

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

The Jeffersonville Township Public Library Board of Trustees met in regular session December 4, 2012, in the Board Room of the Jeffersonville Township Public Library at 211 E. Court Avenue, 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; Kendrick-Appiah, secretary; Kovert, trustee; Throckmorton, trustee; and Wilson, trustee; Staff members: Pollard, Library Director; Gillenwater; and Zimmerman. Absent: Gibson, treasurer.

The Board was glad to see Libby Pollard back from her medical leave. Pollard thanked the Board for the flowers and cards. Sharon Zimmerman, Adult and Youth Services, represented the Staff Association at the meeting. She works 30 hours a week, 15 in each department.

**Consent Agenda**

**Approval of Checks for November 2012**

Kendrick-Appiah made the motion with Wilson seconding to approve claims numbered 795 to 871 in the amount of \$262,413.76. Motion approved unanimously.

Included in the claims was the payment for the Clarksville Branch roof in the amount of \$83,545; a payment to Global for computer parts in the amount of \$10,443.63; and the annual license agreement with Info Group for the Reference USA database in the amount of \$8,400. Tim Bohannon is replacing the computers in the computer labs. Kovert recommended to the Board that we only pay Frederick Roofing 95% of his invoice. We need to keep 5% of the payment until the punch list is complete. Frederick's has not submitted the warranty to the Library.

Kendrick-Appiah made the motion with Wilson seconding to approve claims numbered 795 to 871 in the amount of \$262,413.76, as amended to authorize that check number 26220 be voided and a new check be issued to Frederick Roofing in the amount of \$79,367.75. Motion approved unanimously.

**Approval of October 2, 2012, Minutes**

Palmquist made the motion with Kendrick-Appiah seconding to approve the minutes of the October 2, 2012 meeting. Motion approved unanimously.

**Approval of November 13, 2012, Minutes**

Palmquist made the motion with Throckmorton seconding to approve the minutes of the November 13, 2012 meeting. Motion approved unanimously.

The Board expressed their appreciation to Palmquist for presiding over the last meeting in

Shea's absence. The Board agreed to table the discussion concerning Insight pricing. The Library will be closed on Monday, December 24, Tuesday, December 25, and Tuesday, January 1. We will close at 5:30 p.m. on Monday, December 31.

## **Financial Report**

### **Review of the Financial Reports**

The October and November financial reports were submitted to the Board.

### **Transfers Between Appropriations**

The list of needed transfers between appropriations was submitted to the Board. No transfers were approved at the last meeting. The staff has been trying to spend down the appropriations before the end of the year. The Contingency account is an appropriation that is available that did not need to be appropriated in Personnel. 414.2 Contingency was appropriated with \$48,000 at the first of this year. It can be moved to wherever it is needed. All money that is to be spent during the year has to be appropriated. We need to move \$50 from 414.2 Contingency to 413.2 Unemployment Insurance. That account is short \$4, so hopefully this transfer will cover December's expenditures, too. With Work-Study, we only pay one fourth of their salary. When the budget was written, we did not know how many students would be available for this school year. The Work-Study students help staff the computer labs. They have been a big help. A transfer is needed from 414.2 Contingency to 414.3 Work-Study in the amount of \$800.

A transfer is needed from 423.3 Repair Parts to 421.2 Stationery and Printing in the amount of \$200. We had letterhead and nametags printed with the new logo. A transfer is needed from 432.6 Internet Access to 421.9 Other Office Supplies in the amount of \$700. We had to purchase some binders, a book for the Minutes, and boxes for storage. It is difficult to determine how much is going to be needed in a year.

We are required by the state to budget enough funds to pay for our Internet access, even though we will get a grant from the State Technology Grant. We are in a Consortium for Internet Access. At the end of the year, we can transfer the appropriations to another account. We need to transfer \$4,000 from 432.6 Internet Access to 429.2 Technical Services Supplies. This account is used for the labels that are placed on the books, the book jackets, barcodes, and DVD cases. Any unspent money will become cash flow and it will keep the Library running until we get tax money in June. A transfer of appropriations is needed from 432.6 Internet Access to 431.6 Lawn Services in the amount of \$1,000. In the past, we have used library staff do the mowing at the main building but it took most of that person's time in the summer and other things were neglected. It is easier to outsource the mowing and have our maintenance staff do the repairs. The decision to outsource the work was made after the budget was written for 2012. A transfer is needed from 432.6 Internet Access to 431.81 E-Books in the amount of \$9,000. We have a verbal agreement with the New Albany-Floyd County Public Library and the Charlestown-Clark County Public Library to increase our spending on E-Books.

