

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, APRIL 15, 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 4:44 p.m.

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

CONSENT AGENDA

Approval of claims through March 31, 2014

These include:

Claim #	Amount	Claimant	Explanation
193	\$4,773.00	Junior Library Guild	Youth Books
198	\$1,980.82	Midwest Tape	DVDs, Music CDs
200	\$1,997.33	Overdrive	Electronic Books
216	\$12,650.82	Baker & Taylor	Book Leases

Wilson moved: That we approve claims #156 - 229 from Chase Bank for a total of \$171,939.06
Seconded by: Klemens
Motion: Approved

Gillenwater stated three invoices which need to be paid now came in after we closed out the month. They will appear on the financial statement for next month. They are for:

\$ 601.68 Work Study
\$4992.25 City Wide Maintenance
\$ 856.75 Paper Corporation (for yearly paper order)

Throckmorton moved: That we approve the payment of the three invoices as presented.
Seconded by: Wilson
Motion: Approved

Approval of March 18, 2014 Board of Trustees Minutes

Wilson moved: That the minutes of March 18, 2014 be approved as presented.
Seconded by: Klemens
Motion: Approved

OLD BUSINESS

Polaris update

Seabolt stated we are one week away from our Polaris go live date of April 23rd. We will be going offline on Thursday. The staff is doing well with the training. An article about our new library catalog should run in the News & Tribune next Monday or Tuesday. A number of email blasts, newsletters, signs, and flyers have been used to keep the patrons informed of the upcoming changes. (Palmquist arrived at 4:49.) Our patrons are excited that the new system will be easier to use and capable of doing more. A new library card application is being made that will request the information needed by Polaris. We are hoping for a smooth transition. Polaris staff will be here on Wednesday when we go live. Pollard complimented Seabolt on the good job she has done overseeing this project. (Seabolt left at 4:55.)

FINANCIAL REPORT

We are doing well financially. Page five of the financial report shows that at the end of the first quarter we have spent 19.6% of our appropriations. Gillenwater stated that our percentage will be a little higher than normal due to encumbrances spent from last year's money.

Donations / Receipts

CAGIT	\$51,869.10	April 2014 Distribution
Southern Indiana Wheelmen	\$ 200.00	Branch Gift Fund

CORRESPONDENCE; LIBRARY PUBLICITY

We received a note from the Safe Place representative thanking us for providing a "safe place" to children and adolescents who are "at risk" or in crisis situations.

This is National Library Week and to help celebrate we are hosting an Authors Fair on Thursday. Several nice articles have appeared in the newspaper regarding this.

The publicity folder with newspaper articles about the library was passed around for board members to view.

STAFF ASSOCIATION REPORT

Morgan gave additional details about the Author Fair. Over 35 authors will be here, three of which have been on the NY Times Best Sellers list—Karen Robards, Alanna Nash, and Nancy Jensen. The authors will have their books available for sale and will sign them. The downtown merchants also have an activity going on, which works well as each event will help bring a larger crowd to the downtown area.

Branch news – Jennifer Wyatt is getting married in June.

Circulation news – Claudia King is volunteering at both the main and the branch.

National Library Workers Day is today, but we are going to celebrate next Wednesday, the day we go live with Polaris. The staff association will provide pizza and salad for the staff.

Youth Services news - Jan Williams had cataract surgery last week and today. Sharon Zimmerman was in the emergency room prior to coming to work today.

The school art show was last Thursday; it was a big success and brought in a lot of people. Morgan would like to see the displays expanded onto the second floor area, so people will visit more areas of the library.

Our staff members are busy showing the public the new library catalog and the many features Polaris has which will make life more convenient for them. Our patrons are excited about it.

OLD BUSINESS, continued

Columns Repair

The repairs to the columns are complete. Austin Masonry Company did a good job; they did not find any additional problems. A parking barrier has been installed to prevent people from running into the column near the parking area.

Lighting on Sign

Conn bought some above ground light fixtures to replace the in ground fixtures; the new fixtures should help the sign on the front lawn show up better at night.

NEW BUSINESS

Service Animal Policy

People are allowed to bring service animals into the library. No certification is required, nor is there any legal requirement for it to be identified as a service animal. We must accept the patron's word that it is a service animal. The animal must be under control, it cannot be threatening, and it must be house broken. You can ask, "What it is trained to do?"

Wilson moved: That the service animal policy be approved as presented.
Seconded by: Throckmorton

The wording in the definitions section of the policy will be revised so that a service animal will be defined as "Any animal, as defined by the Americans with Disabilities Act that is trained for the purpose of assisting or accommodating a person's physical, sensory, or mental disability."

Motion: Approved

DVD Lease Plan

Lesli Scott spoke with the Board about the DVD lease plan. DVDs are the highest circulating item in the library. Currently, we purchase DVDs through Baker & Taylor. We buy one copy of their Top 10, which are the most popular movies, but that does not adequately serve our patrons needs. We have been looking into Baker & Taylor's DVD Lease Plan. With a lease plan you can get multiple copies of the currently popular movies, and when the demand for that movie wanes you can return them or purchase them for \$3 each after an initial 6 month period. This would more closely meet our patron needs, while boosting circulation statistics at the same time.

