

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, FEBRUARY 21, 2017
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: Steven Palmquist, Vice-President; Linda Baker, Secretary;
Lynn Wilson, Treasurer; Hal Kovert; Kofi Darku, Dale Moss
Board Members Absent: None
Staff Members present: Libby Pollard, Barbara Gillenwater, Debbie Beckham, Allison
Fredrickson
Guests: None
Public Comments: None

Introduction of New Board Member

Dale Moss was introduced to the Board and staff. We are glad to have him on the Board. [He was appointed by the Clark County Commissioners and is taking the Board position that was left vacant when Dick Klemens moved to Atlanta. This term expires June 30, 2017].

CONSENT AGENDA

Approval of claims through January 31, 2017

These include:

Claim #	Amount	Claimant	Explanation
57	\$2070.40	SimplexGrinnell	Service Agreement
59	\$1998.04	OverDrive	Electronic Books
63	\$22,927.11	Innovative Interfaces	Polaris Software Maintenance Renewal

Wilson moved: That we approve claims #1 – 74 from Chase Bank for a total of \$180,388.31
Seconded by: Kovert
Motion: Approved

Approval of January 17, 2017 Board of Trustees Minutes

Palmquist moved: That the minutes of January 17, 2017 be approved as presented.
Seconded by: Darku
Motion: Approved

ELECTION OF OFFICERS FOR 2017

In the past the Board Officers have stayed much the same from year to year. Pollard discussed a process used by other libraries where officers rotate on a yearly basis. The rotation of officers is an option for the nomination of officers, who are then elected. If a board member does not want to serve in a particular office when the rotation comes to him/her, they may choose to drop to the bottom of the list. After some discussion the Board stated they would like to try this. They felt it might be best for the Treasurer to hold

their position for two to three years to prevent having to change the paperwork at the banks each year. Shea has served as president for over eight years. The floor was opened for the nomination of officers.

Kovert moved: That Palmquist be nominated for President of the Library Board.
Seconded by: Baker
Motion: Approved

Wilson moved: That Kovert be nominated for Vice-President of the Library Board.
Seconded by: Palmquist
Motion: Approved

Wilson moved: That Baker be nominated for Secretary of the Library Board.
Seconded by: Darku
Motion: Approved:

Baker moved: That Wilson be nominated for Treasurer of the Library Board.
Seconded by: Palmquist
Motion: Approved

By consensus, the new slate of officers stands as nominated. In the next few months, the bylaws can be amended to reflect a rotation for the nomination of officers, followed by an election of those officers.

FINANCIAL REPORT

6.6 % of the appropriations have been spent through January 31, 2017.

1782 Notice

Pollard reviewed the 1782 notice from the Department of Local Government Finance, which tells us what we are approved to spend. Due to property tax caps, we know we will not receive as much in tax receipts as we are approved to spend. We typically try to keep our spending down in the first six months of the year.

The budget for the Rainy Day Fund (\$55,000) and Debt Service (\$543,984) were each approved for the requested amount.

We requested approval for \$2,400,000 for the General Fund and were given approval for \$2,376,208. This is a reduction of \$23,792, which means we have to reduce our appropriations by this amount. We reduced the appropriation for Salary, part-time (411.4) by this amount. We try to spend only 75% of our budget and retain 25% for cash flow for the following year.

We work with Jessica Eckerle at Umbaugh and she gave us an analysis of the 1782 Notice. The property tax levy was approved at the maximum allowed. The net assessed value increased 3.1%. The total tax rate went down 14.9%.

Donations / Receipts

Duplicator Sales & Service	\$323.51	Copier Commission
CAGIT (now LIT/Local Income Tax)	\$60,050.50	2017 Monthly Distribution
Televend Services	\$77.26	Quarterly Fax Commission
Lori Morgan	\$25.00	ALA – special dinner
Indiana State Library	\$6,711.15	State Technology Grant
Pamela Seabolt	\$90.00	Non-ALA member portion of

registration

Our January CAGIT check was reduced by four cents, because we were overpaid four cents in 2016. We received a letter from the Community Foundation of Southern Indiana stating we have not spent the \$1841.00 which is available for granting. We plan to add Flipster magazine titles with this money.

