has been received from MCLS for the amount left in the Library's account from the prepaid OCLC charges in the amount of \$1,337.46. The refund amount has been added to the appropriations for

this year.

The Library received a \$5 donation for sending someone a copy of an obituary. Another patron sent a donation in the amount of \$20 for helping her with a genealogy question. A patron from Leesburg, Florida sent a donation for \$20 for the assistance he received.

The Board was given a copy of the financial report for August 2012. The Library is still doing well financially. Pollard is glad to be able to do some of the things that are on the staff's wish lists.

Correspondence/Publicity

The Library received more letters from other local agencies stating that they have no excess funds to distribute to other agencies.

Each of the Board members received a certified letter today from the attorney that is representing Erika Meech. She fell in the Library a couple of months ago. According to Palmquist, the attorney is required to file this letter as a prerequisite to filing a suit against the library. Pollard called Kevin Waiz and sent him a copy of this letter. Waiz will contact the adjustor to determine the status of the claim. The insurance company is responsible for providing a defense attorney if needed. Westfield is the name of our insurance company that provides this coverage.

We received a donation from the woman who teaches GED classes at the Library. Shirley Rice gave the Library a card with a check for \$25.

The Library received the monthly CAGIT check in the amount of \$49,010.81.

Elizabeth Nerath donated \$50 to the Library. She attends the monthly Friday book club that Harriet Goldberg runs.

The Friends of the Library contributed \$400 for Family Fun Day.

Staff Association

Michelle Sweeney, Technical Services Clerk, represented the Staff Association at the meeting. Mike Harvey has been working at the Library for 40 years. The Staff Association is going to provide cake and punch on Wednesday. They are also going to donate \$40 for water for the Family Fun Day. Harvey started working for the Library in 1972. He is a retired first grade teacher from Grant Line Elementary in New Albany.

Old Business

Report on Clarksville Branch Roof

The roofing company is supposed to start on the Clarksville roof today.

Telephone System Finished

The new telephone system has been installed. It has some sophisticated features which the staff find useful.

Acquisitions Systems and Training

Pollard and Tackett had a telephone conference with Infor. They walked Pollard and Tackett through the Acquisitions program and showed them the various screens. After seeing the demo, Tackett is ready to go forward using the program. We already own the module. The Library will have to pay for a trainer to train the staff. This module will make needed information available to the people who select the books. The program will not be connected to the accounting software. Invoices will be entered so that book selectors will have available to them the amount of money they have available to spend on materials. Information on the status of an order will also be available. By using the Acquisitions system, we can give the public much better information on the status of a book than we could do in the past.

New Business

Resolution to Join Indiana State Library Consortium

Pollard asked the Board to approve the resolution to join the Indiana State Library Consortium for Internet access. We join the consortium to get a discount of 80% on our Internet access.

Kendrick-Appiah made the motion with Palmquist seconding to approve the Resolution to Join the Indiana State Library Consortium. Motion approved unanimously.

Throckmorton signed the second copy of his appointment to the Board. This is the office copy of the appointment.

Food and Drink Policy

Our current food and drink policy does not allow any food and drink in the Library, except in the vending machine area. To assist the public, we have been offering to hold drinks at either the reference or circulation desks. The Board is concerned with this practice so Pollard decided to ask the staff for their ideas on the subject. She sent an email to ask for the best option. One option is no food or drink, except in staff lounge. The second option is no food, but covered drinks are allowed. The third option is to let people bring in whatever they want. Libraries are want to be customer friendly and are getting away from being as restrictive. The option to allow the covered drink has the most votes. Patrons will need to eat in the public lounge. A policy to allow drinks with lids, but no food sounds like the best option. No drinks with be allowed in the Indiana Room and the computer labs.

Chewing Tobacco, Snuff, and Electronic Cigarettes

Pollard suggested to the Board that the behavior policy include the banning of chewing tobacco, snuff and electronic cigarettes within 25 feet of both library's entrances.

Palmquist made the motion with Kendrick-Appiah seconding to include the use of chewing tobacco, snuff, and electronic cigarettes in the policy that smoking is not allow within 25 feet of the entrance. Motion approved unanimously.

Pollard will bring the revised acceptable behavior policy to the next meeting.

Indiana Room Librarian Job Description

Pollard met with Becky Kelien, Adult Services and Reference Manager, to discuss the new position in the Indiana Room. The Indiana Room Librarian will report to Kelien. The job description was distributed to the Board. The title will be Genealogy and Local History Librarian. The beginning salary for that grade is \$37,518. Step 4 is closer to \$40,000. The salary will depend on the candidate's experience. If they have no experience, they will be offered the entry level rate of pay. The duties will include acquiring, maintaining and preserving the library's archival collection. They will develop the collection of primary and secondary sources that document the history of this area. We will require a Master's Degree in Library Science. Anyone with a Master's Degree in Library Science can apply for the position. Pollard does not think we will receive a lot of applicants due to the specialized nature of the position. The second page of the job description lists various projects that Kelien would like them to work on.

