MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
MONDAY, JUNE 27, 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; Hal Kovert; Kofi Darku, Linda Baker
Board Members Absent:	Lynn Wilson, Treasurer;
Staff Members present:	Libby Pollard, Barbara Gillenwater, Debbie Beckham, Keith Conn, Allison Fredrickson
Guests:	None
Public Comments:	None

CONSENT AGENDA

Approval of claims through May 31, 2016

These include:

Claim #	Amount	Claimant	Explanation
283	$200,000.00	Jeffersonville Twp Public Lib.	Temporary Loan from Rainy Day to Operating
297	$7,223.00	Technology Assigned Risk	Workers' Comp Insurance
314	$22,991.67	Innovative Interfaces	Polaris Software Maint. Annual Renewal
324	$7,497.60	Tyco Integrated Security	Annual Service Contract

Kovert moved:	That we approve claims #269 – 342 from Chase Bank for a total of $392,895.87
Seconded by:	Klemens
Motion:	Approved

Approval of May 17, 2016 Board of Trustees Minutes

Klemens moved:	That the minutes of May 17, 2016 be approved as presented.
Seconded by:	Baker
Motion:	Approved

FINANCIAL REPORT

34.8% of the appropriations have been spent through May 31, 2016.

Donations / Receipts

Duplicator Sales & Service	$236.02	Copier Commission
CAGIT	$54,552.67	2016 Monthly Distribution

Our HRA (Health Reimbursement Arrangement) allows employees to be reimbursed for medical expenses that they have paid above the allowed amount. A request was made to reimburse Pollard $3,377.71. We did not receive her Explanations of Benefits (EOB) statement in time to process it as a May claim, therefore it needs a separate motion and it will be on the June claims list.

Palmquist moved:	That Pollard be reimbursed $3,377.71 according to the HRA agreement.
Seconded by:	Kovert
Motion:	Approved

Palmquist noted an error on the Summaries Report in connection to flash drive sales. Gillenwater will make the correction and reprint the report for next month's meeting.

Gillenwater gave a report on the June Property Tax Settlement. The circuit breaker is subtracted from the estimated budget order to get the adjusted estimate settlement for spring and fall for Operating and BIRF. We received 58% of the adjusted estimate. Next year they are changing the budget forms and the circuit breakers will be subtracted off on the forms. It will be closer to reality.

STAFF ASSOCIATION REPORT

Staff Association President Fredrickson reported:

- Staff Association recently had a Summer in the City raffle, which was won by Jennifer Harl.
- Staff Association hosted a friendly competition to see which department could donate the most food items while the Food for Fines program was taking place. The Reference Department won and they will get donuts from Nords later this week.
- Youth Services reports:
  - 1000 young patrons have signed up for the summer reading program at the Main and 300 have signed up at the Branch.
  - The Oculus Rift, a virtual reality system, will open for teens on July 15.
  - One staff member is currently out for medical reasons and another will be out for about six weeks starting in August.
- Adult Services reports:
  - 300 have signed up for summer reading at both locations since June 1
  - It was advertised in the mid-month newsletter that you can now check out books at the reference desk.
- Circulation Department reports:
  - Food for Fines program was successful with 1000 food items donated--700 by the public and 300 by staff
  - A former page has returned as a circulation page for the summer.
  - They have a volunteer, who works at Unique Management, who has been very helpful.
- The Branch reports two part-time employees will be leaving in July.

CORRESPONDENCE; LIBRARY PUBLICITY

Publicity

- The publicity folder with newspaper articles about the library was passed around for board members to view.
- We received a letter from the Bales Foundation stating Youth Services was awarded $1000.

OLD BUSINESS

Facilities Update

Conn reported on items that have been done or need to be done.

Outdoor fountain – The motor to the pump is locked up. The motor itself costs about $500, but it is in a difficult location and it will probably require the carbon steel bolts to be cut off and reworked. The quote from Alpha Mechanical for a new motor and labor is $3,358.20.

Sump pump in mechanical room – It has two pumps in one pit. One pump is locked up and the other is struggling. If both pumps stopped working, the mechanical room would flood. Conn is estimating the total job would require anywhere from $1000 - $2000. The backup pump seems to be running fine.

Dampers - Alpha Mechanical has completed the work they proposed. Overall, the system is running within one to two degrees of the set temperature in each zone. Alpha Mechanical identified two to three dampers that were not operational. We have asked for a quote to repair the dampers, but we have not received it yet.

Thermostats - The business office and east half of Youth Services are all in one zone. There is still an issue of air flow and some rooms are too cold; Conn has adjusted the dampers manually. We may need to move or add some thermostats. Conn has asked for a quote, but we have not received it yet.

