

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, SEPTEMBER 16, 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 4:35 p.m.

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

CONSENT AGENDA

Approval of claims through August 31, 2014

These include:

Claim #	Amount	Claimant	Explanation
587	\$4899.00	Jeffersonville Twp. Pub. Library	Temporary loan from Endowment Fund to LSTA Digitization Grant

Kendrick-Appiah moved: That we approve claims #517 - 592 from Chase Bank for a total of \$170,548.40
 Seconded by: Kovert
 Motion: Approved

Approval of August 19, 2014 Board of Trustees Minutes

Throckmorton moved: That the minutes of August 19, 2014 be approved as presented.
 Seconded by: Kendrick-Appiah
 Motion: Approved

FINANCIAL REPORT

Review of report

As of August 31, we have spent 58.8% of our appropriations.

Donations / Receipts

CAGIT	\$51,869.10	2014 Distribution
Sam Swope Auto Group, LLC	\$250.00	Family Fun Day Donation
Midwestern Life Insurance	\$142.40	Worker's Comp Refund
New Washington State Bank	\$200.00	Family Fun Day Donation
ADOLPLI participant	\$15.00	Refreshments for ADOLPLI meeting
Jeffersonville FOP	\$5000.00	Zinio Digital Magazines Grant
Duplicator Sales & Service	\$376.63	Copier Commission
Kelsey Walker	\$25.00	Appreciation for library

Approval of temporary loan from endowment fund to LSTA digitization grant

We received a Library Services and Technology Act (LSTA) grant for the Indiana Memory project being done in the Indiana Room. We do not get the money until the end of the grant; the library pays the expenses up front. Therefore, we need a temporary loan to cover the costs until we are reimbursed, which should be in April 2015.

Kendrick-Appiah moved: That we approve a temporary loan in the amount of \$4899 from the Endowment Fund to the LSTA digitization grant.

Seconded by: Kovert
Motion: Approved

STAFF ASSOCIATION REPORT

- Everyone is working on Family Fun Day.
- Staff Association will provide some funding for our staff training day in October.
- Sharon Zimmerman is still out; her surgery is set for next week.
- Mike Harvey is still out.

CORRESPONDENCE; LIBRARY PUBLICITY

Copies of a very nice thank you letter, which was sent to the library by a patron, were given to the board members. The letter was also scanned and sent to the staff.

Publicity

- The publicity folder with newspaper articles about the library was passed around for board members to view. This includes two ads advertising the budget, the public hearing and the adoption.

OLD BUSINESS

Public hearing to approve 2015 budget

There were no public comments in regards to the budget.

Building maintenance

Dome/Skylight

Kovert did not have any new information as he has not found anyone who wants to fix the skylight. He wants to work on another possible solution and will also work on getting a price to replace the dome.

Art glass in patron lounge

Pollard met with Charles Hansen from MOAG Glass Company. Hansen confirmed that all three panels are the exact same size. Pollard told him the Board expressed interest in moving the current center panel to the left and making a new center panel which would have the library logo on it. Hansen prepared a sketch and proposal which Pollard presented to the Board. The new center panel would pick up on the circles from the panels on the left and right. It would blend in, but look intentionally different. A proposal to fabricate and install a 46 x 88 glass panel, remove the existing center panel and move it to the left side was presented. MOAG Glass Company would not be held responsible if the center panel should break while being moved to the left. The Board considered whether it would be good to make the logo a little larger than how it was shown on the sketch. The proposal presented included sales tax and that would need to be removed.

Throckmorton moved: That we approve the proposal for a new center glass panel for the patron lounge and to move the existing panel to the left for \$3053, pending final design approval.

Seconded by: Kovert
Motion: Approved

NEW BUSINESS

2015 Staff Institute Day date

Staff Institute Day has traditionally been held on Columbus Day. With the schools new fall break schedule, this is now the first day of fall break, and thus a bad time for the library to be closed. We are trying to change the date for 2015. After considering many factors, Pollard proposed that we close on Thursday, March 19, 2015 for Staff Institute Day. In subsequent years we would have it on the 3rd Thursday of March. Staff can plan in advance and are not to schedule to be off on that day. The Board agreed by consensus on the new date for Staff Institute Day.

Zinio for Libraries

Kelien and Jones made a presentation to the Board about Zinio. We received a \$5000 grant from Jeffersonville FOP Lodge 100 to get Zinio for Libraries. Zinio allows our patrons to read full digital copies of magazines on their computers, tablets, or mobile device at no charge to them. The annual platform fee is \$3000; with the remaining \$2000 we were able to get subscriptions to 31 magazines for one year. Pollard and Kelien selected magazines that would interest the most people. Kelien and Jones presented handouts and bookmarks which are being used to advertise and give instructions on how to use this new service. We hope to have everything in place so we can demo Zinio at Family Fun Day on Saturday. At this time not many children’s magazines are offered, but we expect that to change over time. It will take some time for both staff and patrons to learn how to use Zinio. We will be offering one-on-one sessions, as well as group classes, so patrons can get help. Once you have checked out an issue of a magazine, it is yours to keep until you choose to delete it. Up to 2500 patrons can check out a single issue. We expect this to be a very popular service. It is an item that will need to be built into the Budget in future years. Both the Charlestown- Clark County Public Library and the Louisville Free Public Library have had Zinio for a while.

