MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
FEBRUARY 5, 2013 at 4:00 p.m.

CALL TO ORDER

President Margaret Shea called the meeting to order at 4:05 p.m.

Board Members Present: Margaret Shea, President; Steven Palmquist, Vice-President; Hilda Kendrick-Appiah, Secretary; Ted Throckmorton, and Lynn Wilson
Board Members Absent: Paul Gibson, Treasurer; Hal Kovert

Staff Members Present: Libby Pollard, Director; Barbara Gillenwater, Business Office Manager; Debbie Beckham, Executive Assistant; Jenny Bean, Circulation Clerk; Lori Morgan, Youth Services Manager

Introduction of Guests:
Jenny Bean was introduced to the Board. She works in circulation and does the monthly eNewsletter. She will be leaving this fall to go to Library School in Bloomington. She was here on behalf of the Staff Association.

Lori Morgan was asked to attend the meeting to give a report on activities in Youth Services.

Public Comments: None

ELECTION OF OFFICERS for 2013

President Shea opened the floor to comments regarding the election of board officers, with the statement that Paul Gibson will be going off the board in June and thus we need someone to fill the position of treasurer. The current officers agreed that they were willing to continue in their present role.

Throckmorton moved: That the officers continue in their present position with the exception that Lynn Wilson will serve as Treasurer in the place of Paul Gibson

President	Margaret Shea
Vice-President	Steven Palmquist
Secretary	Hilda Kendrick-Appiah
Treasurer	Lynn Wilson

Seconded by: Kendrick-Appiah
Motion: Approved

Lori Morgan

- The school calendar will be changing this fall; there will be a two week break in the fall and spring. Lori checked with the YMCA to see what extra activities they have planned. Shea suggested that it would be great to have a day camp at the library during some of the school breaks, but realizes because of staffing issues that is not

possible. However, Youth Services can and will offer extra programs of various sorts and they will notify the schools. Many programs can be added without too much expense; others are more limited due to extra staffing required. Margaret suggested a mentoring program to help encourage students to become librarians.

- On the evening of March 4, Youth Services will provide a Dr. Seuss program here at the library.
- A winter reading program is being done in conjunction with the Barnum & Bailey Circus—with the reading of 5 books children can get a free ticket to the circus.
- Though schools can no longer pass out flyers from outside organizations, they can advertise library events in their own newsletters or flyers. The library will send notices to the local schools.

Jenny Bean

- Jenny spoke on behalf of the Staff Association. The Staff Association has decided not to take minutes since the official board minutes will be posted on the library website. Someone from the Staff Association will still come to the board meeting to report staff news to the board.
- A staff party is being held on Saturday evening Feb. 23rd from 6 – 8 p.m. The library board members are invited and Jenny passed out invitations to them. There will be tacos from a local restaurant and we will play lots of games.
- The Staff Association is also sponsoring a "Be my Valentine" gift exchange. This is done on a voluntary basis and the purpose is to promote staff morale.
- The Staff Association will sponsor an Oscar competition later this month.

Throckmorton is going to need to leave shortly. He wanted to know if anything has been done on the outside lighting. He suggested we use the same company that did our irrigation, La Duke Irrigation and Lighting as they might know where underground wires, etc. might be. Libby will work on getting quotes for lighting in February.

Throckmorton also wanted to know how many people attended the retirement party for Yvonne Knight from the Howard Steamboat museum. He feels it is important to build relationships with other organizations in the area. Libby reported we worked with them last year when we had the 200th anniversary of steam boating on the Ohio River. The new director set up a display in the library at that time. We plan to have the new local history librarian to make connections with the Howard Steamboat Museum, as well as with local historians Jeannie Burke and Jane Sarles.

CONSENT AGENDA

Approval of claims through January 31, 2013

Library Claims #1 - #82 from Chase Bank for a total of $156,876.19

Kendrick-Appiah moved: That the claims be approved as presented.
Seconded by: Palmquist
These claims included payments to:

Media materials	$7,939.07
Snow removal	$2,700.00

Motion: Approved

It is suggested that we get quotes for snow removal from Walnut Ridge and if anyone has other names to suggest, they can submit them to Libby.