A transfer is needed from 434.9 Other Insurance to 432.1 Telephone in the amount of \$2,000. There were extra charges with the change to the new telephone system. AT&T charged fees to change the contract prior to its expiration. The money was part of the Library Capital Projects Fund that was rolled over into the Operating Fund. A transfer is needed from 434.9 Other Insurance to 433.2 Print, Other than Office Supplies, in the amount of \$2,000. This account is used to pay for the copies made from the copier in the middle office in Administration. Instead of using a print shop, all brochures, copies for the Board meetings, etc. are done in the office. Color copies costs seven cents per page. We can make copies in smaller batches so that paper is not wasted. A transfer is needed from 434.9 Other Insurance to 436.1 Repairs-Buildings in the amount of \$4,000. The door at the Branch was rusting and in poor condition and had to be replaced. We also had to replace some door handles. We continue to have to call Johnson Controls almost every month for HVAC repairs.

We need to transfer \$1000 from 439.2 Interest on Temporary Loans, to 437.6 Proprietary Licensing. This appropriation is used to pay for our movie license which had been paid using a grant. The Library will pay for this license out of the Operating Fund, and Lori Morgan, Youth Services Manager, will purchase another license using the Clark County Youth Coalition grant. Having the two licenses gives us more choices on the types of movies that we can show. Since we do not need any of the appropriation for Interest on Temporary Loans, the rest of the appropriation, \$15, 000 can be moved to 431.81 E-Book Services. In addition to purchasing more E-Books, we reviewed the financial reports and determined that there was enough money to buy more materials. Materials selectors were given approval to purchase E-Books and Large Print Books. The Audio Book collection needs to be built up. African-American Literature needs to be purchased, also. The selectors have been given approval to spend a total additional \$29,000 on materials. We are required to spend 7.5 % of our budget on materials. 445 Equipment was the placeholder for the appropriations that were transferred from the LCPF. We did not intend to spend \$150,000 on Equipment. A transfer is needed from 445 Equipment to 442 Buildings in the amount of \$25,000. A transfer is needed from 447.9 Audio Book Leases to 447.7 Audio Books in the amount of \$2,000. All of the money appropriated for the audio book leases was not needed, so the money was freed up.

We have spent 76.4% of our budget for 2012.

Palmquist made the motion with Kovert seconding to approve the transfers of appropriations as listed. Motion approved unanimously.
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### **Checks Received**

We received a statement from the Community Foundation of Southern Indiana for the Library's account. There is a total of \$1,437 that is available for granting. The fund balance is \$20,630.75. It was the general consensus of the Board to let it accumulate. The Friends of the Library used to give us money each year to deposit in that account until we realized that we could not take any principal out of the account. We received a check for \$15 for completing a survey.

The CAGIT check was received in the amount of \$49,010.76. Two donations for the Ruth's Readers program were received. Elizabeth Shockey gave \$150, and Barbara Rosenwhel gave \$50. Shelba Thomas gave \$25 to Ruth's Readers. The Friends of the Library paid for lunch on Staff Institute Day. It cost \$233.90 and was catered by the Depot. The quarterly fax commission check was received in the amount of \$35.63. A refund was received from BWI Booksellers for books that were returned. The November CAGIT check was received. Lori Morgan, and the rest of the Youth Services staff, submitted a grant request to the Community Foundation and they were awarded \$2,600. The reimbursement from E-Rate was received in the amount of \$4,377.50 for the Library's phone service. We still have over \$10,000 in the UEZ Grant Fund. We will purchase a workstation and software for the visually impaired.

### **Correspondence, Library Publicity**

Pollard submitted to the Board a copy of a newspaper article that was printed on October 6 that reported that the Cordon Porter School had dedicated a new library. Our staff worked with the staff at Cordon Porter on how to develop reading with their students. They met with the principal of the school. Visits to our Library are rewards for good behavior. The Board was pleased to read this article.

