

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
MONDAY, MARCH 11, 2013
4:00 P.M. – BOARD ROOM
211 E COURT AVE., JEFFERSONVILLE, IN**

CALL TO ORDER

The meeting came to order at 4:05 p.m.

Presiding Officer: Steve Palmquist, Vice-President
Board Members Present: Lynn Wilson, Treasurer; Ted Throckmorton; Hilda Kendrick-Appiah, Secretary (arrived at 4:47); Hal Kovert (arrived at 5:02)
Board Members Absent: Paul Gibson, Margaret Shea

Introduction of Guests:

Jenny Bean, President of the Staff Association.

Allison Fredrickson the new Genealogy and Local History Librarian. Allison has two master degrees from Indiana University, one in Library Science and one in Information Science, as well as a Bachelor's degree in History from the University of Montana. Allison volunteered in the Indiana Room at the New Albany-Floyd County Public Library. Her office is in the Indiana Room, where she will be available to help people. Allison will be making community contacts, so we can grow the collection, and she will also begin a digitization project, so that people from across the country can access our records to do genealogy research through the library's website. She will be meeting with Jane Sarles, Jeanne Burke, Carl Kramer and other people interested in local history.

Tim Bohannon our Systems Administrator will talk about our fiber internet connection.

Keith Conn, our maintenance person, is here to talk to us about outdoor lighting.

Allison left at this point.

Public Comments: None

STAFF ASSOCIATION REPORT

Bean reported that 16 people participated in the Be My Valentine activity and 12 people took part in the Oscar ballot. Jennifer Rembold, from the Reference Department, won the little Oscar. Game Night took place on February 23 with 38 people attending. The Wellness Committee gave beverage tumblers to the staff that evening. Everyone enjoyed the evening; the food from Chuy's, which was paid for by the Staff Association; and the rollicking games. Board members Shea and Palmquist attended.

Bean left after her report.

NEWS ARTICLES, PUBLICITY, CORRESPONDENCE

Articles of special interest include the following:

- Clark Kids Connect, published by Community in Schools, has a long list of events at the Jeffersonville Township Public Library.
- The Clarksville Historical Society newsletter mentioned the hiring of Allison Fredrickson. It also mentioned the display case at the Clarksville Branch that has been set aside for use by the historical society. People are asked to donate items to be displayed. It most recently had a display on Colgate history.
- A group of World War II veterans meets monthly at the Clarksville Branch. The February 23-24, 2013 issue of the News and Tribune had a photo of a National Guard captain presenting a 90 year old World War II veteran with a replacement of his service medals at a meeting of that group.
- In the February 5, 2013 News and Tribune there was an article about a class in the New Albany- Floyd County Schools where all the students were issued Kindle eReaders. The teacher tested the students reading level before and after using the Kindle and found the scores improved after using the Kindle. The students enjoyed using the eReader, and did not find it as daunting to read as a paper book. Some students who did not like to read, prior to using the Kindle, now love to read.
- The February 14, 2013 News and Tribune had an article about Kovert Hawkins architecture firm developing a plan for the new Jeffersonville sports complex.
- We advertised our cash investments combined statement 2012 on March 6, 2013 in the News and Tribune.

DIRECTOR'S REPORT

Friends of the Library

Pollard met with Naomi Knowland, the Friends Board President. One key issue they talked about was the tax exempt status of the Friends. Other concerns were discussed with Knowland. A few days later, Pollard received resignation letters from Friends board members Naomi Knowland, Elizabeth Knowland, and Jack Strange.

Pollard met with Jack Strange and it seems there was a misunderstanding and Strange withdrew his resignation. We are in the process of recruiting new board members and have a meeting scheduled for March 12, 2013. Book sales will continue on the 2nd and 4th Saturdays of the month. Pollard is going to request that the Friends keep their records in the book sale room.

The Friends is established as a 501(c)(4), and not as a 501(c)(3), which is required to allow people to receive a tax deduction for making donations directly to the Friends. At this time, book donations go through the library so the donor can receive a receipt to use for their taxes.

