

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, OCTOBER 21, 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 4:32 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
 Guests: None
 Public Comments: None

CONSENT AGENDA

Approval of claims through September 30, 2014

These include:

| Claim # | Amount | Claimant | Explanation |
|----------------|---------------|------------------|------------------------|
| 638 | \$3,138.06 | Johnson Controls | Repairs |
| 642 | \$6,355.18 | OverDrive | eBooks |
| 653 | \$6,500.00 | Umbaugh | 2015 Budget Consulting |
| 668 | \$5,050.83 | Recorded Books | eMagazines |

Wilson moved: That we approve claims #593 - 668 from Chase Bank for a total of \$184,009.18
 Seconded by: Kovert
 Motion: Approved

Approval of September 16, 2014 Board of Trustees Minutes

Wilson moved: That the minutes of September 16, 2014 be approved as presented.
 Seconded by: Kendrick-Appiah
 Motion: Approved

STAFF ASSOCIATION REPORT

- Two staff members in the Reference Department are out for a period of time.
- The Holiday Party will be on Saturday, November 22 at 6 p.m. at Wick's Pizza in New Albany. The Board is invited and should let Morgan know if they can attend.
- School was out the past two weeks for fall break. The second week was especially busy at the library.
(Klemens arrived at 4:38 p.m.)
- World Book Web just did an update; it is very user friendly. Some students used it to develop a timeline and really liked it.
- On Thursday we are having a birthday celebration for staff and will serve hot dogs, chips, ice pops, and cake.

- Family Fun Day went well. We had over 850 people at the event. Morgan made a montage of pictures from the day and had that printed to use as thank-you cards for our sponsors.

FINANCIAL REPORT

Resolution to adopt 2015 budget

Jessica Eckerle from Umbaugh came to the August Board Meeting to review the 2015 Budget; it was approved for advertising at that time. The public hearing for the budget was held in September. At today's meeting we need to adopt the 2015 budget. Shea read the Resolution for Appropriations and Tax Rate.

Kendrick-Appiah moved: That we adopt the 2015 budget as presented.

Seconded by: Palmquist

Motion: Approved

The proposed adopted tax rate for the debt service fund is 0.0413 and for the general service fund is 0.1165.

Review of September 2014 financial report

We have spent 65.2% of the budget through September.

We have spent 83.6% of our Utilities, Electricity appropriation. Increase in usage of electricity, due to the amount of air conditioning needed, is more of a contributing factor than an increase in rates. We heat with gas, so as we move into the cooler months, electric usage should go down.

Approval of account transfers as of September 30, 2014

No transfers are needed at this time.

Property Tax Report

Gillenwater reviewed the property tax report, which shows the 2014 circuit breaker cap credits. Our total circuit breaker credit was \$294,989 which is 16.8% of the \$1,752,081 levy. By subtracting the total credit from the levy, the estimated amount that we will get is \$1,457,092.

This report also shows that our total levy for 2014 is down 5.1% from what it was in 2013. This was largely due to the refinancing of our bond in 2013, which gave us a large one-time credit. The tax rate for 2013 was .0433, for 2014 it was .0299 and for 2015 it will be .0413.

We are over halfway through the debt service bond.

Donations / Receipts

| | | |
|----------------------------|-------------|----------------------------------|
| CAGIT | \$51,869.10 | 2014 Distribution |
| Ruth's Readers | \$100.00 | Donation |
| Duplicator Sales & Service | \$287.16 | Copier Commission |
| Friends of the Library | \$54.25 | Reimbursement for sign holders |
| Couple from Texas | \$50.00 | For Indiana Room |
| ADOLPLI (7 @ \$15 each) | \$105.00 | Refreshments for ADOLPLI meeting |

CORRESPONDENCE; LIBRARY PUBLICITY

Publicity

- Pollard received a note from the woman who spoke with her previously about some concerns regarding library patrons.
- The proprietor of a business in Jeffersonville saw one of our employees with a name badge on and expressed some concerns about library patrons to our employee.
- We received a thank-you from United Way for our workplace campaign.

- The Community Foundation is raising the administration fee from 1.65% to 2%. Our balance is \$25,459.64. The minimum grant is changing from \$100 to \$250 dollars. We are taking out what we can each year and have not added to this fund in several years.
- A full page color ad was in the Sunday Courier-Journal newspaper about the Share A Story day which takes place this Saturday, Oct. 25. We will have celebrity readers, crafts, and a costumed book character.
- The publicity folder with newspaper articles about the library was passed around for Board members to view.

OLD BUSINESS

Patron lounge glass

In the absence of Hanson from the MOAG Glass Company no new information regarding the patron lounge glass was presented to the Board.

Public comments policy

Last month the Board received a draft copy of a Public Comments Policy. We need to have a policy in place to insure we have a procedure to follow for public comments at a board meeting. The Board felt five minutes was ample time to allow a member of the public to make their comments. The Board President is allowed to extend time, should they feel a need.

Wilson moved: That the public comments policy be approved and adopted.
 Seconded by: Throckmorton
 Motion: Approved

NEW BUSINESS

Circulation policies

Pollard presented a comprehensive circulation policy that encompasses all aspects of circulation. It includes how to get a card, general information for loaning materials, as well as fines and fees. The aspect of the policy that Pollard focused on this time was the wording of who is eligible to get a card. We have been giving resident cards to all people with a 47130 zip code, even if they were outside of the township. Due to our reciprocal borrowing agreement with other surrounding libraries, these people were entitled to get cards and check out our materials, but the statistics which we are required to keep would be skewed. Other changes which were made to the policy include practices which were taking place, but were not actually written into the policy. An expired library card section was also added. Short-term cards may be issued for people who do not have a permanent residence. The Board suggested a couple of changes to the draft policy.

