

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, SEPTEMBER 20, 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; Kofi Darku, Linda Baker
Board Members Absent: None
Staff Members present: Libby Pollard, Barbara Gillenwater, Debbie Beckham, Allison
Fredrickson
Guests: Diane Swank, Insuramax; Randy Teltoe
Public Comments: None

CONSENT AGENDA

Approval of claims through August 31, 2016

These include:

Claim #	Amount	Claimant	Explanation
514	\$3,729.84	Demco	Branch Furniture
527	\$2,353.38	Overdrive	eBooks
537	\$2,111.10	Unified Technologies	Telephone System Upgrade

Wilson moved: That we approve claims #477 – 551 from Chase Bank for a total of \$224,326.77

Seconded by: Klemens
Motion: Approved

Approval of August 16, 2016 Board of Trustees Minutes

Palmquist moved: That the minutes of August 16, 2016 be approved as presented.

Seconded by: Wilson
Motion: Approved

Public Hearing for the 2017 budget

Wilson moved: That we open the public hearing for the 2017 budget.

Seconded by: Darku
Motion: Approved

There was no public comment in regards to the 2017 budget.

Kovert moved: That we close the public hearing for the 2017 budget.
Seconded by: Palmquist
Motion: Approved

Property, Directors and Officers, and Workers Compensation Insurance Proposal – Diane Swank, Insuramax

Swank stated her goal is that we have the appropriate insurance coverage for the value of the building, its contents, and the collection. She distributed a packet of information and presented a summary of her findings to the board. She recommends that we get Property and Casualty coverage through Tokio Marine HCC, a company that insures municipalities. She stated they will give a three year rate guarantee and a 3% inflation factor is built in. The annual premium for the recommended proposal is \$27,652; various options are available. Swank also made a recommendation for Workers' Compensation Insurance. She feels she can offer better coverage at a lower price and asked for our business. She stated a transition can be made effective October 1. (Swank and Teltoe left at 5:18).

Kevin Waiz, the agent for our current carrier, is scheduled to present his proposal next month.

Library Bonds Overview – Umbaugh

The Board had a video conference with Belvia Gray, from Umbaugh, in regards to Bonding for Capital Projects. She reviewed the General Process for issuing bonds and stated we may want to look at shorter term borrowing (3 – 5 years) through a rolling debt program. Bonds of \$2 million or less are a non-controlled project; bonds of \$2 million to \$12 million would require a petitioned remonstrance. Since the Library has an appointed board, we would be required to get approval from our fiscal body. The Bond Counsel team at Umbaugh would provide legal help and would come up with a timeline. Gray stated we are in a good position for a general obligation bond, which requires fewer steps and is cheaper to issue. (Belvia signed off at 5:43 p.m.).

At the August Board Meeting, Jessica Eckerle, from Umbaugh, pointed out that our bond would be paid for in January 2018, and that we might want to think of future projects. Pollard has been considering the \$2 million or less bond opportunity, which would only require approval from our Board and the County Council. A building expansion at the Branch could include more meeting rooms, a new children's area, as well as office and storage space. Another project would be a makerspace at the main library, which would require the purchase of equipment and renovation to the area. A list of libraries in Indiana that have a makerspace was given to the Board. The makerspace would be staffed at all times that it is open. At some libraries, a patron has to go through an orientation session, it can be used by those 12 years and older. A third project to consider would be a self-check RFID system. The Board liked the ideas Pollard presented. Pollard will do a more formal presentation at the October meeting.

A \$2 million bond would net \$1.75 – \$1.8 million of spendable money. Outside donations and donations to the Foundation do not count on the remonstrance amount because it is not tax revenue. All gifts from now on should go through the Foundation.

FINANCIAL REPORT

A transfer is needed.

Transfers

Amount	From	To
\$4000.00	445 Equipment	447.4 Music CDs

Klemens moved: That \$4000 be transferred from Equipment to Music CDs.
Seconded by: Wilson
Motion: Approved

56.3 % of the appropriations have been spent through August 2016.

Donations / Receipts

Ellen Bolin	\$20.00	For Branch - in memory of Doris Vaught
Elizabeth Shockey	\$50.00	Ruth's Readers
TOPS	\$25.00	Donation for meeting room use at Branch
Elizabeth Shockey	\$38.00	Ruth's Readers
CAGIT	\$54,552.67	2016 Monthly Distribution
Mary Lee Whelan (Youth Services)	\$1000.00	Donation in gratitude for all the services
Duplicator Sales & Service	\$349.49	Copier Commission
Thomson Reuters	\$339.33	Duplicate payment
Randel Trebing	\$25.00	Ruth's Readers

STAFF ASSOCIATION REPORT

- September is Library Card Sign Up month. A few prizes are offered in conjunction with that and patrons can get a free replacement card. We do not have any statistics for the month yet.
- We had a good-bye party for two pages who left; we will have a going away party for Jenny Bean in the near future.
- Some staff members have been out. Lori Morgan is expected back on October 3.

CORRESPONDENCE; LIBRARY PUBLICITY

Publicity

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

NEW BUSINESS

Kevin Waiz has agreed to present his proposal for Property, Directors and Officers, and Workers Compensation insurance at the October Board meeting. After some discussion, the Board decided to have Waiz present his proposal next month.

The Board also wants to know more about the company Tokio Marine HCC that Swank's proposal is based on. Pollard will do some research on this company. The Board does not feel we

need coverage for cyber liability or Employment Practices Liability Insurance (Options IX and XI on Swank's quote).

Patron Lounge

Due to some recent safety concerns, Pollard had a recommendation from the Board for an immediate temporary closure of the patron lounge. The Board needs to decide if they want to make this closure permanent. Kovert stated we could also close the south entrance and make it an emergency exit only.

Darku moved: That we close the patron lounge and the south entrance.

Seconded by: Wilson

Motion: Approved

DIRECTOR'S REPORT

Jenny Bean, a full-time clerk in the circulation department, has turned in a letter of resignation. She got her MLS last December and wants a professional level position, but we do not have any openings. She has accepted a reference librarian position at Hammond Public Library. For cost saving purposes, Pollard recommends that we hire two 15 hour people to fill Bean's position. The Board stated they are in favor of this.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Klemens stated that a former Board member, Jim Aldridge recently passed away. Pollard will send a card.

The next meeting of the Board of Trustees will be on Tuesday, October 18, 2016 at 4:30 p.m.

As there was no further business, the meeting adjourned at 6:30 p.m.