Pollard agreed to provide some help to the Friends as they get reorganized.

(Diane Swank arrived at 4:30 p.m.).

Dr. Seuss Event

Lori Morgan had a Dr. Seuss event at the library last Monday which 230 people attended.

Technology Plan and Long Range Plan

As reported last month we will be working on these two plans.

Mobile Phone Internet Access Report

A report was emailed to the board concerning smart phones. Providing computers for the public to use is one of our main services. Pollard thinks that, as the article points out, smart phones allow people to do many of the things they used to rely on a desktop computer for and smart phone usage has increased 99% over the past two years. People are also bringing in their own devices to use our Wi-Fi. We are now able to track the usage of our Wi-Fi and it is included in our statistics.

OLD BUSINESS

Office area for new Genealogy and Local History Librarian

We bought a desk, phone license, and laptop for a total cost of approximately \$1100.

Incident report spreadsheet

We will defer this until the April Board meeting as Shea is the one who asked for this report.

Homeless Task Force

Pollard talked to the Board last month about the need for the library to be involved with the Homeless Task Force. Pollard got in touch with LifeSpring and the representative there said she would put Pollard on a sub-committee, but Pollard has not heard anything further.

Firearms in public libraries policy

A recent email discussion took place among librarians about the law that was passed two years ago that allows people to bring firearms into public buildings including public libraries. An attorney from the Indiana State Library said you may not restrict people who are carrying firearms, you may not ask them to unload their firearm or keep their ammunition outside, nor may you ask them to conceal their weapon unless you have a policy that restricts people from having a firearm at a public meeting. The law is silent with regards to entities creating policies that require people to show their carry license. We must be careful so we are not perceived as harassing the patron. It was suggested by the Indiana State Library that you get the advice of your library attorney. Pollard passed out copies of a slide presentation from the 2011 ILF Annual Conference concerning Firearms in Libraries, presented by Sylvia Watson, an attorney employed by the Indiana State Library. Libraries must focus on the behavior of a patron carrying a firearm, and not the firearm itself. Pollard will prepare a policy for next month's meeting regarding firearms in public meetings. Pollard will also look into policies concerning staff having firearms while at work. Palmquist expressed concern for the risks to the library if staff were permitted to bring firearms. Based on the incident reports shared with the Board last month, staff is fearful of potential harm. Throckmorton asked if the staff feel more secure with our security guards here. Pollard replied yes, but they are not here all the time. Pollard does not want to go to private security companies because the staff from these companies is often inexperienced and untrained in dealing with the mentally ill.

Kendrick – Appiah arrived at 4:47.

Lighting for sign and front shrubbery

At a previous meeting, the board expressed a desire to have lighting out front. Pollard asked for clarification if they wanted lighting on the sign only, or on the sign and landscaping.

Keith Conn met with Gary LaDuke who gave him quotes for various options. The first quote for spotlights for the sign was \$1596. If we want to add some landscape lighting, LaDuke suggested putting spotlights on the four large trees, and two path lights to highlight the ornamental grasses. Doing this would require a transformer and additional wiring. The bid for that by itself was \$3432. The quote for LaDuke to do the lighting on the sign as well as the landscape lighting was \$4500.

Conn liked LaDuke's idea for the landscape lighting, but felt he could do the work himself and save the library quite a bit of money. He looked on the Internet to find lighting that would be comparable in quality. The lights he found are \$100 – \$120 per light; it may be necessary to add an additional spotlight. The in ground spotlights and path lights will be installed in such a way as not to interfere with mowing and trimming. Conn recommends LED lights as they have a longer lifespan (approximately 11 years), run at a lower temperature, and require less maintenance. The payback on them is about one year.