Kovert moved: That the Circulation Policy be approved with the stated changes being made.
 Seconded by: Wilson
 Motion: Approved

Person in Charge policy

It is important for both the Library Board and Staff to have a Person in Charge policy in the event the Director is not available and decisions need to be made which affect the library. This policy lists by specific name the order in which the Person in Charge will be designated for each building and the system as a whole.

Palmquist moved: That the Person in Charge policy be approved as presented.
 Seconded by: Throckmorton
 Motion: Approved

Public computer use policies

Tabled for another meeting.

Strategic plan update

Tabled for another meeting.

DIRECTOR'S REPORT**Informational Legal Memo on executive sessions**

This memo was recently sent out by the State Library and it is good to review procedures in regard to executive sessions from time to time. It was noted that you cannot just begin a board meeting whenever an executive session ends, but each of these sessions must be started at an appointed time. The only minutes that are required to be kept on an executive session are the date, time, place, who was present, and the subject matter. During the regular meeting a statement needs to be made that no subject matter was discussed outside of what the executive session was supposed to be about.

Staff Institute Day October 13, 2014

Staff Institute Day was on Columbus Day. A copy of the agenda for the day was given to the Board. In the first half of the day we had two training sessions from Bill Anderson, our State Library coordinator, and fire extinguisher training. Lunch was provided by Friends of the Library. In the afternoon we had four technology training sessions, which were done by our staff members. These were followed by a session on "How to Serve Mentally Ill Patrons," which was presented by John Kirk, from Wellstone Regional Hospital. Pollard felt the day was well spent and that the committee did a good job of planning it.

Affordable Care Act services

Jennifer Rembold is our staff navigator. She has to get additional training each year. She is getting ready to take an Indiana navigator training session and she has finished the Certified Application Counselor training which is the Federal Navigator training. The open enrollment period runs from November 15 through February 15. Rembold has planned a number of workshops, walk-in assistance sessions, and will also be available for one-on-one sessions. This is a good service that we are able to provide the community.

Harlan Hubbard events

Pollard emailed information about Harlan Hubbard to the Board. He and his wife lived on a shanty boat on the Ohio River in a manner similar to Henry David Thoreau. The Southern Indiana Arts Council put on these events to coincide with the Steamboat Festival. The artist of our current display lives on the farm where the Hubbards used to live. He is doing a talk on the Hubbards this evening; tomorrow evening there will be a film and lecture on them. An opening reception for the exhibit was held last Wednesday and about twenty people attended. The Southern Indiana Arts Council likes the space we can provide and Pollard anticipates them using it more in the future.

Incident Report Summation

The Board stated their appreciation for the Incident Report Summation as they find the data it provides very worthwhile. It provides everyone with a controlled perspective and also shows we have acted in a reasonable manner to handle these situations.

OTHER BUSINESS; BOARD MEMBER COMMENTS**Smoking Policy**

Pollard stated she wants to review the smoking policy and would consider making the Library a smoke free campus. The Board stated they would be supportive of such a policy. Pollard will try to have a policy ready for the November meeting.

Staff Safety

Kendrick-Appiah stated concerns for the staff when they have to open the buildings in the mornings. The Board felt it would be reasonable to ask the Clarksville police to make a daily stop to check and make sure everything is ok at the Branch at 8:30 a.m. when opening takes place.

Student Library Cards

We are working on a way to get library cards to all Greater Clark County students. Last year, when the students started using Chrome books, Morgan met with Katie Hutchison about this. Students could download books that they are required to read from OverDrive, but they have to have a library card in order to do so. A lot of the students do not have library cards. At that time it was decided to wait until after our migration to a new system was complete, before pursuing this project. We decided to approach this in September after things had settled down from school starting up, but then Seabolt thought it would be a good idea to wait until we had Leap. Leap is a part of the Polaris system that allows you to register people and give them a library card even when offsite, such as at a school. However, Leap does not start until November.

We are now ready to get this project underway. We will start with two schools – River Valley Middle School and Jeffersonville High School. Morgan sent Hutchison the form which will be used to get students a library card. It is a state requirement that a parent has to sign the form and we must have the signed copy at the library. River Valley has about 890 kids and there are more at Jeffersonville High School. The students will return the forms; we will see who has a card and what fines are outstanding. By November we hope to have our first run of library cards going out and then expand it to other schools. Our goal for the year is to get a library card into as many students' hands as possible.

Homeless Committee Meeting

Morgan went to the Homeless Committee meeting for Pollard. At each meeting they focus on one aspect of the homeless issue and the day Morgan attended the focus was on day centers. The pros and cons of having a day center, jobs and wages, and a day center versus a shelter were discussed. Those using the day center would still have to go somewhere else in the evening. Some centers might be geared more for those who want to get jobs and get back into society. A local church has made a day center a high priority and they are looking for funding. The holdback is the Haven House, which needs work done to upgrade that facility. If improvements were made to the Haven House, it would be much easier for it and a day center to have a good working relationship with each other. A day center could have a laundry facility, an education center where you could learn how to do a resume and how to interview; it could have a fax machine and computers for training. It could also provide daycare for children, help from Workforce One, have counselors on site, and law students could do some mentoring or provide legal help.

Six public forums will be held in the near future. Three of them will take place at the Jeffersonville Library and three in New Albany. As a sub-committee of the Homeless Task Force, the group is in the process of developing a Strategic Plan

Carpet

Butler Flooring came to look at the carpets. They feel that a good cleaning will improve them a lot. The Board asked if we would get optimal results by replacing some of the squares and moving others around.

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

As there was no further business, the meeting adjourned at 5:42 p.m.