Throckmorton left at 4:35 p.m.

Approval of minutes of January 2, 2013.

Wilson moved:	That the minutes of January 2, 2013 be approved.
Seconded by:	Kendrick-Appiah
Motion:	Approved

FINANCIAL REPORT

The re-funding of the bond has been completed. Appreciation was expressed to Barbara for her extra efforts in the inclement weather to get all the reports signed and sent in. The re-funding will save $244,278.55. We will finish paying for the bond in 2018.

You were informed at the December Board meeting that the materials selectors for the library were given extra money to spend on materials. The goal was to pay for this out of 2012 money. Any invoices received after January 1, will have to be paid out of 2013 money. You may see some large bills from Baker & Taylor, for example, as those are now showing up for items such as CDs, DVDs, print, and eBooks. With the acquisitions system, there will be a much better way to monitor what has been spent on materials. Technical Processing supplies were ordered to get stocked up for the year.

Libby has confirmed with the State Board of Accounts that in order to get a new CD rate, you have to send out a letter to all the banks in our service district, and keep a log of the proposals as they come in.

Barbara corrected the spread sheet that was passed out last month.

Funds Received / Available

- Received a letter from the Community Foundation of Southern Indiana dated Jan 24, 2013 funds available for granting are $1437.
- Unemployment rate went up. It was 0.54 in 2012 and went up to 1.28 % for 2013.
- CAGIT monthly income is $51,837.
- Donation from Harold Wilson for $100 for Youth Services Summer Reading club.
- Received 2nd half of our ALA grant to do survey, "Why people don't use the library." Libby will get in touch with the professor from IUS. The total grant amount is $3000.
- Rudd Equipment Co in Louisville gave us $1000. An executive assistant for the company lives in Jeffersonville and she suggested giving to the library.
- If donated money is not designated it goes into the gift fund, which is helpful because it can be used in ways that tax money cannot be used. The Gift Fund balance is $7500.
- FOP Lodge made a donation.
- Duplicator Sales – received $205 from coin op machines.

We received the warranty on the roof at Clarksville, but we are not sure how Kovert wants to proceed with processing the final payment. There was a leak that could be related to the problem with the stucco that he mentioned at the last board meeting.

Palmquist moved:	That the payment to Frederick Roofing in the amount of $4177.25 be made pending a recommendation from Kovert.
Seconded by :	Kendrick-Appiah
Motion:	Approved

STAFF ASSOCIATION REPORT

The staff association did not have any news to report.

CORRESPONDENCE / PUBLICITY

Kentucky has passed a gun law identical to Indiana's; it received local coverage.
We need to call our congressman or senators. It was kept very low key in Indiana. Libby has talked to Ron Grooms and has voiced her concerns to the Board.

A task force on homelessness has been formed. We give cards to residents of Haven House when they show us a letter from Haven House stating they live there. We must have a way of getting back materials that are loaned to them. Shea offered her assistance in working with the Haven House.

A newspaper article stating "Errors cost Monroe County $120,000" was brought to everyone's attention. A note was attached which said, "They should have used Umbaugh!"

Congratulations to Hal Kovert, who was appointed to the Indiana State Board of Registration for Architects and Landscape Architects.

A nice article was in the *News and Tribune* about the Book Swap, a new program at the Clarksville branch.

OLD BUSINESS

Vacation leave procedure and appropriation for unfunded liability

Libby met with the APT and staff and talked about doing an annual allocation of leave that would occur in Jan. Most felt that would be a big burden on new employees. The consensus was that accumulating leave on a monthly basis will work just fine, and it is the same procedure that is used for sick leave. This is the method that will be put in place.

Unfunded liability—In the Operating Budget, we appropriated $50,000 in 414.2 Contingency. The total vacation liability is about $96,000. It is unlikely that more than 2 people would leave in any one year. Libby proposed that we set aside the contingency fund to pay out accumulated vacation leave. This should be sufficient to cover those needs for any given year. A discussion followed and the Board agreed with that plan. The Board would like to look at the vacation liability each year as they look at the Operating budget.

