

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, MAY 19, 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 4:32 p.m.

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

OLD BUSINESS

Concrete work at Branch

Pollard reported, as mentioned at a previous Board Meeting, the steps and concrete on the Triangle Drive side at the Branch have deteriorated and are in need of work. We received one quote of approximately \$25,000. We got another quote that was substantially lower from Steve Kirchgessner, who has been recommended by Westfield Insurance agent, Kevin Waiz, Debbie Beckham, and a patron at the Branch from Koetter Construction.

Conn explained the scope of the work which primarily involves removing the old steps and sidewalk and replacing it with reinforced concrete (without the toe molding). Kirchgessner estimated it would take two days to remove the old concrete and three days to pour and finish the new concrete. A sealer needs to be applied to prevent future salt damage. The quote from Kirch-Krete Concrete is \$8,990.00.

Shea asked what type of finish the concrete would have. Kovert suggested a broom finish, which would help prevent it from being slippery. Conn will speak to Kirchgessner about the finish. Shea also asked if this is a firm price or if it would be more or less depending on amount of labor and materials. Conn stated the only change Kirchgessner indicated was he would charge less if he used less concrete. Kovert stated there is always a potential for unknowns. Conn stated we are assuming the two light poles in the middle of the sidewalk will have a footing under them, but we will not know until the old concrete is removed. Kirchgessner stated it will be better to reinstall the existing handrail by drilling rather than pouring it in.

Throckmorton moved: That we accept the bid of \$8,990.00 from Kirch-Krete Concrete to do the work at the Branch as described.
Seconded by: Palmquist
Motion: Approved

(Conn left at 4:40 p.m.).

NEW BUSINESS

Collection Development Policy

The Board was given a draft copy of the Collection Development Policy. The need for a Collection Development Policy started a few years ago with a patron complaint about a DVD. It is our duty to be inclusionary. It is not our place to censor or act in loco parentis. Scott chaired the committee; other committee members were Jennifer Harl, Kimberly Jackson, Lori Morgan, and Jennifer Rembold. Pamela Seabolt and Allison Fredrickson also gave assistance.

The committee wanted a comprehensive policy which will provide more detail and better guidance for the selection of materials, offer a clear understanding to the public of how materials are selected for purchase, and also outline methods for withdrawing materials. Scott stated the policy needs to support our mission and our strategic plan. The goals of the policy were set based on those documents. The goals are to stay relevant, to purchase materials our patrons want, to stay on trend, follow emerging materials and format, and to budget properly. The previous policy did not address formats, interlibrary loan, and duplication of materials. A collection development plan for the Indiana Room was also added. The draft policy has a number of appendices.

This document also addresses conducting an inventory. We would inventory one section per year, over five years, and then start over, so each section is inventoried every five years. We will now be able to use a tablet with a scanner, so doing inventory should be much easier than it used to be.

The guidelines for weeding in this policy are the most extensive we have had. Weeding is necessary because old books are a turnoff for patrons and we need to do away with irrelevant materials. We have not done a thorough, systematic weeding since Pollard's tenure as Director.

A lot of work has gone into the development of this policy. Due to the length of the policy, the Board will look it over more carefully, and vote on it at the next Board meeting. Questions can be emailed to Pollard.

(Scott left at 5:00).

CONSENT AGENDA

Approval of claims through April 30, 2015

These include:

Claim #	Amount	Claimant	Explanation
233	\$5,930.00	Ebsco	Library Aware & Novelist Databases
242	\$7,800.00	Library Ideas	Freegal Music & Streaming Annual Subscription

Wilson moved: That we approve claims #198 - 272 from Chase Bank for a total of \$231,017.67

Seconded by: Palmquist

Motion: Approved

Approval of April 21, 2015 Board of Trustees Minutes

Palmquist moved: That the minutes of April 21, 2015 be approved as presented.
Seconded by: Wilson
Motion: Approved

FINANCIAL REPORT

We are now one-third through the year and have spent 26.3% of the budget.

