

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, DECEMBER 15, 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 4:34 p.m.

Presiding Officer: Margaret Shea, President
 Board Members Present: Lynn Wilson, Treasurer; Hal Kovert; Linda Baker
 Board Members Absent: Steven Palmquist, Vice-President; Richard Klemens, Secretary;
 Kofi Darku
 Staff Members present: Libby Pollard, Barbara Gillenwater, Debbie Beckham, Pamela Seabolt
 Guests: None
 Public Comments: None

CONSENT AGENDA

Approval of claims through November 30, 2015

These include:

Claim #	Amount	Claimant	Explanation
737	\$3,060.54	Midwest Tape	DVDs & Music CDs
761	\$3,405.60	Baker & Taylor Entertainment	DVD Lease Plan
765	\$4,966.00	Jeffersonville Twp. Public Library	Repay temporary loan from the endowment fund

Wilson moved: That we approve claims #706 - 770 from Chase Bank for a total of \$165,716.16
 Seconded by: Kovert
 Motion: Approved

Wilson moved: That we repay the temporary loan from the endowment fund in the amount of \$4,966.00
 Seconded by: Kovert
 Motion: Approved

Approval of November 17, 2015 Board of Trustees Minutes

Wilson moved: That the minutes of November 17, 2015 be approved as presented.
 Seconded by: Baker
 Motion: Approved

FINANCIAL REPORT

74.5 % of the appropriations have been spent through November 30, 2015.

Transfers

Amount	From	To
\$1,500.00	445 Equipment	447.2 DVD & Video
\$1,500.00	445 Equipment	447.4 Music CDs

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

Taxes

Board members were given a spreadsheet showing Actual Annual Receipts vs. Approved Revenue Estimates. We received our fall property tax for \$513,246.77; to date, we have received 82% of our estimated budget. In 2014 we received 80% of what DLGF approved. Kovert asked if Umbaugh takes into account the TIF districts. Pollard will inquire with Umbaugh. The Excise Tax, CVET, and FIT were more than what was estimated, but the property tax was less. The fall check was received by direct deposit in December.

Donations / Receipts

Duplicator Sales & Service	\$296.35	Copier Commission
Elizabeth Shockey	\$50.00	Ruth's Readers (from Jeffersonville Study Club and Marilyn Waldrip)
Anne Discher	\$200.00	Donation
Libby Pollard	\$106.26	Reimbursement for a shirt and APT retreat lunch
Indiana State Library	\$4,966.00	LSTA Grant - direct deposit

STAFF ASSOCIATION REPORT

Pamela Seabolt reported:

- We had our Christmas party on Saturday; everyone enjoyed it.
- The Clarksville Branch Library, Town of Clarksville and the Clarksville Parks and Recreation worked together to write a grant for \$1000 for the Indiana Humanities ALL-IN Block Party. They just received word that they were awarded the grant. A few months ago the Town of Clarksville made a motion to match the grant if they got it, so they have a total of \$2000. The grant comes with some marketing and there is a workshop in Indianapolis in January that Pam will attend. Mileage will be reimbursed. The plan is to have the block party in April in the new Gateway Park. It will be a weeklong event, with the kickoff in the park. People will get a passport to show at local Clarksville businesses, which will allow them to get a discount or other promotions.
- Another incident of bed bugs occurred at the Branch. Only one chair has been affected, but it needs to be disposed of. It was removed from the building today. The other chairs were treated.

The Board declared the infested chair at the Branch as surplus.

CORRESPONDENCE; LIBRARY PUBLICITY

Publicity

- The publicity folder with newspaper articles about the library was passed around for board members to view.
- We made the front page of the News & Tribune today; the article was about the Community Profiles database.

OLD BUSINESS

Library Foundation

We have ten people who have committed to establishing the Library Foundation. They will meet and decide how many additional Board members they would like to have. The first meeting has been scheduled for Thursday, January 21 from 4:30 – 5:30 p.m. Pollard will send out some sample bylaws to be reviewed ahead of time as well as some articles about what library foundations do. The first order of business will be to determine their bylaws and to file for 501c3 status. Pollard is very pleased with the

group of people who have volunteered to serve on the Foundation Board. The foundation will be independent of the library; their bylaws will not need to be approved by anyone else. The bylaws will include standard items, such as when they meet, how many members they have, the length of terms and term limits for the members, the mission of the foundation, as well as a financial policy.

