

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, NOVEMBER 17, 2015  
4:30 P.M. - BOARD ROOM  
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

Linda Baker was sworn in as a new Board member prior to today's Board meeting. Baker was appointed by the Clark County Council to complete Ted Throckmorton's term. Her term will expire June 30, 2016.

**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; Richard Klemens, Secretary; Linda Baker
Board Members Absent:	Lynn Wilson, Treasurer; Hal Kovert; Kofi Darku
Staff Members present:	Libby Pollard, Barbara Gillenwater, Debbie Beckham, Lori Morgan, Keith Conn
Guests:	Diane Swank - Insuramax; Chris Gunther and Dave Hellman - Alpha Mechanical
Public Comments:	None

**DIRECTOR'S REPORT**

The Board received a copy of the Director's Report with their packet.

- We hosted a breakfast this morning for representatives of social services agencies to introduce them to Community Profiles. Melissa Fry spoke of the impetus for this project. Kim Jackson is heading it up and now has 200 profiles in our database. We plan to host another meeting on December 16, this time targeting agencies in New Albany. Initially, the database will include Clark and Floyd counties and then continue to branch out.
- Plans are underway to have another photography exhibit on display in our gallery. Bob Dorzback will mount an exhibit by the end of the month and we will have an opening reception on Friday evening, December 4 from 6 – 8 p.m.
- Pollard will be on vacation the week of Christmas.
- We are cancelling the Reference USA database, which will save about \$8000 a year. It is a good resource, but it is not used very much.
- An article about Community Profiles should be in the News and Tribune in the next few days.
- Jenny Bean and Pollard worked on a mailing list for the Community Profiles. Approximately 100 postcards were sent out for Clark County; we expect to send about 50 postcards to the New Albany area.
- The APT retreat took place on October 22; it was well received. Cindy Kanning presented the morning session, which focused on teamwork. For the afternoon session, Larry Beckham discussed personality profiles and showed how we can use that knowledge to work more effectively with each other. During the last hour we began our review of the Strategic Plan; we will be completing the review at the next APT meeting.
- We had over 40 people attend the Share-a-Story program. We had four readers and the costume character Skippy Jon Jones. Light snacks were served; the children could do a craft and get their picture made with Skippy Jon Jones. We had prizes throughout the morning and every child and adult got a free book.

- We revised the vacation policy at the last board meeting. We had five meetings to review the policy with staff.
- Pollard has recruited several members for the library foundation.
- Diane Swank, spear-headed starting the Ted Throckmorton Memorial Fund. His daughter Mindy Graessle asked that information about the fund be sent to her, so she can post it on Facebook for her friends.
- Pollard and Morgan did a building-walk-through to look at cleaning related issues. The current company has had some staff changes, and services have not been up to par. Pollard told them we would expand our scope of service, make it more detailed and that we are going to put it out on bid. Pollard will have a meeting this Friday; the service plan will spell everything out, including the frequency and detail. Even if we had our own staff, cleaning might be sub-par. We will continue to pursue this.

## **CORRESPONDENCE; LIBRARY PUBLICITY**

### **Publicity**

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

## **STAFF ASSOCIATION REPORT**

- The Christmas party will take place at the library on Saturday, December 12 from 6 – 8 p.m. The Board members are invited and you may bring a guest. The Staff Association will provide two meats, potatoes, and dessert.
- Morgan will start putting up the Christmas trees at the end of this week; we put up about five trees.

(Palmquist arrived at 4:50 p.m.)

- Staff wondered if they could bring wine to the Christmas party. Pollard asked if there could be liability to the library; the Board stated a rider could be purchased for one occasion. The Board was okay with it. We need to take reasonable measures not to allow underage drinking.

## **OLD BUSINESS**

### **Health Insurance**

Swank met with the insurance committee, and would like to present the plans that were decided on. The effective date for our insurance has been changed to January 1.

There was no increase in rate on vision insurance; we are on a two year rate guarantee plan that will go through December 2016.

We have been on Humana Dental, but we are recommending changing to The Dental Care Plus Group. They do not have any waiting periods for new employees or employees who have not previously had dental insurance. The annual maximum coverage is \$1000 per year, which is the same as we have had. This group gave us a lot of options in upgrades. The library has been paying \$7 per month for qualifying employees, but this carrier expects the employer to contribute at a higher level. Swank is recommending that the library increase their contribution to \$10 per month for qualifying employees.