While investigating the lighting, Conn noticed that the spotlight on the flag is no longer working and the problem is not a burned out bulb. To repair that light will be \$100 – \$150. He checked into replacing it with low voltage lighting. (Kovert arrived at 5:00). Conn feels he is capable of doing the work himself and thinks he can do everything for \$1200 – \$1500. That would include lights for the sign, trees, path lights, and flag. Pollard stated that Conn does a good job; he has been changing lights to LED to save on electricity. LED vs. halogen can save \$1600 in electricity over the 11 year lifetime of the light

Throckmorton moved: That Conn purchase and install the exterior lighting for the sign, landscaping, and flag as discussed.
Seconded by: Lynn Wilson
Motion: Approved

Conn will also be working on the outside fountain, to convert it to LED lighting and put a plate around the light fixtures to keep the moisture out. LED spotlights can be put in the pool. Conn will repair the concrete as well.

NEW BUSINESS

Fiber Internet access

Tim Bohannon spoke with the Board about fiber Internet access. At the end of last year, we had two T1 lines. Insight gave us a free cable Internet connection, but Time Warner bought Insight and they discontinued the free service, effective the end of 2012. Bohannon arranged for Time Warner to continue providing service for \$100 per month for each building (main and branch) while we consider our options.

Since we now have to pay for this service, Bohannon felt we should check into getting a fiber connection. He would like us to get a 20 Mbs fiber connection to this building and 20 Mbs

between the main library and the branch. This will simplify and improve our network. It would also make wireless broadband more available throughout the building and people will see a noticeable improvement in speed. Because it is fiber, the amount of bandwidth is almost unlimited. We can start with 20 Mbs and easily increase it in the future. Education Networks of America (ENA) will cover construction costs.

Monthly cost of 20 Mbs/sec connections:	
Fiber to Main	\$455.00
Main to Branch	\$280.50
Combined cost	\$735.50

It will take about 3 months to complete the work. A grant from the Indiana State Library will cover \$2576 of the cost, leaving the cost for 2013 at \$5097.50. In 2012 we paid \$654.42, so the increase in our cost is \$4400, but we have this amount in the budget. We can also request more grant money next year. We have been pre-approved if the money is available. The Branch Manager, Pam Seabolt, has stated that this will really help the Branch. Currently, 13 Mbs, in two pipes, carries both telephone and Internet traffic between the two buildings. Bohannon recommends that we start with 20 Mbs fiber connection.

Kovert Moved:	That we adopt the proposal for 20 Mbs fiber connection
Seconded by:	Kendrick-Appiah
Motion:	Approved

Bohannon and Conn left.

Health Insurance renewal

Diane Swank reported that our Humana renewal came in at just under a 5% increase, which is a very low renewal rate. In addition to that, we have two opportunities to reduce our premium. Recently, One Southern Indiana partnered with Greater Louisville Inc. (GLI) to provide a 2% discount to small employers that are members of either group.

Another opportunity to get a discount on our premium comes through the Humana Vitality program. Humana Vitality is a web-based program where employees can take a health assessment and do healthy activities to earn points. Points can be earned to make purchases in the Vitality store. The employer can receive a discount on the insurance premium based on participation and the number of points earned by employees.

Internally, the library is offering employees another incentive. Each employee who did the biometric screening and the online assessment will get a \$10 per month discount on their insurance premium. The cost to the library will only increase slightly. Pollard stated we increased the budget for health benefits by 20%, so we are well under that.

It is recommended that we go with the GLI/One Southern Indiana rates as presented and renew the plans with the same benefits that we have had for the past couple of years. It is also recommended that there be no rate increase on the employee portion for single coverage and the \$10 incentive discount will be given to employees who meet the requirements.

It was also noted that as part of the Affordable Care Act, we received a rebate from Humana last year. Following the guidelines with the rebate, it was applied toward the employee portion of our insurance premium, thus enabling us to not increase the employee portion.

Kovert asked how information from Vitality might affect decisions concerning our future insurance coverage. Diane said they are two separate functions of Humana and they will not use Vitality data to impact insurance rates.

