

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, NOVEMBER 18, 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: 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, Debbie Beckham, Nolan Brewer

Guests: None

Public Comments: None

CONSENT AGENDA

Approval of claims through October 31, 2014

These include:

Claim #	Amount	Claimant	Explanation
704	\$5,440.45	City Wide Maintenance	Cleaning & Supplies
718	\$10,000.00	OverDrive	eBooks
737	\$6,045.00	Gaylor	Reference Workstations

Wilson moved: That we approve claims #669 -740 from Chase Bank for a total of \$222,223.29
Seconded by: Kendrick-Appiah
Motion: Approved

Approval of October 21, 2014 Board of Trustees Minutes

Wilson moved: That the minutes of October 21, 2014 be approved as presented.
Seconded by: Kovert
Motion: Approved

STAFF ASSOCIATION REPORT

Brewer reported the Christmas party will be this Saturday from 6 – 8 p.m. at Wick’s Pizza.
Two staff members are still out; one may return this Friday.

FINANCIAL REPORT

No transfers are needed at this time.

As of October 31, we have spent 73.1% of our appropriations. Gillenwater stated this percentage includes the encumbrances, which were 2013 money. If the encumbrances were taken off, we have actually spent 69% of our 2014 appropriations.

Staff had to have final book and materials orders for the year in by November 15.

Donations / Receipts

Martha Voll Estate-deferred annuity fund	\$1,661.86	For Clarksville Branch
Martha Voll Estate-deferred annuity fund	\$2,447.01	For Clarksville Branch
Televend Services Inc.	\$47.85	Fax Commission
Duplicator Sales & Service	\$368.93	Copier Commission
ADOLPLI	\$45.00	Refreshments for ADOLPLI meeting

We also received statements from the Martha Voll Estate that reflect we will be getting two additional checks. They are in an SPS Advantage account and as of October 31, 2014 have a value of \$3,559.73 and \$4,769.52. There is one more account that we should receive funds from, but we do not have any specific information on it yet. The Financial Report reflects that account #127, the Martha Voll Fund has been set up and the checks received from the Martha Voll Estate are being deposited into that account and have been designated for use by the Clarksville Branch.

We have \$24,824.56 in the Community Foundation endowment fund. \$2893 is available for granting and Pollard will request that money. The managers would like to use it to get some iPads, which staff can take to events to create library cards and they can also be used in the stacks to assist patrons. The remainder may be used to get additional Zinio magazine subscriptions.

OLD BUSINESS

Glass in patron lounge

Hanson from MOAG Glass Company is sick, but he left a sample with Pollard for the board to see so they will have a better idea of what the new center panel will look like. The library’s name could be raised lettering, as in the sample, or etched, which would give the letters a white background. The Board liked the raised lettering and would like MOAG to proceed with the project using that style.

Smoking policy

Pollard took the library’s Standards for Public Behavior policy and changed the wording to state that the use of tobacco products is not allowed in library buildings or on library grounds. The Board was strongly in favor of making the library a smoke free campus. This change in policy is effective as soon as the new signage is posted.

Kovert moved: To approve the changes to the Standards for Public Behavior policy as presented making the library a smoke-free campus.

Seconded by: Throckmorton

Motion: Approved

Library staff needs to be more diligent about keeping the proper decorum and cut down on inappropriate language and noise.

Staffing in Youth Services and Reference Departments

Circulation staff occasionally help with staffing needs in other departments and may need to do so a little more in the near future due to the extended absence of a staff member who works in both Youth Services and Reference and the anticipated absence for a few weeks of another part-time staff in Reference. Also, a full-time employee in Youth Services will be out for a few weeks in January. Every effort is being made to avoid giving anyone extra hours.

(Palmquist arrived at 4:57).

NEW BUSINESS

Health Insurance Broker

A June 2014 article in the *News and Tribune* about our insurance broker and her contract with Clark County led us to think about our own insurance situation. We were given approval to look at other brokers. Pollard and Beckham recently talked to three different brokers. We found out that because of the size of our library staff (under 50), the commission the broker makes is the same. If we changed brokers, it would not be with the expectation of saving money, but rather to receive better services. The Board was given a report which summarized our Health Insurance Broker study. After some discussion, it was decided to address the issues we have with our current broker.

Bulletin Board Posting Policy

Pollard approves items that people want to post on our bulletin boards. Some items should not be posted, but we need a policy on which to base that decision. Pollard presented a Bulletin Board Policy. It was decided not to allow postings promoting any type of services. Signage will be posted near the bulletin boards that say anything posted has to be approved; approval will be designated by either the initials of the approver or a stamp stating "approved" for posting.

Kovert moved: That the Bulletin Board Posting policy be approved with changes being made in regards to services as noted.
Seconded by: Palmquist
Motion: Approved

CORRESPONDENCE; LIBRARY PUBLICITY

Pollard sent a link to the board for the article that was recently on the front page of the newspaper.

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

DIRECTOR'S REPORT

A total of three Community Forums on homelessness are being held at the library. The last one is tomorrow at 6 p.m., at which time the need for a day shelter will be discussed. Pollard attended the meeting last Wednesday which had about 25 in attendance from both the general public and the homeless community. City Councilman, Dennis Julius, was present. Fry presented goals and objectives, and participants had the opportunity to add comments and prioritize the goals and objectives. Pollard will be in Indianapolis tomorrow; therefore, Morgan will attend and give feedback. We hope positive changes will come about as a result of these forums. A lot of dissatisfaction about a local homeless shelter and how it operates has been expressed. Pollard shared a report from Fry on poverty research.

City-Wide cleaned the carpet on the main floor recently. We did not ever receive a quote from Butler Flooring.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, December 16, 2014 at 4:30 p.m. Pollard will leave for Europe on December 17th. Morgan will be the primary person in charge during her absence.

As there was no further business, the meeting adjourned at 5:34 p.m.