

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, DECEMBER 17, 2013  
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 4:30 p.m.

Presiding Officer: Margaret Shea, President  
 Board Members Present: Steve Palmquist, Vice-President; Lynn Wilson, Treasurer; Richard Klemens, Ted Throckmorton, Hilda Kendrick-Appiah, Secretary  
 Board Members Absent: Hal Kovert  
 Staff Members present: Libby Pollard, Barbara Gillenwater, Debbie Beckham, Becky Kelien  
 Guests: None  
 Public Comments: None

**CONSENT AGENDA**

Approval of claims through November 30, 2013

These include:

Claim #	Amount	Claimant	Explanation
869	\$6323.27	I D & A	50% Deposit for furniture for Teen Room

Klemens moved: That we approve claims #823 – #900 from Chase Bank for a total of \$185,645.83  
 Seconded by: Throckmorton  
 Motion: Approved

(Kendrick-Appiah arrived at 4:33)

**Approval of November 19, 2013 minutes**

Wilson moved: That the minutes of November 19, 2013 be approved.  
 Seconded by: Klemens  
 Motion: Approved

**FINANCIAL REPORT**

**Approval of account transfers as of November 30, 2013**

Transfer Amount	From	To
\$32,000.00	414.2 Contingency	411.2 Salary, Professional
\$ 4,000.00	414.2 Contingency	411.5 Salary, Custodial
\$ 80.00	422.9 Other Operating Supplies	423.2 Paint & Painting Supplies
\$ 500.00	429.6 Branch Library Supplies	429.1 Circulation supplies
\$ 200.00	431.6 Lawn Services	431.5 Bank Service Charges

\$ 7,000.00	432.6	Internet Access	431.81	eBook Services
\$ 4,000.00	432.6	Internet Access	431.9	Other Professional Services

Kendrick-Appiah moved: That the transfers be approved as presented.  
 Seconded by: Wilson  
 Motion: Approved

Two additional invoices that came in after the books were closed for the month need approval to be paid now. They will be on the January financial reports. They are:

**Unified Technologies** - for additional security cameras, plus 15 replacement lenses for existing cameras.

The proposal was for \$9235.08; permission is requested to pay a 50% deposit in the amount of \$4617.54.

**Magazine subscriptions** - in the amount of \$1027.80.

Klemens moved: That the two additional invoices be paid as stated.  
 Seconded by: Kendrick-Appiah  
 Motion: Approved

(Steve Palmquist arrived at 4:42 p.m.)

**Donations / Revenue**

We received:

- \$790,677.71 Fall Tax Settlement, 2013 dated December 5, 2013  
 Of this amount \$564,131.03 was distributed to the General fund  
 \$226,546.68 was distributed to Debt Service

A spreadsheet prepared by Gillenwater showing Actual Annual Receipts vs Approved Revenue Estimates was distributed to the Board members. It shows that in 2012 we received 91% of the approved revenue estimates and in 2013 we received 89%.

BIRF (bond payment) will be paid by the end of the month.

We also received:

- |             |  |
|-------------|--|
| \$17,386.00 | CVET (Commercial Vehicle Excise Tax) Fall 2013 Distribution                  |
| \$ 1,373.10 | FIT (Financial Institution Tax) Fall 2013 Distribution                       |
| \$ 5,278.08 | AT&T eRate reimbursement   |
| \$51,836.94 | CAGIT December 2013 Distribution   |
| \$ 25.00    | Donation from Elizabeth Shockey for Ruth's Readers                           |
| \$ 200.00   | Annual Gift from Anne Discher  |
| \$ 100.00   | Donation from Jeffersonville Study Club for Ruth's Readers                   |
| \$ 12.06    | Refund check for Smart Computing Magazine subscription (no longer published) |

According to a 2014 state report, next year's monthly CAGIT distribution is estimated to be \$51,869.10, which is \$32.10 more than the 2013 monthly distribution.

### **STAFF ASSOCIATION REPORT**

On behalf of Jenny Bean, Staff Association President, Becky Kelien reported:

- Due to inclement weather, the staff holiday party scheduled for December 6 had to be cancelled; it is rescheduled for Sunday, December 22 at 6:00 p.m. at Wick's Pizza. In lieu of individual staff presents, Pollard made a donation to the holiday party. The committee used her donation to purchase door prizes which will be given to those in attendance at the party.
- Maria Abubakar's last day as clerical assistant in the Circulation Department was November 23.
- Tiffany Patrick became the new clerical assistant in the Circulation Department on November 25.
- Lesli Scott had emergency surgery on Wednesday, December 11 and anticipates being out for three weeks; the staff association sent her a gift basket.