We are working on the materials budget and will continue to do so over the next few months. We are cancelling some titles under a category of materials under Capital Outlays, listed as Books, Serials, and Continuations 446.2. We have spent 69.5% of the Continuations budget. A Continuation is a standing order to get a particular item on a regular basis. Some things that have been ordered from the Continuations budget in the past are no longer needed or are not needed as frequently, and many are now available on the internet. Items previously ordered from this budget can still be ordered, but they will come from a different category.

Most of the Paint and Painting Supplies budget has been spent; Conn painted the handrails by the steps.

Gillenwater stated the Polaris invoice for \$22,540.50 for maintenance agreement from May 1, 2015 to April 30, 2016 came in after the April claims were closed, but we need to go ahead and pay it. It will be listed as a May payment on the May check register.

Wilson moved: That the Polaris maintenance agreement invoice for \$22,540.50 be paid.
Seconded by: Throckmorton
Motion: Approved

Donations / Receipts

Treasurer Clark County Distribution	\$18,287.00	CVET Spring 2015
Treasurer Clark County Distribution	\$49,804.66	CAGIT April 2015
Televend Services, Inc.	\$85.16	Fax Commission
Duplicator Sales & Service	\$388.67	Copier Commission
New Albany–Floyd County Public Library	\$123.19	Reimbursement – ADOLPLI
Elizabeth Shockey	\$100.00	Jeff Study Donation
Staff Member - Andrea Amy	\$20.10	T-shirt Reimbursement

The Board would like to consider the library supplying the summer reading t-shirts next year. We will look at it next spring and see if we feel the budget can support it. If we do, we will set guidelines to be followed.

The Community Foundation account has \$22,765.40.

Pollard spoke with our insurance agent about insuring the Barney Bright Sculpture. It has been insured for \$50,000 for an annual premium of \$36.

CORRESPONDENCE; LIBRARY PUBLICITY

Publicity

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

STAFF ASSOCIATION REPORT

- Morgan has been talking about the Read Away Your Fines program at the schools she has visited.
 - A lot of grandparents were interested in it.
 - Eleven people have used the program since it started on May 1-- nine at the main and two at the branch.
 - On average, patrons are reading about 45 minutes.
- Morgan has been to Maple and Spring Hill schools; she will be going to the closing of Head Start on Thursday.
- Morgan was at the Art and Antique Jubilee (Howard Steamboat Museum).
- Seabolt will be at the Chalk Walk Festival in Clarksville on May 30.
- We will be at the JEFF Fest on June 6.
- The stacks have been moved around in Youth Services to make room for the new play area.
 - The play equipment has been coming in; some of it was assembled yesterday.
 - It will all be brought out at once, to establish the play area.
- Everyone is getting ready for summer reading. Some schools get out May 28 or 29; others get out June 10.
- Morgan explained the clip art for summer reading comes in a packet purchased by the state; we have the right to use it without infringing on any copyright laws.

OLD BUSINESS, continued

Board Appointments Update

- Kovert is up for reappointment by the County Council, with his term ending on June 30.
- Kendrick-Appiah's term also ends on June 30; due to term limits she is not eligible for reappointment. Throckmorton has been in conversation with Ron Grooms about this matter. (Kendrick-Appiah arrived at 5:17).
- Klemens put forth the name of Kofi Darku. He is very interested in education and children reading and is willing to serve on the Board. Pollard wrote to the County Commissioners to recommend the appointment of Darku and sent it by certified mail. They have a meeting this week; we are hopeful they will act on it this month.
- Kovert and Kendrick-Appiah can continue to serve until their replacement is appointed.

Walnut Ridge landscaping quote for branch

The original quote from Walnut Ridge for landscaping at the Branch was \$20,836.11. Pollard then asked Steve McCreight to break the quote down by project.

- 1) The grass has died under the trees, so when it rains, a lot of soil is being washed into the parking lot. A Bobcat loader was used to take soil out of the parking lot. The first page of the quote is the installation of ground cover. The plants, gravel, and over \$5000 of labor

bring the total quote for this job to \$9,317.19. Pollard feels stopping the erosion is a top priority.