STAFF ASSOCIATION REPORT

- The Staff Association is collecting dues; they are to be paid by March 16, 2017.
 - An annual staff association meeting will be held on Staff Institute Day.
 - We will be voting on some potential changes to the by-laws.
- An Oscar prediction contest is currently taking place. You pay \$2 per ballot and the winner gets the whole pot and a small Oscar.
- We are working on other fundraising events and have a staff appreciation event planned for National Library Workers' Day.
- The MakerSpace committee is trying to get actual prices for the equipment we would like to have in the MakerSpace.
- We are making plans for National Library Week, which takes place April 9 – 15, 2017. Some kickoff events are planned for April 8.

CORRESPONDENCE; LIBRARY PUBLICITY

Publicity

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

OLD BUSINESS

Repayment of Bond and New Projects

Pollard has talked to Belvia Gray with Umbaugh. She helps clients with bond projects. The first step is to get cost estimates. We can take out a bond at each location; each bond can be just under \$2 million. The bond that was taken out to renovate this building will be paid off in January 2018. We have the opportunity to get this new bond without petition or remonstrance; we would have to go before the County Council.

Branch Needs

Pollard met with Kovert, an interior designer with his company, and Pamela Seabolt. Seabolt has her wish list, but we don't have cost projections yet. The town of Clarksville has a population size of 22,000 and is a part of the Jeffersonville Township. Usage has grown over the years. The greatest need is for additional meeting rooms. One meeting room is used both for public use (Wheelmen, TOPS, and Girl Scouts, for example) and for library sponsored program. This limits program possibilities. Usage statistics for 2016 show the meeting room was used 155 times by outside groups with 2,304 in attendance. Due to high demand, some groups have to be limited on how much they can use the meeting room. The Branch presented 141 programs to the public with 1,474 people attending.

An additional public meeting room, a dedicated program room, and additional storage space are among the top needs at the Branch. We would also like to have some smaller, private study rooms. Most on this Board were at the Branch when we talked about the need for teen space. It was going to go in where the current children's space is, creating an additional need for more children's space.

There is also a need for more space for the adult collection, more computers for the adult computer lab, and for security cameras. Other areas need refurbished and refreshed.

Main Library Needs

The patron lounge was closed to make room available for a MakerSpace, which would also require the use of the south meeting room. We need another meeting room, with perhaps transparent, movable walls. We need improved security cameras. The furniture on the first floor is in bad shape, and needs to either be reupholstered or replaced.

We need to engage an architect and it is up to the Board to decide how they want to proceed. Architectural Services come under the category of professional services. We are not required to get multiple bids for professional services, but if Kovert is selected to be the architect, he would have to go off the Board. After some discussion, the Board decided that though they would hate to lose Kovert as a Board Member, because of the remarkable work that he does they would like for him to be the architect for this bond project. Kovert has experience working with numerous other libraries and has come up with some very impressive designs. Kovert stated he is willing to go off the Board for a temporary respite, but he would like to come back.

Baker moved: That we use the professional services of Kovert Hawkins Architects for the bond project at both the Branch and the main library.

Seconded by: Wilson

Motion: Approved; Kovert abstained.

Security Coverage

We continue to have problems getting the amount of security coverage that we need. In 2014 our weekly average was 24.8 hours. In 2016 the weekly average was 16.8 hours. We are open 60.5 hours per week. When we closed the patron lounge, the problems diminished for a while, but more recently we have had an increase of patrons who violate our behavior policy. Some of these situations are difficult for our staff to handle, so we have been looking into security options.

- We prefer to hire off-duty police, but due to their lack of availability, this option has not been working as well as we would like. We can look into hiring additional police to replace those that have not been working many hours.
- We can outsource to a security staffing firm. The problem with this option is the level of training of their employees.
- We could add a staff person, to act as security.
- A hybrid approach could be used where a security company works designated hours and our own security officers add hours to that schedule.

The Board would like to see some numbers to see what it would cost to hire our own person. We will work on a job description and bring it to the next Board meeting. The Board recommends that Tyler Jackson be added to our current list of security officers. The pros and cons of closing the east entrance were also discussed.

