

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, MARCH 18, 2014
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 4:31 p.m.

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

OLD BUSINESS

Polaris System:

- Seabolt gave an update on Polaris.
- Seabolt has been working on refining some of the data extracted from the old system.
- On April 1, we will stop putting holds on materials to help ease the transition to the new system.
- In April we will put requests in for interlibrary loans, but will not accept requests for them.
- A press release will go out around April 1st informing the public about our new library system.
- Our patrons will still have access to our current catalog, but it won't be totally up to date.
- We plan to go live on April 23rd; some Polaris staff will be here to help out.
- We will make signs and flyers to notify the public of the coming changes.
- Polaris is very user friendly and has a lot of nice features; we feel confident the public will appreciate the benefits it has to offer.

It was noted that Conn recently patched the dome at the Branch.
(Seabolt left at 4:45 p.m.)

CONSENT AGENDA

Approval of claims through February 28, 2014

These include:

Claim #	Amount	Claimant	Explanation
130	\$ 939.32	Johnson Controls	Period 2/1/14 – 4/30/14
133	\$4,774.40	Overdrive, Inc.	eBooks
137	\$5,890.00	Palmer Roofing	Repair of roof drains
141	\$4,617.54	Unified Technologies	Security cameras – final payment

Kendrick-Appiah moved: That we approve claims #84 - #155 from Chase Bank for a total of \$185,537.23
Seconded by: Klemens
Motion: Approved

Approval of February 18, 2014 Board of Trustees Minutes

Klemens moved: That the minutes of February 18, 2014 be approved as presented.

Seconded by: Throckmorton
Motion: Approved

FINANCIAL REPORT

\$7445.73 was spent on Equipment this month. This included the second payment for the security camera upgrades mentioned earlier, as well as a payment for computer parts for the eight computers being put in the reference area. These computers will better serve the public by giving them easier access to our reference staff, and the skills of our reference staff will be more fully utilized. We hope to have this project completed by late April or early May.

Donations / Receipts

Duplicator Sales & Service	\$ 380.35	Commission
CAGIT	\$51,869.10	March 2014 Distribution

We received notice that the 1993 Nissan truck which we donated to Volunteers of America was auctioned off for \$1350.

As required, a legal ad ran on February 26, 2014 publishing our Cash and Investment Statement.

Palmquist noted that our balance has dropped over the last few months, but this is normal until we receive our next property tax payment in June.

STAFF ASSOCIATION REPORT

Morgan reported:

- The stomach flu has affected a number of staff members.
- Sharon Zimmerman was sick, which led to an incident causing injuries.
- Everyone is busy with the migration to the new system, summer reading, Family Fun Day, and a number of other projects.

CORRESPONDENCE; LIBRARY PUBLICITY

- We bought an ad for the 2014 Southern Indiana Visitors guide.
- The publicity folder with newspaper articles about the library was passed around for board members to view.

OLD BUSINESS, continued

Visit Youth Services Department

The board went to see the new “Teen Space” area that was paid for by a \$16,000 Bales grant; they thought it was very nice.

Columns Repair

Now that the weather is starting to improve, Austin Masonry plans to start the repairs to the columns the middle of next week.

Insurance claim for roof drains

Claims were submitted to the insurance company for the repairs done to the roof drains. A forensics engineer from the REM Company will come Thursday morning to determine what may have caused the problem and if it is likely to happen to the remaining drains. His report will help the insurance company determine if they will pay the \$5890 claim.

New Business

Circulation Policy Changes

One of the steps for the new Polaris system was to review our existing circulation policies. We would like our policies to be as user friendly as possible and conform to standard practices of other libraries. The managers have made some recommendations for changes to our current policy. The proposed changes are outlined below.

Action	Current Policy	Proposed Change
Renewals	Materials can be renewed once. Renewal period is 1 week.	Materials can be renewed twice (except for certain items which cannot be renewed). Renewal period is 3 weeks for each renewal.
Loan Limits	Maximum of 5 CDs Maximum of 10 magazines Maximum of 30 items can be loaned.	Maximum of 10 CDs Maximum of 20 magazines Maximum of 50 items can be loaned.

Kendrick-Appiah moved: That the recommended Circulation Loan Policies be approved as presented, effective April 23, 2014

Seconded by: Throckmorton
Motion: Approved

Director’s Report

Pollard has been appointed to a planning committee called End Chronic Homelessness, which is a subcommittee of the Jeffersonville Homelessness Task Force. Melissa Fry has been hired to facilitate this task force. Through her work with the library, she became aware of how the library is used by the homeless, and thus wanted Pollard to serve on the committee. The first meeting will be in April and the committee will meet bimonthly. Their goal is to develop a strategic plan by 2015 to end chronic homelessness in Clark and Floyd County by 2025.

Pollard received a request from a vendor to whom we sent a RFQ for the new library system to get a copy of the RFQs submitted by the other vendors. Our lawyer, Mike Gillenwater, was consulted and he said that because it was a public document, we needed to send it.

Pollard stated it is always difficult to find a good cleaning crew, whether it is your own staff or outsourced to a cleaning company, but outsourcing still has its advantages. City-Wide Maintenance has been responsive to our requests for better service as they want to keep our business.

We will be recognizing our volunteers during National Volunteer Week, April 6 – 12 by giving them a library bag with some of our promotional items in them as a token of our appreciation. Beckham compiled some statistics which showed we had over 1300 volunteer hours donated to the library in 2013.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, April 15, 2014 at 4:30 p.m. Kendrick-Appiah stated she will not be here for that meeting.

As there was no further business, the meeting adjourned at 5:26 p.m.