HVAC system

Alpha Mechanical will start working on the controls in ten days to two weeks. They got a tour of the building and brought in a technician who will be working on the project. They anticipate the work taking about two weeks.

Johnson Controls did a preventive maintenance inspection and found holes in all eight of the roof top heat exchangers. The holes range in size from pinhole to larger. They have prioritized the need for repair and have given us a quote. Each unit has its own quote, with a range of \$2600 to \$3666 per unit, but the total cost for all eight is \$23,000. Pollard also received a quote from Alpha Mechanical just prior to the Board meeting. Based on a quick glance, the quotes from the two companies are comparable.

At this point we do not know over what time period these repairs need to be made. The units may have been installed in 2005. Kovert did not think this problem sounds normal. He stated most heat exchangers have a 20 year warranty. Pollard stated neither company seemed surprised to see these holes; they seemed to indicate they were age related. We think the unit was manufactured by Carrier. We will look into it and see if it is still under warranty. Several questions were raised. Why did they develop holes? Were they there a year ago? Did something happen that would be covered by insurance? Pollard will see if Johnson Controls can come to the next meeting to give us more information. Johnson Controls did not sell or install this equipment. They have been in charge of preventive maintenance.

Pollard got a quote from Alpha Mechanical for preventive maintenance on the HVAC system. The quote for the Branch is \$400 less per year than the amount charged by Johnson Controls. For the main library, Alpha Mechanical is about \$6000 less per year. We are in the first year of a preventive maintenance contract with Johnson Controls. Pollard will see what would be involved if we were to break the contract.

Branch dome/skylight

The work on the Branch dome removal is supposed to be finished tomorrow. They did a good job with it and it looks really nice. Seabolt was pleased with the lights. The workers were respectful of the business hours. A lot of people have asked about what was going on, but there were no negative comments.

NEW BUSINESS

Building Cleaning

At last month's meeting Pollard mentioned that we have some issues with the cleaning company. She met with the president of City Wide and has spent a lot of time working on an expanded scope of service. If it is not in writing, it does not get done. There was an issue with the supervision of the previous crew; we got a new crew yesterday.

Cleaning is a problem whether you have your own staff or outsource the cleaning. We spend a lot of money on this and should not have to spend the time on it that we do. Pollard has given consideration to making one of our part-time employees full-time, and terminating our contract with City Wide. Our current employee is very neat and organized, and would make a good custodian. She expressed interest in the job. We would have to hire a couple more part-time people. The full-time person would get vacation and sick leave benefits.

We spend about \$5000 per month on cleaning for the two buildings; that does not include supplies. Since we have a new crew, we will see if this change makes a difference. Two people are cleaning the building.

The new crew starts at 11 a.m. and they do everything except the vacuuming and mopping during the hours we are open. When we close at 8:00 p.m., only those two items will be left to be done. City Wide did not increase the price even though some new services were added. They brought in someone else to be trained as a backup. They are here on Saturdays for four hours from 11:00 a.m. to 3:00 p.m. On Fridays they are here 11:00 a.m. until 6:00 or 7:00 p.m.

Job Descriptions

We will table the job descriptions to see how the cleaning goes.

Cost of living increase

During the budgeting process, Pollard projected a 2% cost of living increase, but the Board decides in December of each year if they want to approve the salary increase, effective on the first pay in January. The salary schedule and personnel chart also need to be approved.

Kovert moved: That the 2% cost of living increase, the salary schedule, and the personnel chart be approved as presented.
Seconded by: Wilson
Motion: Approved

PLAC

Pollard informed the Board that the annual fee for the PLAC card (Public Library Access Card) has been set by the State Library at \$65 for 2016. This card is purchased by people who want to borrow books from other libraries in the state of Indiana for which there is no reciprocal borrowing agreement. Typically, we do not sell any of these cards.

DIRECTOR’S REPORT

The photo exhibit that is currently on display includes a digital frame that has numerous photographs on it. Recently a staff member brought it to Pollard’s attention that an objectionable word was in one of those pictures. Pollard was going to bring an exhibit policy to the Board, but the photographer wanted to just remove the photo. He was not asked to do so. Pollard will bring an exhibit policy to next month’s meeting so we will have a guideline in place.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, January 19, 2016 at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:30 p.m.