

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, MARCH 17, 2015
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 4:31 p.m.

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

CONSENT AGENDA

Approval of claims through February 28, 2015

These include:

Claim #	Amount	Claimant	Explanation
101	\$3,700.00	Evanced Solutions	Events & Room Reservation Software
115	\$1,582.26	OverDrive	eBooks
120	\$1,696.40	Standard & Poors	Investors Package for Libraries

Wilson moved: That we approve claims #67 – 133 from Chase Bank for a total of \$168,212.02.
 Seconded by: Kendrick-Appiah
 Motion: Approved

Approval of February 24, 2015 Board of Trustees Minutes

Palmquist moved: That the minutes of February 24, 2015 be approved as presented.
 Seconded by: Wilson
 Motion: Approved

FINANCIAL REPORT

Pollard stated account #446.2 - Serials and Continuations (Capital Outlays) was reduced when the budget was done, and we have spent half of it. This should not be a problem as Pollard plans to talk to book selectors about cancelling some of the continuations.

Donations / Receipts

Staff Association	\$22.50	Reimbursement - 1/2 cost of Sam's Business card
Libby Pollard	\$50.00	Donation for Staff Day door prizes
Duplicator Sales	\$329.94	Copier commission
CAGIT	\$49,804.66	March 2015 Distribution
Elizabeth Shockey	\$50.00	Donation for Ruth's Readers
John Donaldson (Arizona)	\$20.00	Donation for Indiana Room research

STAFF ASSOCIATION REPORT

- Staff Day is on Thursday.

- We are getting ready for summer reading.
- Laura Bjornson has been reappointed to the Community Foundation Grant Committee.
- Lori Morgan is on the Young Hoosier Book Award Overall Committee as well as the Transition to Kindergarten Committee for the school system.

NEW BUSINESS

Read Away Your Fines Policy

Pollard proposed the adoption of a “Read Away Your Fines” policy. Similar policies have been discussed at professional meetings and conferences and have been implemented at other libraries. The purpose of the policy is to allow children to pay library fines by reading so they can continue to check out materials from the library. This policy would apply to patrons 17 years or younger. A copy of the policy was given to the Board.

Young patrons would come to the library, select something to read or listen to (audio books or Playaways) for a minimum of 15 minutes. Fines are reduced by \$1 for every 15 minutes spent reading and a patron can reduce their fines up to \$5 per day. An adult can also read to a young patron to reduce the fines of the child. Fines can only be reduced on the card of the child doing the reading or being read to. Staff would use “Reading Bucks” to track the time a child spends reading. The reading buck must be submitted on the same day it is earned. One may not accumulate or use “Reading Bucks” on fines which have not yet occurred. Children can also get a \$1 Reading Buck by attending a library program.

Though some loss of revenue may occur, we would rather have these young patrons here to use the library. This policy would apply to late fees on books and DVDs, but it will not apply to fees for lost or damaged materials. If passed, our plan is to implement this policy on a trial period beginning May 1, 2015.

Shea suggested making a more concise handout to notify the public of this policy.

Palmquist moved: That the Read Away Your Fines policy be adopted as presented.
 Seconded by: Throckmorton
 Motion: Approved

Youth Services Grant

Morgan and Bjornson were notified at 2:30 this afternoon that they were approved for an LSTA Grant for \$5000 for a Play Area in Youth Services. They had been thinking about developing a play area for quite some time as they have observed that kids do not know how to imagine any more. A few items were put in the budget to start working towards that. When they saw this grant, they knew they had to apply for it. They wrote the grant to get a rug, train, train table, Lego table, small puppet booth, dress-up station, baby cubes, and shelving for displays. They want this area to be for boys and girls to encourage them to play and imagine. A number of items will be moved around in Youth Services to make room for this creative play area. The Grant has to be in on April 15. We need a resolution to accept the Grant and have it signed by a Board Member.