- 2) Groundcover materials and labor for a smaller area is quoted at \$1,693.72.
- 3) Removal of yews and juniper and replacing those with boxwood is quoted at \$3,238.62. (The fungus to boxwoods is not widespread and McCreight does not anticipate any problem with it).
- 4) The quote for river gravel and stepping stones for the bare spots is \$2,778.85.
- 5) Cleanup, trim, and additional mulch is quoted at \$2915.

A few changes were made to the original quote leaving the total for the five jobs at \$19,943.38. Pollard recommends doing project one now and possibly doing some additional projects later in the year.

Palmquist moved: That we accept the bid for project one as described at a cost of \$9,317.19.
Seconded by: Kovert
Motion: Approved

Tax Advance Request

Pollard sent the Board emails regarding a tax advance request. We have been told by the county auditor that we can submit another request, with the amount that we want. We should get our regular distribution by mid-June. We have followed the guidelines. Pollard received an email last night from auditor Snelling stating they received the letter dated February 26. According to the statutes, if you do not receive the distribution within 30 days, you can add interest. The Board feels the best plan of action is to let the Auditor and Treasurers office know we will not pursue it this year, but that we will plan to do so next year. Any future letters will be sent by certified mail to the treasurer and auditor. We will also add an enclosure to the letter with the guidelines stated, highlighting the statement about interest. Palmquist also recommended that we send a copy to the county attorney. Kendrick-Appiah suggested including emails to the attorney that shows what you have gone through previously. Pollard polled the ADOLPLI directors. The current Charlestown director has not made the request, but the previous one had. Evidently it is not as common for people to ask for a tax advance as it used to be, but it is something we are entitled to do.

NEW BUSINESS, continued

Fence for Branch Dumpster

The dumpster at the Branch floated to the grassy area next to Pep Boy's parking lot during some of our recent heavy rains. A Bobcat loader was used to move it back to the parking lot. The dumpster at the Main has a fence around it. Pollard will get a quote for a fence with a gate to go around the dumpster at the Branch.

Bicycle Rack

Shane Corbin, Department of Planning and Zoning Director, contacted Pollard about installing a bee shaped bicycle rack at the corner of Court and Locust in the large concrete area. This will take place soon.

Request to Open South Bathrooms

A patron left notes at the circulation desk requesting us to open the south bathrooms. Pollard has talked to Morgan and Kelien about the pros and cons of opening them. They were originally

closed due to ongoing vandalism and theft. The Board felt those problems would continue and agreed by consensus to keep the south bathrooms closed.

Mobile Print Service

People want to be able to print from their devices. A mobile print service is available which allows one to print from their device to a designated print station at a remote location. You would print from an app; when you go to the designated print station and put in the code, the print job would be released. It will not be printed until you pay for it. We would use the printer in the reference area at the main library. The cost to the library for one year is \$725 per subscription per building plus another estimated \$450 for professional services for a total of \$1900. If we used the mobile print service for one year we could then reevaluate and see if we want to continue to use it. We would have to market the new service to get the word out. We could probably have this service available to patrons by the end of June. Currently Duplicator Sales and Service provides all the supplies and gets the sales revenue from printing done by patrons, but they give us some commission. With this mobile print service we could see some increase in our commission.

Klemens moved: That we use the mobile print service for one year as stated, and then reevaluate.

Seconded by: Wilson

Motion: Approved

Long-Term Care insurance offer to staff

The library would like to make long-term care insurance available to our staff. The library would not contribute to it, but we would offer payroll deduction for it. The insurance company needs to know if the Board wants to allow an employee to list a same sex partner as a beneficiary. The Board had no objections.

DIRECTOR'S REPORT

The Director's report was mailed in the Board packets. No additional news was added.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, June 16, 2015 at 4:30 p.m. Shea will not be here for the June 16 meeting; Palmquist is available to preside.

As there was no further business, the meeting adjourned at 5:57 p.m.