

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, AUGUST 16, 2016
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 4:35 p.m.

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

OLD BUSINESS

Google Apps for Work

Some discussion took place at last month's meeting about switching our email service from Microsoft Outlook to Google Apps. Bohannon presented more information to the Board and provided a handout stating the reasons he feels it would be beneficial to switch to Google Apps. He stated if we don't move to this cloud-based service, we will need to upgrade our webmail services, which would have additional costs. With an average of forty people on payroll, our annual fee for the cloud-based service would be about \$2000. It is difficult to quantify the monetary savings, but Bohannon said switching away from Microsoft Outlook would save a lot of man hours needed for regular maintenance of servers and backups. It would also save expenses on new licenses which have a one-time fee of \$15-20 per person. Pollard posted on a listserv and asked other librarians if they used Google Apps. She got replies from about ten who were using it and they were all very happy with it. Our primary purpose in switching would be to increase productivity rather than to save money. For those who are used to Outlook and may be reluctant to switch, Outlook software can still be used on individual computers with the Google mail system. We would provide training to make the transition as easy as possible.

Kovert moved:	That we move to Google Apps for business.
Seconded by:	Wilson
Motion:	Approved

Staff Association Report

Stuart Jones is the current treasurer of the Staff Association. He reported:

- September is Library Card Sign-up Month.
- The Staff Association is exploring options for the Christmas party, both offsite and onsite.
- The Staff Association had an ice cream social to celebrate the end of Summer Reading Club.
- Morgan compiled summer reading statistics which were given to the Board.
 - Statistics were down a little bit.
 - Utica and Riverside Elementary Schools encourage participation and students gain Accelerated Reading points. This reading incentive seems to help.
 - Many programs were conducted throughout the summer.

- The Adult Summer Reading at the main library had 321 participants last year and 322 participants this year.
 - The Branch had 231 participants last year and 176 this year.
 - Last year we had 133 children who got their parents to sign-up for Adult Summer Reading; this year we had 135.
- Youth Services received a \$2000 grant from CCYC for teen programs.
- Laura Bjornson is working with IUS and Glass Hand Films; they develop games for the Oculus Rift.
- IUS is developing their own virtual reality lab and will visit our library to gain insights.
 - We are one of the few libraries in the area with Oculus Rift.

CONSENT AGENDA

Approval of claims through July 31, 2016

These include:

Claim #	Amount	Claimant	Explanation
446	\$6,228.00	Ebsco	Novelist Databases & Library Aware
449	\$10,977.53	Demco	Supplies and Furniture for meeting room
451	\$4,981.08	Ebsco	Magazine subscriptions

Wilson moved: That we approve claims #417 – 476 from Chase Bank for a total of \$178,646.75
 Seconded by: Klemens
 Motion: Approved

Approval of July 19, 2016 Board of Trustees Minutes

Palmquist moved: That the minutes of July 19, 2016 be approved as presented.
 Seconded by: Wilson
 Motion: Approved

FINANCIAL REPORT

We need to transfer funds since we terminated our contract with City-Wide for cleaning the buildings and have hired our own staff to do this job.

Transfer

Amount	From	To
\$30,000.00	431.9 Other Professional Services	411.5 Salary, Custodial

Kovert moved: That \$30,000.00 be moved from Other Professional Services to Salary, Custodial
 Seconded by: Klemens
 Motion: Approved

48.1 % of the appropriations have been spent through July 31, 2016.

Last year Swank and Perkins donated \$350 to establish the Ted Throckmorton Memorial Fund. These funds were to be donated to the Library Foundation when it was established. The Foundation is getting ready to file for the 501(c)(3) status and they have requested that these funds be turned over to them at this time. With Board approval, we will write a check to the Foundation for \$350 and close out the Ted Throckmorton Memorial Fund. This will appear on next month’s financial report.

Klemens moved: That the funds originally donated to establish the Ted Throckmorton Memorial Fund be turned over to the Library Foundation.
 Seconded by: Wilson
 Motion: Approved

A report from the Community Foundation states effective July 1, 2016 we have \$1841.00 available for spending. The account has a balance of \$22,248.85.

