

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, JULY 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 4:37 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
Board Members Absent: Richard Klemens
Staff Members present: Libby Pollard, Barbara Gillenwater, Lori Morgan, Keith Conn
Guests: None
Public Comments: None

CONSENT AGENDA

Approval of claims through June 30, 2014

These include:

Claim #	Amount	Claimant	Explanation
399	\$272,741.50	Huntington National Bank	Bond Payment
419	\$6,736.31	City-Wide Maintenance	Floor Mats / Cleaning
421	\$5,966.17	EBSCO	Subscription Renewals
441-448	\$22,343.11	Baker & Taylor	Books / Materials

Wilson moved: That we approve claims #387 – 450 from Chase Bank for a total of \$460,938.39.
Seconded by: Kendrick-Appiah
Motion: Approved

Approval of June 17, 2014 Board of Trustees Minutes

Wilson moved: That the minutes of June 17, 2014 be approved as presented.
Seconded by: Palmquist
Motion: Approved

OLD BUSINESS

Roof engineering report provided by insurance company

We received an engineer's report from Westfield Insurance in regards to the roof drains. They denied the claim saying the damage was not due to weather, but to improperly installed rings and the age of the clamping rings. Conn wrote a response to their report which stated the drains worked fine for eight years and the problems started when we had severe weather. He also gave alternate explanations to some of their conclusions. The insurance report stated they might be willing to pay for the cleanup, but the cost for that did not exceed the deductible. Pollard will get in touch with Westfield Insurance with further questions. The Board appreciated Conn's report.

The Board also complimented Conn on the outdoor fountain which looks great and gets many compliments from the community.

Conn reported that pinhole rust spots have been found on the new van; we will get Bales to look at it.

FINANCIAL REPORT

An error was made on the Receipt Summaries page of the financial report.

Incorrect:

<i>Account</i>	<i>This month</i>	<i>YTD</i>
312.8 CAGIT-Property Tax Replacement	\$10,531.11	\$52,655.55
342.8 Earbud Sales	\$55.91	\$10,833.77

Correct:

312.8 CAGIT-Property Tax Replacement	\$10,531.11	\$63,186.66
342.8 Earbud Sales	\$55.91	\$302.66

This page of the report was replaced. The totals were correct.

As of June 30, we have spent 46.3% of our appropriations.

Donations / Receipts

Dorothy Harting	\$ 10.00	Donation for genealogy help
CAGIT	\$51,869.10	2014 Distribution
Duplicator Sales & Service, Inc.	\$ 257.41	Copier commission

STAFF ASSOCIATION REPORT

- Sharon Zimmerman is still out for medical reasons.
- Summer reading is going well; we expect to exceed our numbers for last year.
 - Some of the schools are doing things to encourage summer reading and we would like to build on that next year.
 - Youth Services has already started collecting prizes for next summer; they are thinking of using the theme of Super Heroes.
- Our Youth Services department will be participating in a book fair at Books-a-Million on July 26. They have asked us to come back in August.
- The Branch is having a forensics day on July 26.
- Family Fun Day is on September 20 this year at the Jeffersonville location. We are looking for funding for this event.
- The Library participated in a Wellness Fair at Jeffersonville High School last Saturday.
 - The Anthem Blue Cross-Blue Shield table was giving away super heroes comic books. Lori got 800 comic books for next year's summer reading program.
- The Adult Services department is getting ready for their new reference lab computers. The tables are set up.

CORRESPONDENCE; LIBRARY PUBLICITY

Publicity

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

OLD BUSINESS, continued

Patron lounge art glass status report

Pollard got in touch with Paige Kissinger, who was an employee of the glass company at the time the art glass was installed. She made contact with one company who declined to submit a quote. We hope to get a quote from Moag Glass Company here in Jeffersonville and from another company in Indianapolis.

NEW BUSINESS

2015 AVQ (Assessed Valuation Growth Quotient)

We received the AVQ which is 2.7% this year, meaning we are allowed to increase our 2015 budget by 2.7% without going for a binding review. Last year the AVQ was 2.8%. [Note: Pollard corrected this to 2.6% in an email to the board.] Umbaugh will visit on July 30 and Pollard will have the preliminary appropriations ready at this time. She has asked the managers for requests for the budget. We will need to approve the budget for advertising purposes at the August Board meeting.

DIRECTOR'S REPORT

Met with Bibliotheca to discuss their proposal for self-service/RFID stations

Pollard received a quote of about \$100,000 for self-check/RFID stations. Various options were discussed that might make this possible. A discussion also took place about the possibility of having a "floater" position that could fill in when someone is absent.

Worked with managers on their EBSCO periodicals subscription renewal list

The managers were asked to look at the magazines that they select and make suggestions for cancellation of magazines that are not getting much use.

Reviewed insurance coverage for Fine Arts and computer hardware and software

Pollard recently reviewed our insurance coverage for fine arts and our coverage on hardware and software; she is looking to see if we have the right amount of coverage in these areas.

Reviewed mid-year materials budget allocations

Managers are allocated money for the first six months of the year and for the most part get the same amount for the last six months. Pollard has reviewed the amount they received and the amount spent. In a few cases the amount for the second six months was reduced. State standards require that we spend 7.5% of the budget on materials.

Ross Dress for Less \$1,000 donation

The new Clarksville Ross Dress for Less store is donating \$1000 to the Friends of the Library to be designated for the Clarksville Branch Library. Some of our staff will be attending the ribbon cutting ceremony this Saturday.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Shea stated that she appreciates the incident report summary, as it keeps all of them aware of what is going on and helps us to be proactive.

Pollard spoke with Jason Jackson about a possible donation from the local Fraternal Order of Police lodge and is working on a proposal. She would like to get a \$5000 donation for Zinio, which provides digital copies of magazines. We are also asking for \$1000 for Family Fun Day. We will write letters to thank them and have their names and logo listed on our publicity.

The next meeting of the Board of Trustees will be on Tuesday, August 19, 2014 at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:28 p.m.