Several articles were printed in the *News and Tribune* in October and November. On October 9 an article was printed about the Lego story hours that had been held. The Clarksville Branch is increasing their programming. Seabolt has done outreach at the schools. They have presented three Spanish story hours. On October 14, a speaker talked about his trip to the Holy Land. On October 13 and 14, there was a report that Cyber Shopping was coming to the Library. On October 15 there was a report on the Bilingual story hours that are held at the Branch. Debbie Beckham's daughter works for Greater Clark Schools and she does the story hours. We are paying her a set amount per program. On October 15, a list of the upcoming programs was reported. On October 19, a puppet show was announced. The puppet show is developed by the Teen Advisory Group. They write the script for the puppet shows. Laura Bjornson makes the puppets. On October 20, they announced the puppet show again. On October 22, the Bilingual story hour was announced. On October 24, a photo of the members of the Lions Club was in the paper. The picture was taken at the Library. On October 25, the puppet show was announced again. On October 24 and October 27 articles appeared about the Cyber Shopping at the Library program. On October 30, the Halloween program was in the paper. On November 1, an announcement appeared that an author would be speaking at the Library. The legal notice of the change of the Board meeting date from November 6 to November 13 was in the paper. A list of November events was printed in the paper. On November 5, the Cyber shopping program was announced. A list of agencies that will receive awards from the Community Foundation was in the paper. The Library was listed. On November 15, they again printed information about the presentation on the trip to the Holy Land. On November 19, a calendar of programs was printed. The Filson Club is using the old Carnegie Library for Lincoln programs. There will be a series of three programs. Pollard submitted to the Board a copy of an article from *American Libraries* about library trustees.

### **Staff Association**

Sharon Zimmerman, Library Reference Assistant, represented the Staff Association at the meeting. The plaque has been ordered for the tree that was planted in memory of Audrey Russell-Brooks. It should arrive in a few weeks. It cost almost \$250. The tree is a weeping cherry that was purchased from Walnut Ridge.

## **Old Business**

### **Report on Clarksville Branch Roof**

The work on the Clarksville Branch roof is complete, except for the items on the punch list. The big thing that we want is the warranty. They also have not told us if Firestone has done the inspection. There are two issues with the building itself. There is a pipe that comes up the building that the roof drains into. It needs a grate to keep out the leaves. There are several that do not have grates. Leaves could clog the pipe. There is a plastic drain. If someone takes it off to clean it and do not put it on right, it will blow off. They need to take one off and use it to purchase some replacements. They can count how many we need. We need them to have a twist lock. If they purchase some that are cast iron, they can put them back in the same place.

The second problem is the synthetic stucco. Over time it has deteriorated. It has bowed out. We need to do some repair work on it. It has nothing to do with the skylight. It is all on vertical surfaces.

The skylight has been leaking above the circulation desk. Wolf Glass put a tarp over the skylight and it didn't leak. We might need to have a couple of glass companies look at it.

### **Recruitment of Genealogy and Local History Librarian**

There have been seven applicants for the Genealogy and Local History Librarian position. The staff did not do any interviewing while Pollard was on medical leave. The next step is to go through the applications and choose which to interview. It is a full-time position. The salary will probably be around \$40,000. It requires a Master's Degree in Library Science and some experience. Some of the applicants are local and some are out of state. They will not be working at the reference desk. They will have a desk in the Indiana Room. They are going to form connections with Jeanne Burke, and the Steamboat Museum staff in order to look for materials that we need to add to our collection.

### **Review and Discussion of Revised Patron Behavior Policy**

Pollard worked on revising the Behavior Policy while she was home. She saved documents to the Cloud and then retrieved them here. She got the document down to one page. Some items are combined to make more room on the page. She added the use of the restrooms for bathing or shaving to the list. She looked at the policies of other libraries. The third line from the bottom stated that bicycles must be parked in designated areas. They chain their bikes to the trees. It will

be changed that it is unacceptable to park a bicycle anywhere other than designated areas. The Library is not responsible if they are stolen, damaged, or lost. That will not be added to this policy since it is not a behavior. The Board had talked about the use of tobacco and electronic cigarettes. They had also talked about Food and Drink. There will be no eating except in designated areas. Drinks with lids are allowed except in the Indiana Room. The Lab staff felt that it will be okay to have drinks in the computer labs, as long as they have lids. Palmquist suggested changing one line to say that an unacceptable behavior is illegal activity of any kind.

Throckmorton made the motion with Kendrick-Appiah seconding to approve the revised Patron Behavior Policy. Motion approved unanimously.

The Tea Party wanted to sell membership at the Library and they were told that was not acceptable. Voter Registration is a public service and is different. A patron wanted to bring her yard sale items to the Library to sell and she was told no.

