

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, APRIL 21, 2015
5:00 P.M. - BOARD ROOM
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

The Jeffersonville Township Public Library Board of Trustees met in executive session at 4:30 p.m. to discuss a job performance evaluation of an individual employee as authorized under I.C. 5-14-1.5-6.1(b)(9).

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

The meeting was called to order at 5: 03 p.m.

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

CONSENT AGENDA

Approval of claims through March 31, 2015

These include:

Claim #	Amount	Claimant	Explanation
166	\$3,922.71	Overdrive, Inc.	Electronic Books
179	\$12,681.40	Baker & Taylor	Book Leases
184	\$5,261.69	City Wide Maintenance	Cleaning & Supplies
193	\$4,827.00	Junior Library Guild	Youth Books

Wilson moved: That we approve claims #134 - 197 from Chase Bank for a total of \$183,139.54
 Seconded by: Kendrick-Appiah
 Motion: Approved

Approval of March 17, 2015 Board of Trustees Minutes

Wilson moved: That the minutes of March 17, 2015 be approved as presented.
 Seconded by: Kendrick-Appiah
 Motion: Approved

FINANCIAL REPORT

We have now completed the first quarter and have spent 18% of the budget; we are on track.

Donations / Receipts

CAGIT	\$49,804.66	March 2015 Distribution
City Wide Maintenance	\$167.27	Refund Sales Tax
Duplicator Sales & Service	\$334.04	Copier Commission
Ameriprise Financial	\$53.92	Martha Voll Fund
Ameriprise Financial	\$3,438.08	Martha Voll Fund
Ameriprise Financial	\$3.30	Martha Voll Fund
Tri Kappa	\$100.00	Summer Reading

Friends of the Library	\$3,000.00	Summer Reading Club – Youth Services
Wheelmen	\$200.00	Branch Gift fund

Account #127 was set up for the funds received from the Martha Voll Estate. Thus far we have received a total of \$7,687; we anticipate receiving approximately \$8000 more.

CORRESPONDENCE; LIBRARY PUBLICITY

Publicity

- The publicity folder with newspaper articles about the library was passed around for board members to view.
- Harriet Goldberg wrote a grant for an author to come speak; we received a letter about our paying her travel expenses.

STAFF ASSOCIATION REPORT

- Last week was National Library Week; we had a staff pitch-in luncheon today.
- Everyone is busy with summer reading.
- Youth Services received the approval to spend the money from the grant they received; they are ready to start placing the orders.
- Youth Services is fully staffed.

OLD BUSINESS

Tax Advance

Pollard sent the letter to the auditor’s office requesting any advance tax revenue they receive. Gillenwater spoke to Treasurer Dave Reinhardt. He stated that by the end of February we would only receive \$24,000 and by the end of March we would only receive \$30,000. Reinhardt stated that since he has been treasurer, no one has ever been given the tax revenue in advance and he did not feel it was worth giving the advance because of the small amount of money involved. Palmquist stated that amount could be helpful for cash flow. Pollard thinks we will be okay without it and we can always borrow from the Endowment Fund or Rainy Day Fund as a temporary loan. The Board concluded we can wait a little longer, but felt we should look into it again around the end of April or beginning of May.

Board Appointments

Kendrick-Appiah suggested the name of Jaylen Kavenaugh as a County Commissioners board appointment to replace Kendrick-Appiah. Pollard called him but he has not returned her call. Klemens suggested Kofi Darku; he is trying to reach him by phone. Shea knows of someone who is interested in being on the Board but she is not available for Board meetings in the near future. Pollard sent the request to the Clark County Council for the reappointment of Kovert but she has not heard back from them. Throckmorton is talking to Senator Ron Grooms about changing the amount of time a Board member who has served the maximum number of terms would have to be out of office before they could be reappointed. Throckmorton has suggested changing it from four years to two years.

Telephone Service

Gillenwater has been in contact with three companies that sent proposals for telephone service. The Universal Service Administrative Company, who administers the Universal Service Fund and e-rate, requires us to do an evaluation before selecting our service provider. AT&T had the lowest price and no set-up fee would be charged because we are already using them, making AT&T our best choice. Pollard signed the contract. Gillenwater completed Form 471 and sent it in before the deadline. The new contract does not start until July 1. No Board action was required as Pollard is authorized to do contracts.

NEW BUSINESS

Approve Job Descriptions

Changes have been made to three job descriptions and were presented to the Board for approval. The job descriptions are for the Computer Training Specialist, the Genealogy and Local History Librarian, and the Circulation and Outreach Services Librarian. Salary adjustments will also accompany two of the job description changes.

Palmquist moved: That the three job descriptions and accompanying salary changes be approved as presented.

Seconded by: Kendrick - Appiah

Motion: Approved

Branch Work

Pollard has contacted Kovert regarding the leaking Branch dome but she has not heard back from him. She will continue trying to get in touch with him.

The steps and sidewalk on the Triangle Drive side need replaced. We have received one quote for \$20,000. Conn is making calls to get more quotes.

Pollard met with Seabolt and Walnut Ridge about landscaping work which needs to be done at the Branch. Bare ground areas need groundcover plants, overgrown Junipers need to be removed. Some of these areas would be replaced with Boxwoods and other shaded areas would have gravel. They would refresh the gravel in the beds, and trim the Euonymus plants that are already there. Walnut Ridge will give us an itemized quote so that if necessary we can have the work done in phases. Currently, when we get heavy rain, soil is washing into the parking lot on the Triangle Drive side. Shea stated a fungus is attacking Boxwoods and we need to find out if they are treated or will need to be.

Sorority Request

Pollard asked the Board about a request from a IUS sorority to set up a table here at the library to do a book drive. They want to collect books and give them to a school in Clark County. The Board asked if this would be a problem for the Friends of the Library since they collect books to sell. The Board has no objections if the Friends do not object. Pollard will check with the Friends of the Library.

DIRECTOR'S REPORT

Thunder over Louisville

The Library closed at 1 p.m. on April 18 due to Thunder. There were no issues. The back parking lot was not trashed up as much as normal.

Friends of the Library Annual Meeting

The Friends annual meeting took place last Tuesday. It was promoted as "An Evening with Friends." It was more like a reception with hors d'oeuvres, a silent auction, live music, and the selling of raffle tickets. It was one of their better annual meetings and was very successful.

National Library Week Author Fair

We had 20 authors at the Author Fair and approximately 80 people came to it.

Photo Biennial

We have been asked to participate in a photographic exhibit with approximately 50 galleries involved, both in Louisville and southern Indiana. We will host one here, with exhibits being mounted in the

administration hall and the north meeting room. The opening reception is Saturday, September 26 after hours. Pollard and Morgan will stay to host it. It should be a nice exhibit with professional photographs.

OTHER BUSINESS; BOARD MEMBER COMMENTS

- Pollard gave the 1st quarter Incident Report Summation to the Board.
- Throckmorton asked when the fountain will be opened.
- Kendrick-Appiah stated she sees people smoking on library property after hours.

The next meeting of the Board of Trustees will be on Tuesday, May 19, 2015 at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:40 p.m.