Libby will continue to encourage staff members to use their vacation time. This will have some impact on staffing, as several staff members in some departments have accumulated a large amount of vacation time.

Genealogy and Local History Librarian recruitment
We have a second interview for this position scheduled for tomorrow. We hope to make a decision shortly after that.

Libby will work on getting some **CD rates** this month.

Incident Reports- Libby shared a copy of an incident report written by Harriet Goldberg concerning a patron with a knife in the patron lounge area. Part of that lounge area is hidden to security cameras. We did not have an image of the patron with the knife, but we did have a clear image of the patron as he was leaving the library. Libby showed the security schedule to the Board so they would know the amount of coverage we have. The Board was supportive of using off duty Jeffersonville Policeman as much as possible to provide security for the library.

NEW BUSINESS

Health Insurance Renewal- The insurance committee met with Diane Swank. Our renewal rates are very good—they only went up 4.9%. Humana has a new health and wellness program called Humana Vitality. This program encourages healthy behavior and the overall goal is to reduce premium rates for the library. Some members of the insurance committee seemed initially opposed to the requirements of the Vitality program. Palmquist will talk to his partner that does HR and get her thoughts on requiring employees to participate in wellness programs. We need to determine how to allocate the savings that may be gained. This will be part of the insurance decision at the March board meeting.

Technology Plan and Long Range Plan due in 2013
The Technology Plan expires July 1, 2013. The Long Range Plan expires in Dec. 2013. Libby wants to start working on these early so we can do it the way the State Library requires. We will need to have some public meetings, and possibly have some surveys that would be available when people come to programs.

DIRECTOR'S REPORT

a) **Hal Kovert**
   Hal Kovert was recognized for all the personal time that he put in on the roofing project at Clarksville. The Jeffersonville Rotary took over this volunteer recognition and it was very nice. Margaret Shea, Hal and Glenda Kovert and Libby Pollard attended the volunteer recognition which took place at Kye's. It was a very nice evening. Gift money was used to pay for the tickets to the program.

b) **Indiana Library Federation Legislative Day**
   Four library staff members attended the Indiana Library Federation Legislative Day on Feb. 4th. Unfortunately, they did not get to meet with any congressmen but Pollard left a note for Senator Grooms.

Statewide statistics:

Decline of 26% of public library operating funds—due to tax caps.
184% increase in eBook purchases.
8% increase in # of programs offered.

House Bill 1116-

Need to talk to Senators and Representatives and voice our objections to this House Bill which basically states that if a library has an appointed board, then the budget for that library must be approved by the County Council and they will have the authority to lower the budget.

c) Lori reported earlier on **Ringling Brothers Barnum & Bailey** winter reading program

d) **The annual report has been submitted.** Libby asked Debbie to put together comparisons from 2000 to 2012. We will have that report for the next meeting. Circulation of materials has gone up, which is good, since it was down in 2011.

e) **Barbara will do the State Financial Report by the end of February.**

f) **Black History Month activities:**

Feb. 5	A Black History month paper quilt project at the branch
Feb. 16	African American Book Club (regular monthly event)
Feb. 19	Author Beatrice Brown program
Feb. 23	African American Genealogy Class

School librarian positions are being eliminated, which is a cause for concern.

g) The **acquisitions system** has not been implemented yet but additional training was received last week. It will take a couple of months to get everything sorted out.

h) **Travel**: Lori Morgan, Becky Kelien, Pam Seabolt, and Libby Pollard are making plans to attend the ALA annual conference in Chicago from June 27-July 2nd. We are considering renting a van so we can bring back the many free books that are available. The normal board meeting day would be July 2nd; Libby will look at the deadline for registration. It can be decided later if the Library board meeting should be on July 2nd or 9th.

OTHER BUSINESS; BOARD MEMBER COMMENTS

ADJOURNMENT

As there was no further business the meeting was adjourned at 6:15 p.m.