### **CORRESPONDENCE; LIBRARY PUBLICITY**

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

### **OLD BUSINESS**

#### **Strategic Plan 2014-2016**

A few minor finishing touches need to be made to the Strategic Plan. It should be ready for adoption at the January meeting. Pollard will send the Strategic Plan to the Board prior to the January meeting.

#### **Proposed 2014 Salary Increase**

A 2013 salary chart was handed out and one with the proposed 2014 salary chart, which reflects a 2% salary increase. This proposed amount was built into the budget, but we need approval to grant this salary increase.

Klemens moved: That the proposed 2014 salary chart with a 2% salary increase be adopted  
Seconded by: Kendrick-Appiah  
Motion: Approved

#### **New Integrated Library System (ILS)**

Becky Kelien, head of Reference and Adult Services, chaired the committee to research the possibility of transitioning to a new ILS. This decision is being considered at this time due to extra funds of \$244,280 made available by the Library Bond reduction. Kelien presented each board member with a two page document that summarized the work of the committee and their conclusions. A library management system is the heart of a library and tracks everything the library does. Due to the deficiencies of our current system, the committee recommends that we purchase a new ILS. After some initial research, three systems were considered: Polaris, SirsiDynix and TLC. After a very thorough investigation of each of these companies, the committee recommends that we choose Polaris. They felt Polaris best meets the needs of this library and the criteria set by the committee. Some of the options are still being decided on; therefore, we do not have an exact quote. Pollard requests permission to spend up to a maximum of \$125,000. This covers the cost of the system, training, and data extraction from our current system.

Kendrick-Appiah moved: That Pollard is authorized to spend up to \$125,000 for the purchase, training, and data extraction for a new ILS system from Polaris.

Seconded by: Wilson

Motion: Approved

Pollard also requests that Pam Seabolt, Branch Manager, be made project manager for the ILS switchover. Seabolt has the organizational and technical skills plus the public experience to ensure its success. She would also serve as the liaison between the library and Polaris. Seabolt will continue her duties as Branch Manager and as a professional employee is not subject to overtime pay. Though Pollard does not foresee Seabolt working overtime, she feels it only fair to compensate her for the extra work load. Pollard recommends that Seabolt's salary be increased \$3000 [a one-time increase for a one-year period, with the increase being distributed evenly over the 26 pay periods in 2014]. It is within the library budget to give this increase.

Kendrick-Appiah moved: That Seabolt's salary be increased by \$3000 to oversee the implementation of the Polaris project.

Seconded by: Klemens

Motion: Approved

Shea brought to the attention of the board that the governor of Indiana has proposed to eliminate a tax on property owned by businesses that is a source of income for schools, libraries, and other units of local government. Shea stated that it could have a major impact on libraries and could potentially eliminate many small libraries.

### **DIRECTOR'S REPORT**

#### **Addition of new security cameras, etc.**

Plans are under way to add some security cameras in certain parts of the building and to change lenses in existing cameras so they have a wider view.

#### **Meeting with Greater Clark school staff for Chromebook training**

Thanks to the help of Kendrick-Appiah, three staff members from the Greater Clark school system met with several library staff and did a live demo on Chromebooks. A discussion took place on how to make it possible for the students to download eBooks. Brett Clark wondered if we could make it possible for all students to get a library card; in the future we may make this part of the registration process for both the Greater Clark and Clarksville school systems. Pollard felt this meeting was very successful.

#### **Facilities Management Services (FMS)**

Due to ongoing problems with our current cleaning service, we have decided to change companies. The new company, City Wide Maintenance, is based out of Louisville. They will start on January 3<sup>rd</sup> and they are to provide more supervision for their cleaning staff. Their annual cost is \$1662 higher than FMS, but Pollard felt this was justified if they do a better job and require less of our time in dealing with problems.

**Experience Works employee**

Experience Works is a program that provides job training for employees 55 years or older. Noel Hutchings started Monday, December 16 and she will work 21 hours per week. Her salary is completely supported by Experience Works. She will work in the business office, Indiana room, and in Technical Services. If all goes well she should be here for about a year.

**Vacation**

Pollard will be on vacation starting tomorrow and will return on December 26<sup>th</sup>.

**OTHER BUSINESS; BOARD MEMBER COMMENTS**

The next meeting of the Board of Trustees will be on Tuesday, January 21, 2014 at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:44 p.m.