NEW BUSINESS

Job Description

The Maintenance Assistant position has been open for 3 months. We advertised it on our website, in the News and Tribune, and the Banner-Gazette. The position currently pays \$9.37/hour. We would like to change the title to Delivery and Maintenance Assistant to more accurately reflect the job duties and also to increase the salary to \$10.53 in hopes of finding someone to fill it. A few minor changes were made in the job description. Because Conn has been doing the daily delivery and picking up trash on the grounds,

other projects have been put on hold. We need to get this position filled. It is for 15 hours per week, from nine to noon, Monday thru Friday.

Wilson moved: That the changes to the job description and salary increase be made as presented.
Seconded by: Palmquist
Motion: Approved

SRCS and Interlibrary Loan

Kelien gave a presentation at the November Board Meeting about SRCS (Statewide Remote Circulation System) from the Indiana State Library. This system allows one to search the catalogs of all participating libraries (currently over 160) at once. It links academic and public libraries. The State Library was processing 50,000 requests at an average cost of \$20 each. This shared catalog was the answer they come up with. We will receive 75% of the materials requested through SRCS. The remaining 25% will come through other libraries and those requests will cost \$5 each. The State Library sent us a letter estimating that cost to us. Pollard does not foresee a problem in the library paying this fee. Patrons will not be asked to pay. Most materials will take a couple of weeks to get here. The length of time to keep it is dependent on the policies of the lending libraries, but it is usually three to four weeks.

DIRECTOR'S REPORT

Library Foundation

Shea reported that the Foundation is working towards getting more charter members. Due to time issues, they decided to change the charter membership meeting to Saturday, April 8. It will be here at the library from 6:00 – 8:00 p.m. Charter donors will be invited. We are working on getting another list and sending out more brochures. We would love to have all Library Board members present at this event. We now have about \$7000 in donations. If you have names of some that might be interested in the Library Foundation, please let us know. Donations “In memory of...” can also be accepted. The goal of the Foundation is to fund things for the library. At the event some library staff will be helping, we will have food, and possibly live music. Morgan and Pollard will develop posters to talk about some of our projects.

Indiana State Library Annual Report due 2/28/17

The annual report is due the end of this month. The State Board of Accounts (SBOA) report is also due at the end of this month. Once they are completed, Pollard will share pertinent information with the Board.

Staff Institute Day March 16, 2017 -- Libraries Closed

The all-day staff training takes place on the third Thursday of March each year. The library will be closed. Fredrickson is the chair of the committee this year. The proposed agenda for the day was given to the Board members. Three sessions are being presented by the Indiana State Library. Dr. Melissa Fry will work with us on updating the Strategic Plan. The staff is excited about the Compassion Fatigue session. There will also be a session on “Communication in the Library” and “Pests in the Library.” The last session is on “Overdoses in the Library.” We will be going offsite again this year and will once again be at the Hidden Creek Golf Course. The Friends of the Library are paying for our lunch. We will have a few door prizes.

Staff Training on Gmail and Google Apps

We recently switched to Google apps. Pollard has been working with Jones to develop staff training on some of the more advanced features of Gmail, Google Drive, file management, Google calendar, and Google Docs. We want all staff to participate in portions of this training, which will take place in the Gates lab.

Park Passes for 2017

Just as we did last year, we received one free Indiana State Park Pass that people can check out for a one week loan period. We bought an additional one for the Clarksville Branch. They each circulated 17 times last year. This is advertised on our website and on Facebook and Twitter.

New Board Member

If you have any ideas for a new Board member to take Kovert's place, give names to Pollard. They must live in the Jeffersonville Township.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Travel:

- Pollard to ADOLPLI meeting April 6-7, 2017 at the Monroe County Public Library, Bloomington, IN
- Pollard, Morgan, Kelien, and Seabolt to the American Library Association annual conference in Chicago, June 22-27, 2017

The next meeting of the Board of Trustees will be on Tuesday, March 21, 2017 at 4:30 p.m.

As there was no further business, the meeting adjourned at 6:09 p.m.