(Kelien and Jones left at 5:10).

Job Descriptions

Two job descriptions, which need Board approval, were sent to the Board in their packets and made available at the meeting.

Technical Services and Systems Librarian

The job description for the Technical Services and Systems Librarian was changed to reflect expanded systems responsibility for Polaris. The old job description was updated to include what is currently being done. The job title was changed from “Technical Services Librarian” to “Technical Services and Systems Librarian.”

Youth Services Reference Assistant

This job description was updated to reflect the current format, which includes the essential skills section found at the bottom of the second page.

- Kovert moved: That the Technical Services and Systems Librarian and the Youth Services Reference Assistant job descriptions be approved as presented.
- Seconded by: Kendrick-Appiah
- Motion: Approved

Public comment at Board meetings policy

Pollard felt we should have a policy in place for public comments at a Board Meeting. She researched and came up with the document that was sent out in the Board packets. The Board felt it was a good policy and once adopted, they would like to have it made available in public places. Also, if someone expresses an interest in speaking at a Board meeting they would be given a copy so they will know what the policy is. It

will be the responsibility of the Board President to enforce the policy. The Board will vote on the policy next month.

Ameriprise resolution to receive gift from Martha Voll

Martha Voll, a former school librarian at Clarksville High School, passed away August 16, 2014. She had an IRA with Ameriprise Financial and chose several charities to be a recipient of the funds, one of which was the Jeffersonville Township Public Library. The Library should receive approximately \$12,000. In order to receive the gift the Board must adopt a resolution which will be signed by the Board Secretary. Shea read the seven part Resolution; Pollard is assigned to be the Board's agent, and as such will be allowed to speak on the Board's behalf.

Kovert moved: That the Ameriprise Corporate or Entity Resolution be approved as read.
Seconded by: Kendrick-Appiah
Motion: Approved

DIRECTOR'S REPORT

Staffing

We have had three staff members out for an extended period of time. Laura Conner was out for six weeks; Mike Harvey has been out for three weeks and is due back tomorrow; Sharon Zimmerman was out for a lengthy period of time, she returned briefly and is now out again. She is scheduled to have back surgery next week and will probably be out for six weeks. Zimmerman works two jobs which are each fifteen hours per week. Prior to her surgery she stated that she is not sure she can continue to work her job as a Library Reference Assistant in Adult Services.

ClarkFest

Seabolt and Pollard worked at the library booth at ClarkFest on Labor Day. Approximately 400 people stopped by; Pollard and Seabolt promoted downloadable products that are available at the Library and Seabolt had a craft for children.

Family Fun Day

Family Fun Day takes place this Saturday at the Jeffersonville location from 11 a.m. – 2 p.m. We have had many donations this year both in cash and in products. A lot of games and fun activities are planned for families. Some who come to this event are not regular library users, so we hope to make them aware of services that we offer. We have done a lot of advertising for this day. No money is taken from the operating fund for this event. We checked with our insurance agent and we do not need any special events insurance.

Travel: Southeast Directors Meeting on September 26 in Seymour

Pollard will be attending this meeting.

Additional notes:

The Courier Journal has invited us to be the only southern Indiana site to participate in the Make a Difference Day event which they are sponsoring on October 25th. Local celebrities will read and crafts will be available for children. The Courier Journal will be promoting this event.

After an inspection, it was determined that we do not have bed bugs at the library.

Pollard is working on technology competencies for the staff. We are installing eight new computers in the reference area. We want all staff to have certain baseline skills and higher skill levels will be required for some jobs. Everyone should be familiar with basics in programs and applications such as Word, Excel, PowerPoint, Facebook, Internet, and Inspire databases. Jones will teach classes on these.

The Southern Indiana Arts Council is sponsoring a film about Harlan Hubbard, an artist from this area. They will talk about his life and have an exhibit here at the library.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Throckmorton asked if the Jeffersonville Parks department was invited to participate in Family Fun Day. He would like to see them involved in the future. Morgan explained why the Clarksville Parks and Recreation was involved.

There will be a "Meet the Candidate" night and steak dinner at the Jeffersonville FOP Lodge on Tuesday, September 30. Pollard and Morgan plan to attend.

The next meeting of the Board of Trustees will be on Tuesday, October 21, 2014 at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:35 p.m.