Donations / Receipts

Clark Co Youth Coalition (CCYC)	\$2000.00	Youth Services Grant
Friends of the Library	\$300.00	Support for Seed Program
Duplicator Sales & Services	\$287.25	Copier commission
Alice Rose (Troy, NY)	\$10.00	Donation – Genealogy Research
FAX 24	\$64.79	Quarterly FAX Commission
CAGIT	\$54,552.67	2016 Monthly Distribution

NEW BUSINESS

2017 Budget - Estimate of 2017 appropriations; approve for advertising purposes

Jessica Eckerle is an accountant with Umbaugh and has assisted us for four years in our budget preparations. Pollard and Gillenwater met with Eckerle a few weeks ago to go over the 2017 Budget. Taking property tax caps into consideration, Eckerle enters our information onto forms in the Gateway system, a system used statewide to promote transparency in government.

Eckerle gave the Board a copy of the 2017 Budget book similar to what has been used in previous years and reviewed it with them. The forms in the book are the same as those that are on the Gateway website.

Eckerle made the following observations:

- The first four pages have the current year information through June 30, 2016.
 - Current Year Financial Worksheet for the General Fund - Line 7, #16 is an estimate.
 - Eckerle explained how property tax caps work.
 - If you have an assessed value (AV), and your tax cap is 1%, once you pay 1% of that assessed value, you do not pay anymore.
 - The Department of Local Government Finance (DLGF) has now incorporated tax caps into the Gateway forms. It is included on Budget Form 1.
 - Current Year Financial Worksheet for the Debt Service
 - Eckerle explained that Line 7, #16 -- Taxes to be Collected is less than our actual payment because of our cash balance.
 - You are not allowed to have more than 15% of the next year’s full disbursement as an ending cash balance. This is a new requirement. It had been 50% of the next year’s debt service payment, but it was changed to 15%.
 - Final maturity on bonds is January 2018, so this is our last year to levy property taxes for a debt service fund unless there is another large project that we need to issue bonds for.
 - One advantage of issuing bonds now, is that we already have that debt service levy in place and that tax rate. Once it drops off, it is harder to get back on and you have to go through the referendum process again, you don’t need to do that if you add new debt.
 - If you plan for and issue new bonds, the first payment would be July 1, 2018.
 - We need to know by budget time next year, if we want to add on to debt service.
 - We could possibly expand at the Branch.
 - Debt Worksheet

- The empty boxes on this worksheet show DLGF that you are coming up to final maturity.
- Budget Form 1 – Budget Estimates for 2017

\$55,000	Rainy Day Fund
\$2,400,000	Net General Fund
	(\$2,704,962 - \$304,962 Property Tax Cap Impact)
<u>\$543,984</u>	<u>Debt Service</u>
\$2,998,984	Total budget

 - This is an increase of 2.7% over the 2016 budget.
 - The growth quotient is 3.8%.
 - Because we are under the growth quotient, we will not need to go to the County Council for a binding review.
 - This also leaves some room in the budget, so that if an additional appropriation were needed, we still would not have to go to the County Council for the additional appropriation.
 - We did not go up the full 3.8% because of cash flows and so we would have a positive cash balance.
- Budget Form 2 - Estimate of Miscellaneous Revenue
 - This includes local income tax, CAGIT, FIT, CVET and other miscellaneous fees we receive.
- Budget Form 3 - Notice to Taxpayers
 - This no longer has to be advertised in the newspaper, but it must be submitted in Gateway by September 10, which is ten days prior to the public hearing. Eckerle will submit this form.
 - September 20 - The Public Hearing Date
 - October 18 - The Adoption Meeting Date
- Budget Form 4 – Ordinance or Resolution for Appropriations and Tax Rates
 - This is the form signed by the Board Members at the Adoption Meeting in October.
 - The signed copy is uploaded to the Gateway system and can be viewed by the public.
- Budget Form 4a - Budget Report For Various Funds
 - Budget Summary of Form 1 into major classifications.
- Budget Form 4b – Budget Estimate
 - Budget Estimate - Financial Statement – General Fund
 - Shows a Net Assessed Value of \$1,364,192,111
 - This is an estimate.
 - We reduced the 2016 certified assessed value by 80% to maximize the levy the library can receive.
 - The maximum levy that is advertised is increased by 15% so we can get the full levy we are due (Line 14 and 16). You cannot receive more than what you advertise for.
 - We typically spend about 80% of our budget.
- The last two pages of the 2017 show the Budgeted Cash Flows for 2016.

