

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, JUNE 17, 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 4:33 p.m.

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

**CONSENT AGENDA**

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

These include:

<b>Claim #</b>	<b>Amount</b>	<b>Claimant</b>	<b>Explanation</b>
373 – 385	\$14,166.17	Baker & Taylor	Materials
348	\$ 6,530.48	Gaylord Bros.	Adult Services Workstations
358	\$ 7,548.60	Tyco Security	Annual Service
370	\$11,384.39	Walnut Ridge	Landscaping

Wilson moved: That we approve claims #311 – 386 from Chase Bank for a total of \$206,663.40.  
Seconded by: Kendrick-Appiah  
Motion: Approved

**Approval of May 20, 2014 Board of Trustees Minutes**

Palmquist moved: That the minutes of May 20, 2014 be approved as presented.  
Seconded by: Wilson  
Motion: Approved

(Klemens arrived at 4:36 p.m.)

**NEW BUSINESS**

**LSTA Grant Award**

Fredrickson reported on the Indiana Memory Digitization Grant, which she applied for and received. The grant, a sub-grant of the Library Services and Technology Act (LSTA) Grant, works with the Indiana Memory Project, which is a statewide digital history portal where libraries digitize their local and historical information and collect it on one central state library website where it is accessible and searchable.

With this grant we plan to digitize our collection of 35 mm slides, which includes slides on Rose Island, steamboats, and the 1937 flood. We will partner with River Valley Middle School, where students will take a visual literacy class in which they will learn how to analyze the pictures and determine what information they can glean from them. We will work with Suzanne Gipson's class and Eden Kuhlenschmidt will serve as the liaison.

We will be borrowing a slide scanner and laptop from the state library and will have a link from our website to the Indiana Memory Project website. The grant is for \$4899 and will cover all of our costs. The Board must adopt a resolution approving the contract.

Kendrick-Appiah moved: that we adopt the Certificate of Resolution for the approval of the grant contract.  
 Seconded by: Wilson  
 Motion: Approved

Barbara will notarize the resolution.

**FINANCIAL REPORT**

**Transfers**

<b>Amount</b>	<b>From</b>	<b>To</b>
\$6,000.00	411.4 Salary, Part-time	414.3 Work Study
\$7,000.00	431.9 Other Professional Services	431.6 Lawn Services (labor portion)
\$45.00	434.9 Other Insurance	434.1 Official Bonds
\$1,000.00	443 Improvements Other than Buildings	444 Furniture (reference dept.)
\$7,000.00	442 Buildings	447.3 DVD Leases

Klemens moved: that the transfers be approved as presented.  
 Seconded by: Palmquist  
 Motion: Approved

**Financial Report**

39.5 % of our budget has been spent through the end of May.

**Checks**

Tax Distribution	\$945,499.13	2014 Spring Settlement
CAGIT	\$ 51,869.10	June 2014 Distribution
FIT	\$ 1,373.09	Spring Distribution
Library Corporation	\$ 44.00	Reimbursement for copies
Duplicator Sales & Service	\$ 353.33	Copier commission

In regards to the 2014 Spring Settlement Tax Distribution Gillenwater explained that starting this year, the Bond and Interest Redemption Funds (BIRF) will be protected from the property tax circuit breaker credits. This means the reductions that previously were taken from both BIRF and the Operating Fund will be taken exclusively from the Operating Fund. The 2014 Spring Settlement we received was 48% of the estimated operating fund for the year.

We have been approved for eRate for telephones and will be reimbursed \$5,278.08 next fall.

**Donations / Receipts**

Elizabeth Shockey	\$ 70.00	Ruth's Readers
Karen Wittibschlager	\$ 10.00	Research donation
McWilliams Donation (Memorial)	\$ 300.00	Indiana Room
Hazel & Walter Bales	\$1,000.00	Youth Services
Friends of the Library (Jeffersonville FOP)	\$1,000.00	Youth Services, Stories Before Bed

Fredrickson would like to buy a scanner with the donation for the IN room; she will check with the family to see if this is an acceptable use of the memorial donation.

**STAFF ASSOCIATION REPORT**

750 students are currently enrolled in the Summer Reading Club (SRC) at the Jeffersonville location.

293 students are enrolled at the Branch.

245 adults have signed up.

We are in the third week of SRC and the last day will be July 31.

A lot of the SRC programming begins this week.