Roof Top Units (RTU) - Conn found 3 RTUs that are underperforming. A service call revealed:

- B1, which controls the basement, has two compressors and only one of the two was operating. That problem has been resolved.
- 1-4 controls the first floor around the waterfall area and the Gates Lab. It needs a new fan motor and capacitor. The quote from Alpha Mechanical to repair it came in at $932.18.
- 1-5 controls the east side of the first floor. The capacitor and relay were blown and they have been fixed.

Clarksville RTU - There are some issues with one of the units at Clarksville that controls the meeting room area. Conn needs to investigate it further.

Pollard stated there is sufficient money to cover all the repairs. The Board had concerns about the money that has been put into the outdoor fountain over the years. Conn stated we have addressed most of the issues with the fountain. The Alpha Mechanical proposal was to use the existing pump, but if it turned out that it has to be replaced as well, it would cost about $4000 to have them repair the fountain. Conn estimates he could repair it for approximately $500 plus the time for his labor.

Palmquist moved:	That we approve the work on all the items presented except for the fountain.
Seconded by:	Kovert
Motion:	Approved

After further discussion about the fountain, Conn suggested that he attempt to get the bolts loose and do the repairs on the fountain himself.

Klemens moved:	That Conn attempts to get the bolts out and do the fountain repairs.
Seconded by:	Palmquist
Motion:	Approved

Board Reappointments

Linda Baker and Lynn Wilson were both reappointed to the Board of Trustees; their new term will end on June 30, 2020. They have both taken the Oath of Office and Pollard will get the paperwork back to the Circuit Court Clerk.

NEW BUSINESS

Insurance Proposals from Kevin Waiz and Diane Swank

Waiz could not come tonight, but he sent his proposal and spreadsheet. He recommends that we renew with Westfield. The Board stated that we do not want the D & O insurance for the Foundation on our

invoice. Currently, the premium with Westfield is $39,503. The renewal rate is $30,994. July 1 is the renewal date on our current property insurance policy.

After the proposal from Westfield was presented, Swank joined the meeting. Swank had asked previously to be allowed to bid on property, workers comp, and D & O (Directors and Officers) insurance. She stated that she represents a company that deals with municipalities and their package offer items that would not be in a general business policy. Swank said she has questions regarding our coverage and would like permission to have access to our information, so she could bring a comparable municipal package policy. She realizes that due to the current expiration date we must go ahead and renew, but if there are gaps in coverage, or if her policy offers better pricing, we could later terminate our existing coverage. Swank felt the Board would demonstrate due diligence in fiscal responsibility by allowing a comparison of policies. Swank also stated the State Board of Accounts requires you to take inventory of items valued over $1000. No recent appraisal has been done on the building as actual construction cost would have been used years ago to determine its value.

The worker's comp quote came in $2000 higher than our current quote. She stated worker's comp insurance is based on the classification of employees and the amount of payroll under each classification. She did not know if our current carrier has the appropriate and correct classifications of payroll, or if they know that we have security officers who carry guns. If subjected to an insurance audit, our premiums could be increased because of this. Our workers comp insurance expires July 22. Pollard will check with Waiz to see if they are aware that our security officers carry guns.

Swank would like permission to proceed with further analysis. In order to do so, she needs the entire policy and endorsements; all she currently has is a summary. Klemens and Baker stated they would like to see a comparison and to see what kind of coverage Swank would recommend. The Board agreed by consensus to give Swank the information she needs to bring a pricing comparison based on the same coverage that we currently have. The pricing information will be redacted from the documents supplied to Swank. Additionally, Swank can make us aware if she notices gaps in coverage and let us know her recommendations.

Internal Controls Policy
The State has mandated that we adopt an internal controls policy. Pollard presented a resolution, which was read by Shea. The standards are to protect and prevent fraud, protect assets, and provide training.

Kovert moved:	That we adopt the resolution and the standards, and have staff show at the next Board Meeting the steps being taken to implement the standards.
Seconded by:	Palmquist
Motion:	Approved

Umbaugh Agreement for Services
Umbaugh's proposal for their services for annual budget preparation and review is $7000, the same rate as 2015. They are ready to begin working in a couple of weeks.

Kovert moved:	That we accept the proposal from Umbaugh for $7000 for annual budget preparation and review.
Seconded by:	Palmquist
Motion:	Approved

Materiality Variance Policy
Tabled for another meeting.

Invoice from Mike Gillenwater
Pollard discussed with the Board a recent situation concerning an invoice from Mike Gillenwater, our library attorney. After input from the Board, it was decided that the library will continue to use his services as needed.

DIRECTOR'S REPORT

Library Foundation
Pollard reported that the Library Foundation met recently and they liked the proposals presented by the library as fundraiser goals. A makerspace at the main library, a laptop or tablet lab at the Branch, and the teen area project at the Branch were among the suggestions. Allen Howie is now on the Foundation Board and he will be a real asset.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, July 19, 2016 at 4:30 p.m. Shea, Klemens, and Baker will not be able to attend the July meeting.

As there was no further business, the meeting adjourned at 6:17 p.m.