Kendrick-Appiah moved: To approve the Humana Insurance proposal with the
GLI/One Southern Indiana rate as presented and the \$10
incentive discount
Seconded by: Throckmorton
Motion: Approved

Swank left at 5:40.

Evanced software

Evanced software will allow us to have an events calendar on our website. With it, patrons will be able to see all the programming that is offered; if an event requires pre-registration the patron will be able to do that online. Another software module allows the patron to make reservations for a meeting room through the library's website. The annual cost for this software is \$3700.

Gillenwater left at 5:45.

Library attorney

We will table this until next month. We have an employment attorney, but not an attorney to review policies, and give legal advice on general matters. The Indiana State Library sent a list of names of attorneys in our area who have experience working with government entities. Everyone is asked to look at the list and be ready next month to make a recommendation for an attorney.

HVAC work

A unit in the server room needs replacing. It has been reported that it is too cold in the patron lounge and the meeting room located off of the patron lounge so Johnson Controls will look into that as well.

Palmquist asked if we are finished with everything concerning the Clarksville roofing project, to which Pollard answered yes. It was approved at the last board meeting to pay the final bill once Kovert looked over the warranty and gave his approval. That has been done.

CONSENT AGENDA

Approval of claims through February 28, 2013

Kendrick-Appiah moved: That we approve claims #83 – #159 from Chase Bank
for a total of \$166,974.11

Seconded by: Wilson
These claims included payments for:
Frederick Roofing \$ 4,177.25

Mobile App & Website	\$ 5,901.45
eBook Service	\$ 2,591.81
Door Repair	\$ 451.66
Circulation cards\$	\$ 1,312.86
Two payroll claims	\$69,813.40
Constant Contact	\$ 1,500.00

Motion: Approved

Approval of minutes of February 5, 2013

Wilson moved: That the minutes of February 5, 2013 be approved, as amended.

Seconded by: Kendrick-Appiah

Motion: Approved

FINANCIAL REPORT

1782 Budget Notice

We received the 1782 notice from DLGF which tells us what they approved of the 2013 budget estimate. They approved the budget as submitted which was \$2,400,000 for General Fund and \$545,026 for debt service. Palmquist asked for an explanation about the “rates reduced” statement. The circuit breaker was taken into consideration when the budget was prepared. Pollard sent an email to Umbaugh to clarify. Palmquist asked about the total funds of \$2.5 million on pg. 2, line 9, noting that we were approved for 2.4 million. Pollard will ask Gillenwater about these figures and give an update next month. The third page of this report shows estimated miscellaneous revenue. Besides property tax we get small amounts of other revenue, such as fines. This page shows the estimate for the last six months of 2012 and for the year 2013.

LAR-1 financial report filed with the State Board of Accounts

Gillenwater submitted this report.

Debt report filed with the State Board of Accounts

This has been done.

Commission on fax machine

\$35.78 miscellaneous revenue

CAGIT

\$51,837--This amount has increased from 2012

Certificate of Deposit rates

Pollard spoke with Chase Bank and the interest rates on CDs is so low that at this point she does not recommend soliciting a proposal from the banks in the area. She was given a rate of 0.2% for a 9 month CD and 1% for a 120 month CD. Palmquist suggested we revisit this issue down the road, possibly in 6 months or 1 year.

PERF

The employer contribution has been 10% and will go up to 11.2%.

Public Library Access Card (PLAC)

The PLAC is now \$50. Due to our reciprocal borrowing agreements with other libraries, including New Albany-Floyd County, Harrison County, and Charlestown – Clark County, the cards are really no longer needed and no one buys them anymore.

Branch Gift Fund

The Branch received a donation of \$100 from the Southern Indiana Hiking Club which meets monthly at the Branch. A gift fund account has been set up for the Branch.

Handouts

March adult calendar, brochure on Mobile app for eBooks, Computer and Internet Access User Policy were distributed.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next board meeting will be April 2, 2013 at 4:00 p.m. Palmquist will not be here.

ADJOURNMENT

As there was no further business, the meeting was adjourned at 6:08 p.m.