We are most interested in Plan Number DL-1 which allows you to get 10 movies per month or 120 movies the first year, and would allow us to keep on hand 100 leased movies. For every five DVDs we send back, we get to keep one. We would like to purchase one plan for the branch and one plan for the main. For the first three months from receipt, Baker & Taylor will replace any damaged or lost DVDs at no cost to us. After the initial three month period, it would go against our allowance if we choose to keep the movie. Baker & Taylor will run all the reports for us.

The cost for the two plans is about \$7000 per year or \$3500 per location. Pollard requested that we move \$7000 from 431.9 Other Professional Services to a new appropriation called DVD Leases. Last year we appropriated \$120,000 for Other Professional Services but only spent \$100,000. We have appropriated \$20,000 for DVD purchase. The goal is to increase our spending with the lease plan while still maintaining the amount we spend on the purchase plan.

Klemens moved: That we move \$7000 from Other Professional Services to DVD Leases and
purchase two DL-1 DVD Lease Plans from Baker & Taylor.
Seconded by: Palmquist

Motion: Approved

With the addition of the DVD Lease Plan, we will eventually be able to place holds on movies. We will sign the lease this week and should get the first movies in a few weeks. They will come shelf-ready, so we can have them available to the public more quickly.

Freegal

Freegal is a music service similar to iTunes. Its name comes from the fact that it is free and legal music downloading. The library would pay a fee based on our service population. Each patron would be allowed to get three free downloads per week. The Freegal website will show the Top 10 downloads for libraries across the country, for our library, and for music videos. A music video counts as two downloads. Everyone should have access to Freegal, either from their own device or by streaming on the library computers. We will have a link to Freegal on our website. Searches may be done by genre, artist, and artist within a genre. Once you download a song, you own it. You can stream up to 3 hours per day, create playlists, and create a want list (for songs you want in the future).

Our cost is \$7800 per year. Pollard proposes taking \$3900 from 446.1 Print Materials, Books and \$3900 from 446.3 Youth Books. This is a service the teens will love.

Freegal will supply us some marketing materials and we will advertise. Teens will spread the word. One of the great advantages of this is people can get the type of music they want, even if it is obscure.

Palmquist moved: That we subscribe to Freegal music for the annual fee of \$7800 and that money be transferred from the proper accounts as outlined above.

Seconded by: Wilson

Motion: Approved

Internet and computer use policy

Indiana State Library requires that we review our internet and computer use policy at least once a year. Pollard presented the new policy to the board.

Throckmorton moved: That the internet and computer use policy be approved as presented.

Seconded by: Wilson

Motion: Approved

Staff time keeping

In order to stay in compliance with the Fair Labor Standards Act and to insure that our non-exempt employees are being compensated for all hours worked, Pollard proposed that we begin keeping a daily record of hours worked by having all staff members clock in and out, rather than just part-time staff. Non-exempt staff will not be allowed to work from home or work overtime without permission of their supervisor. No additional expense is involved as we can enable everyone to clock in and out using our current ADP system. The Board felt this was a good idea and would like Pollard to proceed by bringing a written policy to the next board meeting.

Furniture for Reference area computers

The methods of research have changed over the years and people now use the internet and databases on the computer rather than reference books. Because of this, plans are underway to get eight computers for the reference area. This will greatly improve services for our patrons and will more fully utilize the skills of our adult and reference services staff.

Furniture needs to be purchased for these computers. We have chosen to get two tables, with a mahogany finish and a laminate top which matches the other tables that we already have. Each table will hold four computers and they will be set up with an aisle between the two tables. We already have the chairs to go with the tables. The cost of the two tables is \$6530.48; \$6000 has been appropriated in account #444 Furniture, so we will need to transfer a little from another account to cover the remaining balance.

Surplus

A list of items to be declared surplus has been submitted by Conn and Bohannon. In the past we gave computer surplus items to Goodwill, but they are no longer accepting them. It is likely that we will have to pay to dispose of them.

Items submitted on Conn's list include a wooden bag stand, a mini refrigerator, and a magazine stand. The Friends of the Library may be able to sell the magazine stand.

Throckmorton moved: That the items on the two lists be declared surplus.
Seconded by: Wilson
Motion: Approved.

DIRECTOR'S REPORT

Thunder over Louisville was on Saturday, April 12. As is our practice, both library locations closed at 1:00 p.m.

The Friends of the Library annual meeting was today at 1:00 p.m. Approximately 20 people attended. Pollard spoke about the Strategic Plan. Some of the Friends went to the community forum about the strategic plan.

As mentioned earlier, the Author Fair will be on Thursday.

Brantley Security contacted Pollard to see if we would be interested in using them to provide security for the library. There are many advantages to using off duty Jeffersonville police officers as we currently do, but we have had some staffing issues. The Board felt it would be better to broaden our base of officers rather than use a security company. They would like to see these officers held more accountable.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, May 20, 2014 at 4:30 p.m.

As there was no further business, the meeting adjourned at 6:09 p.m.