

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, FEBRUARY 18, 2014  
4:30 P.M. - BOARD ROOM  
211 E COURT AVE., JEFFERSONVILLE, IN 47130**

**CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS**

The meeting was called to order at 4:40 p.m.

Presiding Officer: Steven Palmquist, Vice-President  
Board Members Present: Lynn Wilson, Treasurer; Richard Klemens; Hal Kovert  
Board Members Absent: Margaret Shea, President; Hilda Kendrick-Appiah, Secretary; Ted Throckmorton  
Staff Members present: Libby Pollard, Barbara Gillenwater, Debbie Beckham, Lori Morgan  
Guests: Diane Swank  
  
Public Comments: None

**STAFF ASSOCIATION REPORT**

- As the new Staff Association president, Morgan will be giving the staff association report.
- Several managers have been in the Polaris training today; they are working on setting the parameters for the new system.
- Everyone is getting ready for summer reading; the materials have arrived.
- Work continues on the teen room. We are thankful for the Bales Grant which has made the improvements to that area possible.
- The three music stations have arrived and are being loaded with music. These are made possible through the Clark County Youth Coalition (CCYC) and Community Foundation of Southern Indiana.
- A number of staff members are going to PLA, several of whom have never been to a national conference. PLA is designed specifically for public libraries and it will be a great educational and professional development experience for them.

**ELECTION OF OFFICERS FOR 2014**

Nominations for officers for this board of trustees for 2014.

The current officers are as follows:

Shea	President
Palmquist	Vice President
Kendrick-Appiah	Secretary
Wilson	Treasurer

Kovert moved: That the slate of officers for 2014 remains the same as the current officers.  
Seconded by: Klemens  
Motion: Approved

**CONSENT AGENDA**

**Approval of claims through January 31, 2014**

These include:

<b>Claim #</b>	<b>Amount</b>	<b>Claimant</b>	<b>Explanation</b>
42	\$3,033.00	Demco	Bookcases for teen room
47	\$4,579.00	Indiana University	Strategic Plan Consulting Services

Wilson moved: That we approve claims #1 - #83 from Chase Bank for a total of \$192,594.17  
 Seconded by: Kovert  
 Motion: Approved

**Approval of January 28, 2014 Board of Trustees Minutes**

The wording in the minutes on the 1782 Budget Notice was revised. The amended wording was sent to the board.

Wilson moved: That the minutes of January 28, 2014 be approved, as revised.  
 Seconded by: Klemens  
 Motion: Approved

**New Business**

**Health Insurance Renewal**

Swank explained that the plan options have changed this year, but after meeting with the insurance committee, two plans were chosen that are the closest to our current plans. Overall there is a 12.8% rate increase over last year’s cost, but this falls within the budgeted amount. Swank further explained that in order to help encourage a healthier workforce, the Humana Vitality program is offering a great incentive. All employees who reach “silver” status will get a 10% savings on the monthly insurance premium. The committee recommends two plans to the board—a high deductible plan and a copay plan.

Wilson moved: That the recommended High Deductible Health Plan and Copay Plan be approved as presented.  
 Seconded by: Kovert  
 Motion: Approved

Swank will meet with employees in a few weeks for open enrollment. She will also meet with the staff on Thursday morning for an education meeting on long term care insurance.

**FINANCIAL REPORT**

Pollard explained that the appropriation report shows that we have already spent 57.6% of the Work Study budget (account #414.3) for the year. The payment of \$3458.55 covers our portion of work study salaries from August 2013 – January 2014. From this point forward we will be paying on a monthly basis. Work Study is a beneficial program, as we pay 25% of the work study student’s salary, while the remaining 75% is paid through the student’s grant award.

The appropriation report also reflects the changes in appropriations that were made last month as well as the encumbrances for repair to the columns and to Polaris for the new ILS.

As Wilson mentioned, payment was made to IUS for consulting services for the strategic plan.

Account #437.2 Rentals shows a payment of \$399.12. This is for rent for our copier and postage meter.

Klemens moved: That the Financial Report be accepted  
 Seconded by: Kovert  
 Motion: Approved

**Donations / Receipts**

CAGIT	\$51,869.10	February 2014 Distribution
Televend Services Inc.	\$43.46	Fax Commission
Donation	\$10.00	Assistance with finding an obituary
Community Foundation of Southern IN	\$2032.00	Available for granting

**CORRESPONDENCE; LIBRARY PUBLICITY****Publicity**

- Pollard noted that the Clarksville Parks and Recreation Department included the library in their brochure.
- The publicity folder with newspaper articles about the library was passed around for board members to view.

**Old Business****Jeffersonville roof**

The work on the two roof drains that caused the leak in Youth Services has been completed. We had no problems with the recent rain. A claim has been submitted to Westfield Insurance and it is still under active investigation; we will send Westfield a copy of the invoice for the work done for their review and consideration.

**Director's Report****Indiana State Library Annual Report**

The Board was given a copy of the annual report and a spreadsheet based on the report which shows either an increase or decrease in various areas of usage. Pollard reviewed the statistics with the board.

**Travel**

As mentioned in the Staff Association Report, we have several people attending the PLA annual conference in Indianapolis, IN March 11 – 15, 2014. They are excited to be going and have a schedule of programs they will attend; Pollard has asked them to do a presentation on some of the programs. Certified staff will earn LEUs. Kovert stated that many positive benefits come from attending conferences such as this one.

**OTHER BUSINESS; BOARD MEMBER COMMENTS**

Kovert asked about parking the library van in the garage, but due to items being stored in the garage that is not possible at this time.

The next meeting of the Board of Trustees will be on Tuesday, March 18, 2014 at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:30 p.m.