The Resolution reads: “Approval of the contract by Jeffersonville Township Public Library, and that Margaret Shea and Libby Pollard, Director are hereby authorized to execute the contract for and on behalf of the Jeffersonville Township Public Library.”

Klemens moved: That the resolution to accept the grant be approved.
 Seconded by: Palmquist
 Motion: Approved

(Palmquist left at 5:10 p.m.)

Shea notified the Board that Wilson had an electrical fire at her home last week, which resulted in structural damage to one section of her house and smoke and water damage throughout the house. Wilson has met with the adjuster and the business that will be doing the restoration. She will be out of the house for four months and will be staying with her mother during that time. The Board is thankful Wilson and her family members are safe.

CORRESPONDENCE; LIBRARY PUBLICITY

Publicity

- The publicity folder with newspaper articles about the library was passed around for board members to view.
- We received a thank you from ILF for our membership.

OLD BUSINESS

eRate Filing for Telephone Service and Managed Wi-Fi

Getting eRate funding requires a lot of paperwork. Gillenwater reported that Form 470 to request bids for telephone service was filed on time. AdTec did the paperwork for the managed Wi-Fi. We have to wait 28 days to get in proposals before we can sign a contract. The 28 days will be up on Wednesday for AdTec and on Thursday for the telephones. We have received three proposals from three companies for telephone service. After we sign a contract on Thursday or later, we can file Form 471 which tells the government agency, Universal Service Administrative Company (USAC), what our contract is and how much it is. The deadline for USAC Form 471 has been extended 3 weeks to April 16. We can only get eRate for phone systems for three more years as it is being phased out. This year we can get reimbursed 60%; next year it will be 40%, and the following year 20%. We should continue to get reimbursed 80% for the managed Wi-Fi. Pollard will sign the two contracts and then we will get the other application forms sent in.

Dome Leak

The dome at the Branch continues to leak. Kovert was not able to find anyone to repair it. Other options need to be discussed. It was the consensus of the Board that repairing it does not seem to work and it may be time to remove it. We need to seek architectural or engineering advice on how to go about having the dome removed. Pollard will prepare an RFP and get names of architectural and engineering firms from Kovert.

Replacement for Hilda Kendrick–Appiah

We would like to continue to have diversity on the Library Board of Trustees. Throckmorton spoke with Senator Ron Grooms, about changing the statute that requires a Board member to go off the Board after filling four terms of four years each. The requirement that Board members must live in this township makes it more challenging to find someone to serve on the Board. The Board will continue to think of names of potential Board members.

DIRECTOR'S REPORT

- Pollard gave the Board members a new brochure created by staff. It is a summary of policies and services and has an attractive layout.
- Pollard also showed the Board a poster with information about all of our Money Smart Week activities.
- We will be closed this Thursday for Staff Institute Day which will be from 8:30 a.m. to 4:45 p.m.
- We will close on April 18 at 1 p.m. due to Thunder over Louisville.
- We need an executive session next month on April 21. Pollard would like to have the Executive Session from 4:30 – 5:00 p.m. and have the regular Board Meeting at 5 p.m.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Snow Removal

Throckmorton asked about our snow removal procedures as two people complained to him about the condition of the library parking lot after some of our recent snows. Our budget for snow removal is \$5000. J & J comes automatically if we have 2” of snow or more. We could lower the threshold to have snow removed at 1” or use our own judgment when they need to be called in. It is normal for custodians to shovel sidewalks. Conn was on vacation during the first big snow. He used the snow blower on another occasion. It was asked if J & J could pre-treat; one company Shea has dealt with uses a substance that does not destroy plants. We had a difficult time finding someone to clear the parking lots and struggled to get quotes. The Board suggested we get a quote from J & J to do the sidewalks.

The next meeting of the Board of Trustees will be on Tuesday, April 21, 2015

Executive Session - 4:30 p.m.

Board Meeting - 5:00 p.m.

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