Jeanne Burke, the Clark County Historian, expressed concern to Pollard about the need for us to collect these materials. Jane Sarles and Carl Kramer have also expressed concern. No one else in Clark County is collecting our township's local history documents. We are in one of the oldest counties in the state. Some of the oldest history in Southern Indiana is getting lost.

Kendrick-Appiah made the motion with Throckmorton seconding to accept the Genealogy and Local History Librarian job description. Motion approved unanimously.

Bike Racks for North Side of Building

There are no bicycle racks on the North side of the building, except for a small one. At any time of day, we will see several bikes attached to signs or trees. Pollard asked the Board if we could use the first parking space at the first entrance for bike racks. That space is across from the disabled parking area. There is a grassy curb on one side and we could get concrete barriers to keep people from pulling in with a car. We do not want to put a concrete pad on the grass. It was the general consensus of the Board to agree to use that parking space for bicycle racks.

Calendar Software

The Library is considering the purchase of an online interactive calendar. The software would allow a patron to sign up for a class or program online. We would have all our programs on one calendar. Patrons can click on a link for a program or class; get the description of the class, and then sign up for it. Pollard has not called the company about the price, but she believes it runs about \$2,000. There is another module that is used to schedule meeting rooms that we would like to purchase. A patron or staff would be able to see if a room is available for a particular date and reserve the room using the software.

Computer System Upgrade

We are getting ready to upgrade the software that is used to circulate materials and catalog the collection. The system will be down for half a day on September 18. Materials can be checked out manually while the system is down. The computer lab will be down during the upgrade. Tackett has done a good job overseeing the upgrade.

Humana Rebate

One of the features of the Affordable Care Act requires health insurance companies to give back money to customers that was not used for direct patient care. The Library has received a rebate check in the amount of \$2,140 from Humana. We have decided to apply towards reducing next year's premiums.

Director's Report

Family Fun Day is this Saturday from 11:00 a.m. to 2:00 p.m. A teenage band is going to perform. The canine police officer will be there to do a demonstration along with other police officers who will finger print children. We will have a fire truck as well. Other activities include face painting, a bounce house, pirate bubble ship, games, cookie walk, free balloons, free hot dogs, popsicles, and bottled water. The Friends of the Library will have a table to sell books. The festival will be held in the parking lot of the main library. Lori Morgan, Youth Services Manager, has been invited to do a brief TV spot to promote the event.

E-book circulation is going strong. We have 1,218 titles. There have been 10,652 checkouts since the end of January of this year. Eight thousand one hundred and sixty nine e-books and 2,483 audio books have been checked out through Overdrive.

We hosted a United Way meeting for the staff. Our fundraising goal was \$1,000. We raised \$640. Our participation rate has dropped. Pollard asked everyone to give at least \$1 so that we could get 100% participation. It is a good cause. The United Way provided lots of volunteers after the March tornado.

Pollard is on the Board for the Center for Lay Ministries. They are a United Way Agency. Pollard has been talking to the Director of the Center for Lay Ministries about ways we can partner. We are getting ready to replace our computers. The residents of Bliss House do not have a working computer. The computers that we are replacing still work and we might donate some of

these computers to them. We also talked about offering classes on financial literacy and job searching.

Joyce Ribble met with Pollard and Seabolt, Clarksville Branch Manager. She is a native of Jeffersonville but has been living in Indianapolis. She is trying to start more arts programming in Jeffersonville. We are talking with her to see if we can work together on this project.

Steve Shetter met with Pollard to inform her that the K Sons are not going to exhibit their trains at the Library this fall. It is difficult finding enough members to staff the exhibit.

Pam Seabolt, Branch Manager, has several activities planned for the branch. She is going to have a teen lock-in with activities from 6:00 p.m. to 10:00 p.m. They also have planned a bilingual story time the first weekend of October. Debbie Beckham's daughter, Michelle, will present the story. She is fluent in Spanish and works for the school system.

Throckmorton told Pollard that the new Superintendent of Greater Clark County Schools is going to come by to meet her. The 75th anniversary of the dedication of the Field House is coming up.

Steve Day, Retired Director of the New Albany-Floyd County Public Library used to dress in a Clifford the Dog costume for parades such as Harvest Homecoming. The kids loved it and Pollard is going to purchase a costume for the Library.

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