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

- We placed an ad in the newspaper for the Maintenance Assistant position and as a result found a qualified person.
- The publicity folder with newspaper articles about the library was passed around for board members to view.

**OLD BUSINESS****Computer and Internet Use Policy**

A few changes need to be made to the Computer and Internet Use Policy.

- Need to add: *“Persons without a library card, computer use card, or other identification may be issued a one day guest pass.”*
- Delete: *“All patrons using the computer labs must have their library card with them each time they use the computers.”*
- Add: *“JTPL will provide unfiltered Internet access to persons 18 or older who request it for bono fide research or any other lawful purpose. Minors may request that the library unblock specific websites.”*

The changes to the Computer and Internet Use Policy were approved by consensus.

**NEW BUSINESS****Facilities**

Broken Glass - When opening on Thursday of last week, we discovered that one of the three panels of art glass in the patron lounge was broken. This is a large internal window between the patron lounge and south meeting room. We checked the security videos and did not see any signs of vandalism. Any number of factors could have caused the damage. The company that originally installed the glass panel is out of business. Paige Kissinger, an interior designer and artist, was involved with the project. We have not yet been able to reach her. Currently, plywood is covering the opening. At the time the decorative panel was installed, one pane was \$2500. It is anticipated that it will cost more than that to replace it. We will have to determine if our insurance will cover the cost and may consider options other than replacing it to make it look just as it did. A decision will not be made without consulting the board.

Painted Signs - Bond Sign Company did the outdoor signs for the library and they have approached us about repainting the signs. Because the signs are made of wood, they need to be protected. If we decide to repaint the signs, Pollard would like to remove the verbiage from the back parking lot sign that refers to “2 quarters or library tokens” as that system is not being used and may deter patrons from parking there. Bond gave a quote of \$3900 to repaint the seven signs; Pollard has an appointment to meet with her tomorrow morning. The Board felt we should not proceed with having the signs painted at this time.

### **Margaret Shea’s reappointment**

The Greater Clark County School Board of Trustees has reappointed Shea to serve another term on the Library Board of Trustees. Gillenwater administered the Oath of Office.

### **Umbaugh agreement**

Pollard received the service agreement from Umbaugh for help with the 2015 budget; the cost will range between \$6000 and \$6500. Pollard and the Board felt the services they provide are well worth it.

Kovert moved:                That we accept the service agreement from Umbaugh as presented.  
Seconded by:                Throckmorton  
Motion:                        Approved

### **Credit Card Policy**

The current credit card policy needs to be updated. We have added cards for several staff members (Becky Kelien, Lori Morgan, and Pam Seabolt). These managers can now buy supplies for their department as needed. The cards are kept in the safe and only taken out when needed.

Kendrick moved:            That the Credit Card policy be approved as presented.  
Seconded by:                Wilson  
Motion:                        Approved

## **DIRECTOR’S REPORT**

### **Insurance**

An article in the June 7-8 News and Tribune about the county’s health insurance stated they will save a lot of money by changing companies. The Board would like to see us get estimates from other carriers next year. Since we renew April 1, we need to look into this by November.

### **New Security Officers**

We hired four new security officers. They received orientation and are doing a good job. One of the new officers, Nicholas Ringle, resigned due to other commitments.

### **New Maintenance Assistant**

We are pleased to have Thomas Bamforth as our new maintenance assistant. He loves working outdoors and is doing a good job.

### **Jeff Fest**

Pollard worked at Jeff Fest last Saturday. She estimates 200 people stopped by the booth. One person complimented Polaris, stating she liked it much better than the previous system. Pollard promoted Freegal and eBooks; many didn’t know they could download books for free.

### **Vacation June 20 – 27, 2014**

Pollard had planned to go on vacation June 20, but decided to start one day sooner. She will be on vacation June 19 – 27, and return to work June 30<sup>th</sup>.

**Employee fell**

Sharon Zimmerman fell last Friday and dislocated and broke her wrist. She had clocked out, but was still inside the library. She is to have surgery on it tomorrow. She was already scheduled for neck surgery on July 2<sup>nd</sup> and the doctor still plans to proceed with that surgery. Zimmerman is expected to be out for six weeks following the neck surgery.

**OTHER BUSINESS; BOARD MEMBER COMMENTS**

The next meeting of the Board of Trustees will be on Tuesday, July 15, 2014 at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:39 p.m.