

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, JANUARY 20, 2015  
4:30 P.M. - BOARD ROOM  
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

**CALL TO ORDER OF BOARD OF FINANCE**

The meeting of the Board of Finance was called to order at 4:40 p.m.

Presiding Officer: Margaret Shea, President  
Board Members Present: Steven Palmquist, Vice-President; Hilda Kendrick-Appiah, Secretary; Ted Throckmorton; Richard Klemens  
Board Members Absent: Lynn Wilson, Treasurer; Hal Kovert  
Staff Members present: Libby Pollard, Barbara Gillenwater, Debbie Beckham, Allison Fredrickson

**Election of Board of Finance Officers**

President Shea entertained a motion for the election of officers of The Board of Finance of the Jeffersonville Township Public Library. According to IC 5-13-7-6, the Board of Finance must elect a president and secretary.

Throckmorton moved: That the individuals serving as president and secretary for the Board of Trustees serve in the same capacity for the Board of Finance

Seconded by: Palmquist

Motion: Approved

**Review of Account Balances and Investments**

Board members were given a Report of Investments for the Year 2014. The Report of Investments gives the name of the various financial institutions with whom we have accounts, the type of account we have, and the amount invested in the account. The total of our account funds is \$1,590,273.22. Gillenwater explained that payments made by credit card are deposited directly into the merchant account. It does not draw any interest. We added several new banks a few years ago to diversify where our funds are kept. All accounts are fully insured.

**Review of Investment Policy**

Many Indiana public libraries have a written investment policy. Pollard reviewed an investment policy with the Board of Finance and presented it for approval.

(Klemens arrived at 4:47)

Palmquist moved: That we adopt the Investment Policy as presented

Seconded by: Throckmorton

Motion: Approved

**Outstanding Checks**

One of the end-of-the-year duties is to clear outstanding checks of two or more years. Gillenwater presented a list of seven outstanding checks totaling \$499.87. These will be returned to the funds from which they were originally drawn and the list will be filed with the Board of Finance and the dispersing officer.

**CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS**

The regular monthly meeting of the Board of Trustees was called to order at 4:52 p.m.

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

**STAFF ASSOCIATION REPORT**

- The Youth Services department is temporarily short-staffed as one full-time staff member had surgery and the other full-time staff member is taking care of her husband after his surgery. Another part-time staff member is back after being off for an extended amount of time.
- Blanche Hester is the new page at the Clarksville Branch.
- The Staff Association is starting to collect annual dues. They plan to have a meeting of the officers next week.

**CONSENT AGENDA**

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

Kendrick-Appiah moved: That we approve claims #808 - 879 from Chase Bank for a total of \$457,214.17  
 Seconded by: Klemens

These include:

<b>Claim #</b>	<b>Amount</b>	<b>Claimant</b>	<b>Explanation</b>
874	\$10,000.00	Jeffersonville Twp. Public Library	Transfer to LIRF
822	\$272,634.00	Huntington National Bank	Bond & Interest Payment
834	\$15,062.00	Westfield Insurance	Commercial Package Policy (semi-annual payment)
860	\$2,540.72	Schindler Elevator Corp.	Elevator Maintenance (semi-annual payment)

Motion: Approved

**Approval of December 16, 2014 Board of Trustees Minutes**

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

**FINANCIAL REPORT**

- As was noted earlier, each year we do a transfer from Operating Fund to LIRF (Library Improvement Reserve Fund) in the amount of \$10,000. The total in the LIRF account is \$63,861.03.
- We spent 85.9% of our budget, which is higher than usual due to the 2013 encumbrances and the upgrade to Polaris. Our goal was to spend only 75% of our budget. We need to spend less this year.
- No encumbrances were necessary for 2014.

**Transfers**

<b>Amount</b>	<b>From</b>	<b>To</b>
\$4,000.00	431.81 eBook Services	431.8 Database Licensing
\$7,000.00	432.6 Internet Access	435.2 Utilities, Electricity *
\$600.00	432.6 Internet Access	439.1 Dues**

<u>\$600.00</u>	447.4	Music CDs	447.2	DVD & Video
<b>\$12,200.00</b>	<b>Total Transfers</b>			

\*Electricity usage has increased.

\*\*The increase in dues is primarily a result of our support of Indiana Library Federation (ILF); their dues are based on a percentage of the library's budget. Overall Pollard and the Board felt it is important to support ILF as their lobbying efforts keeps library issues in the forefront.

Kendrick-Appiah moved: That the transfers be approved as presented; it was also noted that there are no encumbrances for 2014.

Seconded by: Klemens

Motion: Approved

**Donations / Receipts**

CAGIT	\$49,804.66	January 2015 Distribution*
Indiana State Library	\$4,277.00	eRate reimbursement (State Technology Grant Fund)
Friends of the Library	\$1000.00	Reimbursement for Starlight Foundation Grant
Duplicator Sales & Service	\$322.98	Copier Commission
Ohio Farmers Ins. Co. (Westfield Insurance)	\$8.64	Automobile Endorsement Correction Refund
Ohio Farmers Ins. Co. (Westfield Insurance)	\$14.04	Automobile Endorsement Correction Refund
Mary & Thomas McBride	\$25.00	Ruth's Readers program

\*CAGIT has dropped over \$2000 a month, for an annual drop of \$24,773.19.