Medical benefits have changed for both plans. The Copay plan only had a 0.8% rate increase. Some changes to plan coverage include the emergency room copay went from \$350 to \$400. The copay for a primary care physician office visit has gone from \$25 to \$35 and from \$40 to \$70 for a specialist. Employee contribution will remain the same as it has been for the single plan.

For the High Deductible plan, the rate went down, but the deductible went up from \$3500 to \$4500.

We recommend that we continue to offer the Health Reimbursement Arrangement (HRA). It has worked very well; it saves in insurance premium while giving the employee security from the \$6350 out of pocket maximum. If employees qualify for a HRA, it is usually in the last quarter of the year.

The Humana Vitality program is still being offered and as in the past, the library has elected that all the savings be passed on to the employee. With this, the employee can save \$400 – \$500 per year, depending on which plan they choose, on the amount of insurance premium they pay.

Swank reviewed the summary of library cost for the plans. The library's total projected increase for health insurance is 3.8%.

Palmquist moved: That we renew Humana medical, life, and vision plans as presented and change our dental insurance from Humana Dental to The Dental Care Plus Group plan, as presented.  
Seconded by: Klemens  
Motion: Approved

We will schedule open enrollment soon. (Swank left following her presentation).

## **NEW BUSINESS**

### **HVAC Controls Presentation**

Chris Gunther and Dave Hellman from Alpha Mechanical were present to discuss our HVAC problems. Conn stated the reasons we need new HVAC controls. Our present control system is obsolete. Only ECT is allowed to work on it and even their personnel do not have much knowledge about it. Conn has often had to pull a fuse to turn the HVAC off/on. The original controls were only capable of plus or minus two degrees from the target temperature. Many areas of the building leave staff and patrons uncomfortable on a daily basis. The system will fail sooner or later, most likely at the worst possible moment. We called in a few companies to give us some proposals.

Alpha Mechanical was recommended to us by Hal Kovert. Gunther stated the system they are recommending in an open protocol system. Most manufacturers have gone to this type of system. The software is not proprietary. It is internet based software that runs on HTML format. You do not have to have a special computer dedicated to the HVAC system. It could be controlled from home. The current system does not give you control of any of the spaces. Changing systems will allow Alpha Mechanical to analyze how the building is operating. It learns how long it takes to get an area to the optimum temperature at the start of a day, after it has cooled down overnight, and will bring it to that temperature using the least amount of energy.

Gunther passed out diagrams showing the floor, room temperatures, and air handler. He explained how the new system would work and the improvements we would notice. The library currently has a VVT system, a box with a damper in it. With a new system you can even program holidays in advance. Gunther further discussed the current problems and the methods to solve them. We overspend about \$14,000 a year in utilities, because of the inefficiency of the system. A new system will help cut that cost. It will let us know where the inefficiencies are and Alpha could run trends to better diagnose. Alpha Mechanical has recently done work for West Clark Community Schools, Clark County Government Center, Jeffersonville City Hall, and the Jeffersonville Jail.

The proposal is in two parts. We need to get a control system intact first, then further diagnose and see what else we need to do. The second proposal would involve some variable air volume (VAV) boxes, which could be done as needed. (Gunther and Hellman left following their presentation).

**CONSENT AGENDA**

**Approval of claims through October 31, 2015**

These include:

<b>Claim #</b>	<b>Amount</b>	<b>Claimant</b>	<b>Explanation</b>
663	\$5,753.62	City Wide Maintenance	Cleaning services and supplies
668	\$2,033.09	Indiana University	Work Study fees
673	\$10,000.00	Overdrive	Service Plan fee
678	\$4,331.80	Triplett Striping	Sealcoating & Striping Staff Parking Lot
695	\$1,583.58	Johnson Controls	Leak in Branch A/C system
699	\$3,787.39	Libby Pollard	HRA disbursement*

\*A new account was set up for HRA disbursements. Funds will need to be transferred from the Employee Benefits Insurance account to the Health Reimbursement Account (HRA) to cover that disbursement.