## **New Business**

### **Review and Discussion of 2012 Salary Schedule and Salary Chart and Proposed 2013 Salary Increase**

The 2012 Salary Schedule and Salary Chart and the proposed 2013 Salary Schedule and Salary Chart were submitted to the Board. There is enough money in the budget to support a 2% increase. The entry level salary for Grade 8 is \$38,270. We will have to go above that for the new position. It is an issue of being competitive. We do not want to hire bad people because we cannot afford good people. If we do not have a good pool of applicants, we will look at paying around \$38,000. The total salaries for 2013 will be \$983,000 if the Board approves a 2% increase. The budget allows up to \$1,001,986 for personnel. We have six security officers. They do not all work a regular schedule. Jason Van Gilder did not work for two months. The hours listed on the salary chart are the maximum number of hours that our staff can work. They work a lot less than that. The Board can vote at the January meeting if they approve of the salaries. Two percent is not much to give. We can afford to give this amount to help offset the increase in insurance and other living expenses. Pollard was off work for six weeks and this place ran fine. Our staff is great. Pollard stayed in touch through E-mail. They work really hard. Lori Morgan, Youth Services Manager, has done a great job decorating for Christmas. The tree in the lobby used to be in the program room. The Youth Services staff made trees out of newspaper. There were 43 people at the program that was held last night. It was suggested by the Board that we look into getting lights for the outside of this building next year.

### **Review and Discussion of New Food for Fines Policy**

Pollard received an E-mail from the Indiana State Library that each library had to have a written policy before they could do "Food for Fines". Pollard submitted to the Board the information that was in the E-mail. Patrons can get \$1 off their fines for each food item that they bring in, up to a total of \$14.99. That amount came from the State Library. The staff will be accepting food for fines for two weeks. We are going to start tomorrow. The staff is making

collection boxes. The food will go to the Center for Lay Ministries. We will collect food at both locations. They will do a press release. We have no say in when the publicity will be published. The information will also be added to our website. It was suggested by the Board that we do Food for Fines from December 10 to 21. That will give more time to get the press release out. We don't want to lose too much money in revenue. We only do this once a year. Next year, maybe we could do this around Thanksgiving.

Kendrick-Appiah made the motion with Wilson seconding to approve the Food for Fines Policy. Motion approved unanimously.

### **Contract Addendums per 2012 Legislation**

A new law that took effect on July 1 stated that we have to add certain statements to any contract that we sign. The contractor is affirming that they are hiring people who are able to work in the United States and they have been verified through E-verify. Also they are affirming that they are not doing any business in Iran. Some libraries are going back to all past contractors and having them change their contract. We will add this wording to all new contracts and all continuing contracts.

### **Availability of Official Board Minutes Through Staff Intranet**

Currently the Board members are the only people who see the minutes. The Staff Association sends a representative to take their own minutes. If the minutes were on the Library's Intranet the staff would have access to the minutes. The minutes would be on the Library's website. Pollard will wait until they are approved before putting them on the website. The staff put current policies on the website.

### **Friends Board Changes**

There have been some changes in the Board of the Friends of the Library. Doug and Sheryl Yoder are moving in Austin, Texas to be with their son. Before they got on the Board, the Friends had let their tax-exempt status expire. It has been a lot of work trying to get the Friends to do what needed to be done. They are elderly and they have no computer skills. They are not interested in anything but selling books. They had received correspondence before their status had expired and they ignored it. Pollard attends their monthly meetings. Their by-laws do not say anything about the Director of the Library. Pollard would like to act as their Resident Agent so that she would get any notices. There should be one person with one address that gets all notices. The Friends were formed to provide support to the Library. They hold the book sale in the lower level of the Library. Each Friday and Saturday they have a sale. In other communities, the Friends' group operates a café in the library. Some places have their Friends volunteer in the Library. They do shelving to free up the time for the Library staff. They organize fund raisers. They provide funding for programs. Our Friends used to give money to the Community Foundation to be deposited in the Library's account. The Friends of the New Albany Public Library raises a lot more money for their library. They give their Director a check for \$10,000 of unrestricted money each year. Pollard had asked our Friends Group for money for lunch for our Staff Institute Day and they only want to buy

stuff for the Library. Pollard had the idea to have a staff member write them a letter asking for money. Harriet runs the book discussion group that the Friends Board president attends. We need to think of ways to encourage new people to join the Friends. Pollard was thinking of forming a group for parents of young children. Later down the road, the two groups could merge. Shea always attends their annual meetings.

### **Director's Report**

Jane Sarles, former Board trustee, is going to have a book published. She will be signing her book on December 22 from 1:30 to 3:30. It is a compilation of her newspaper articles on local news from the last hundred years.

Pollard would like to nominate Hal Kovert for the Jeffersonville Rotary Club Service Above Self award. He spent a lot of time on the Clarksville Branch Roof project. He will get a free dinner at Kye's on January 29, at 5:30 p.m.

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