We need to carry over to the new year the temporary loan from the Endowment fund to the LSTA (Library Services and Technology Act) Digitization Grant fund. This is a reimbursable grant. We had to do a temporary loan to put aside funds for this grant then we will get reimbursed from the Indiana State Library for that amount. The grant runs through April. The amount of the temporary loan is \$4899.

Palmquist moved: That we approve the carryover of the temporary loan from the Endowment fund to the LSTA Digitization Grant fund in the amount of \$4899.

Seconded by: Klemens

Motion: Approved

**NEW BUSINESS**

There was no new business.

**OLD BUSINESS**

**MOAG Glass Update**

MOAG Glass sent someone to look at the installation site. Their installer was not familiar with the stop, the piece that holds the glass in. Therefore, MOAG will bring in another company for assistance. They were checking with Stanley Schultze & Co., a glass company in Louisville. The project is in process, but delayed. Due to our contract, no additional money will be charged.

**CORRESPONDENCE; LIBRARY PUBLICITY**

We received a very nice letter from Debbie Grimes, a retired Greater Clark special education teacher. The letter compliments Laura Bjornson and the fantastic job she does with the story time for infants up to age three. An excerpt from Ms. Grimes note states, "Ms. Laura engages the little ones in many activities to encourage language development. She is simply wonderful! I have been to other library story times in Evansville, and none are anywhere near as interesting or educational as Ms. Laura's." Bjornson has been off

work since the receipt of the letter, but upon her return Pollard will congratulate Bjornson on the positive review and express her personal gratitude for all that she puts into her programs.

### **Publicity**

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

## **DIRECTOR'S REPORT**

### **eNewsletter**

A copy of the January mid-month eNewsletter was given to the Board members. It highlights the accomplishments for 2014 and plans for 2015. Some of our accomplishments include Polaris, Freegal, Zinio, the addition of eight computers to the reference area, and the renewed contract for the AWE (Advanced Workstations in Education) Early Literacy computers in Youth Services and the Branch.

Plans for 2015 include an upgrade to the website, a Community Profiles module, writing of a grant to the Indiana State Library for an iPad lab to be used at both buildings as well as being used for programs and community events. Programs are being planned on Financial Literacy, Heart Health screening, Author Fair, Family Fun Day, as well as ongoing and new Computer classes.

We will be submitting a grant to ALA for Financial Literacy programming. Pollard stated that some relatively small libraries have received sizable grants.

### **Service Above Self Volunteer Celebration**

Jack Strange, Friends of the Library President, will be honored next week at the Rotary Club 2015 Service Above Self Gold Leaf Volunteer Celebration.

### **Computer Public Use Policy**

A committee consisting of four members and chaired by Kelien has been formed to review our current public computer use policy and procedures. Pollard initiated unlimited extensions if no one is waiting for a computer, but currently staff intervention is required to grant those extensions. Some problems could be resolved if the software could automatically grant extensions. The committee is to present their recommendations in a month.

### **Website Committee**

A committee has been formed to review our website and to come up with a new design.

### **Meeting with Insurance Agent**

Pollard met with Diane Swank on December 10 regarding our concerns. The feedback given was well received and Pollard is confident our needs will be addressed. Pollard, Beckham, and Swank are meeting next week to go over new insurance quotes. We should have information to present at the February Board meeting.

### **Public Arts Project**

Pollard met with Dawn Spyker, the Jeffersonville Public Arts Administrator. We will be partnering with the Public Arts Commission as a site for public art and programming. Starting this Friday we will have the steamboat stacks that were made during the Jeffersonville Steamboat Days Festival. Spyker publicized this on Facebook and we hope people will come see this display.

### **Patio Furniture Donation**

We have received a donation from Humana of four patio tables and sixteen chairs. They will be a nice addition to our terrace.

### **Security hours**

From October through December 2014, 80% of the scheduled security hours were worked. It would have been even higher, but one person only worked 56% of his scheduled time, bringing the overall percentage down.

Pollard spoke with Goldberg prior to the Board Meeting. Since the implementation of our “No smoking on library property” policy, smokers are going to the Post Office, the street, and the sidewalk; they have been seen smoking on library property after hours.

### **Incident Reports**

Shea thanked us for doing the incident reports; she felt they are valuable and help protect us. They also justify our need for security officers; Shea feels they help deter problems from happening. Concerns about various incidents were discussed.

### **Programs**

The Board discussed the need for groups doing programming to abide by the library’s terms. Kendrick-Appiah suggested forming a policy that would require any group that does not abide by the terms for using our facilities to pay for any expenses incurred due to their disregard of the rules. Failure to abide by these terms could result in not being able to have programs at the library in the future.

### **Board Member honored**

On February 13<sup>th</sup>, Kendrick-Appiah will be going to Washington D.C. for a Gala event sponsored by the NEA. Pollard and the Board offered her their congratulations for this well-deserved honor.

### **OTHER BUSINESS; BOARD MEMBER COMMENTS**

The next meeting of the Board of Trustees will be on Tuesday, February 17, 2015 at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:45 p.m.