Klemens moved: That we approve claims #629 - 705 from Chase Bank for a total of \$176,547.91  
Seconded by: Palmquist  
Motion: Approved

**Approval of October 20, 2015 Board of Trustees Minutes**

Klemens moved: That the minutes of October 20, 2015 be approved as presented.  
Seconded by: Palmquist  
Motion: Approved

**FINANCIAL REPORT**

68.7% of the appropriations have been spent through October 31, 2015. Our goal is to not exceed 75%.

**Transfers**

<b>Amount</b>	<b>From</b>	<b>To</b>
\$3850.00	413.4 Employee Benefits Insurance	413.6 Health Reimbursement (HRA)
\$2500.00	445 Equipment	447.8 Audio books

Palmquist moved: That the transfer of appropriations be made as presented.  
Seconded by: Klemens  
Motion: Approved

The balance in our account from the Community Foundation of Southern Indiana is \$21,194.70.  
The funds available for granting is \$917 and those funds can be requested from now to the end of June 2016.

**Donations / Receipts**

Duplicator Sales & Service	\$272.91	Copier Commission
Elizabeth Shockey	\$160.00	Ruth's Readers
AT&T	\$5,278.08	eRate reimbursement for phones
Televend Services	\$89.83	FAX Commission

We should get our property tax settlement in early December.

**OLD BUSINESS, continued**

**Library Foundation Update**

Shea contacted Jim Becker and Jim Lang about serving on the Library Foundation Board. Lang has retired and has given up his attorney license, but he is interested. Becker is out of the country and will get in touch with Shea upon his return.

Pollard reported that at this point we have nine people who have agreed to serve on the Foundation Board. She is talking to Jay Ellis tomorrow. Marilyn Scott is interested in participating, but would like to be contacted again in the spring. The Library Board recommended that the Foundation Board have their initial meeting in January. Pollard will send some library foundation sample bylaws for the Foundation Board to review prior to their January meeting. They will need to file for 501 (c) 3 status and will need an attorney or accountant to do that. Pollard will see if Mike Gillenwater does that. Palmquist stated that Ron Barnes works with MCM and he would be a good source and might be able to refer people. The initial Foundation Board members will need to decide how many members they want on the Board and they can then recruit people they know.

**Branch Dome Update**

They started work today and have the temporary wall built.

**Security Coverage Update**

At the last board meeting we discussed the need for security coverage during the afternoon hours. Jason Jackson recommended a fellow Jeffersonville police officer, Joshua Juliot. We interviewed him and found him to be suitable for our needs. He is available for afternoons from 1 – 5 p.m. and can work 8 – 12 hours per week. He will begin the week of November 23.

**NEW BUSINESS, continued**

**New Website Demonstration**

Allison Fredrickson was going to demonstrate the new library website, but she is doing a presentation at ILF and could not be here. We received word that 40 people attended her presentation today.

**HVAC Controls Presentation, continued**

We have money in the Rainy Day Fund to cover the cost of replacing the HVAC controls. Because the proposal cost of \$45,135 is under the \$50,000 threshold, it does not have to be put out for bids. Conn is concerned about system failure and he would be able to control this system. The potential savings is up to \$14,000 per year, allowing a fairly quick return on our investment. Additional needs can be determined after the controls have been replaced. The Board would like to see records to substantiate the utilities savings. Pollard will discuss the exclusions on the proposal and see if Conn can take care of those needs. The money has been appropriated for 2016 and the work would not start until then.

Palmquist moved: That we accept the proposal from Alpha Mechanical Service for new HVAC controls, noting the work will not start until 2016.

Seconded by: Klemens

Motion: Approved.

**Lead Security Officer Job Description**

Pollard would like to create a new position for a Lead Security Officer who would act as a liaison between library administration and the other security officers. She recommends Jason Jackson for this position as he has demonstrated his leadership abilities. In recognition of the additional duties, his salary would increase from \$21.78 per hour to \$23.08 per hour, for an annual increase of \$541 per year.

Klemens moved: That the job description for the Lead Security Officer be approved as presented.

Seconded by: Palmquist  
Motion: Approved

**OTHER BUSINESS; BOARD MEMBER COMMENTS**

The next meeting of the Board of Trustees will be on Tuesday, December 15, 2015 at 4:30 p.m. at the Clarksville Branch.

As there was no further business, the meeting adjourned at 6:04 p.m.