Pollard passed out a worksheet with the individual appropriations proposed for 2017.

Highlights from that worksheet include:

- A placeholder for a 3% salary increase was budgeted.

- This helps make up for years when we only had 1-2 % increase.
 - We have not seen a growth quotient of 3.8% in many years.
 - The Board will vote in December if they want to give this increase.
 - Eckerle explained how the growth quotient is projected and gave estimates for what it will be through 2022.
- The 46% increase to Salary part-time is due to the addition of custodial staff.
 - We are seeing financial benefits and we are happier with the results.
 - We are paying about ½ of what we were paying on cleaning supplies.
 - The full-time custodian says it is difficult to get all the work done. We will give it more time, to see if we need to increase hours with a part-time person.
 - Unemployment insurance rate went down about ½ percent.
 - Health Reimbursement Account shows a 76% increase; we did not have an appropriation for it in 2016, but did transfer money into that category.
 - This was partially compensated for by a decrease in employee benefits – insurance.
 - A 100% decrease to Building Materials & Supplies is because items that could possibly fall within this category are usually put under Repairs – Building & Structure.

Pollard stated that appropriations are her best guess, but things can come up to cause a need for transfers. Transfers are allowed by the DLGF as long as we stay within our total budget.

The bottom of the worksheet shows an overall increase of 3.62% which is within the growth quotient.

Kovert moved: That the 2017 Budget be approved for advertising purposes as presented.
 Seconded by: Palmquist
 Motion: Approved

(Eckerle left at 5:50 p.m.)

Revised Job Description

Last month it was announced that Liz Stanton, who had been working as a Computer Lab Assistant, would not be returning. We felt this was a good time to work on a new job description for this position.. We filled this position using a draft version of this job description. Ethel Bly is our new computer lab assistant. She is familiar to many in the library as she formerly worked with Experience Works and had a number of meetings with clients here. She is a good fit for the computer lab and is glad to be in that position. This position is for 15 hours/week and will be classified as a Library Aide, Grade I, Step 6. The Board recommended that we add “Must be able to lift 10 pounds” to the proposed job description.

Klemens moved: That the Computer Lab Assistant job description be approved with the addition of the weight requirement.
 Seconded by: Baker
 Motion: Approved

Staff Recruitment

In our July meeting we reported that the two open positions for the Clerical Assistant at the Branch had been filled. A few days later, one of those that we hired dropped her key off in the book drop along with a

note that she was resigning. Even though the hours she would be working were clearly stated, she did not fully understand what they were, and said they would not work for her.

Since then, we conducted more interviews and hired another person who started last Wednesday. Her name is Dana Wolf. She is very excited to be working with us, and so far she and Judy Bryant are working out very well.

Last week we interviewed 9 IUS students for Work Study positions. We have two returning work study students; they each have a very limited number of hours (36 and 100). Students getting the full benefit have about 270 hours. The pay rate was raised this year to \$10.15/hour. We hope to hire six new students; this stays within our Work Study budget.

CORRESPONDENCE; LIBRARY PUBLICITY

Publicity

- The publicity folder with newspaper articles about the library was passed around for board members to view.
- Pollard pointed out the library ad that we purchased from and published in the *Snapshot* magazine. We do this annually.

DIRECTOR'S REPORT

Pollard stated that at next month's meeting Swank and Waiz will each do a presentation on building insurance. We want to make a fair comparison of coverage and rates. They use different carriers, but we should be able to decide which proposal is best for the library.

Pollard has an appointment with the back surgeon on September 7.

Shea stated the Foundation is having a two hour working meeting on September 13. They hope to come up with a timeline and a plan on how to go about announcing the Foundation to the community and how to go about fundraising efforts. Allen Howie prepared a beautiful brochure for the Foundation.

Shea stated she would like us to look at replacing the carpet or using some other type of flooring in the elevators. Pollard stated we are scheduled for carpet cleaning on August 21. Seabolt is looking for a date for carpet cleaning at the Branch.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, September 20, 2016 at 4:30 p.m.

As there was no further business, the meeting adjourned at 6:07 p.m.