

**MINUTES OF THE REGULAR MONTHLY MEETING**  
**JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**TUESDAY, AUGUST 19, 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: Margaret Shea, President  
 Board Members Present: Steven Palmquist, Vice-President; Hilda Kendrick-Appiah, Secretary;  
 Lynn Wilson, Treasurer; Ted Throckmorton; Richard Klemens  
 Board Members Absent: Hal Kovert  
 Staff Members present: Libby Pollard, Barbara Gillenwater, Debbie Beckham, Lori Morgan  
 Guests: Charles Hanson - MOAG Glass Company, Jessica Eckerle – Umbaugh  
 (arrived at 4:45)  
 Public Comments: None

**CONSENT AGENDA**

**Approval of claims through July 31, 2014**

These include:

<b>Claim #</b>	<b>Amount</b>	<b>Claimant</b>	<b>Explanation</b>
483	\$6372.25	City Wide Maintenance	Cleaning
487	\$7049.29	Johnson Controls	Service Agreement
505	\$2180.00	Walnut Ridge	Mowing and Landscaping Services

Wilson moved: That we approve claims #451 – 516 from Chase Bank for a total of \$181,551.91

Seconded by: Throckmorton

Motion: Approved

**Approval of July 15, 2014 Board of Trustees Minutes**

Wilson moved: That the minutes of July 15, 2014 be approved as presented.

Seconded by: Klemens

Motion: Approved

**STAFF ASSOCIATION REPORT**

- Sam Moss, one of our security officers, has a new baby girl named Harper.
- Laura Conner is out for surgery.
- Sharon Zimmerman’s surgery is on hold.
- Summer Reading Program Statistics for Branch and Main:  
 1795 youth registered, 1253 completed for an overall completion rate of 70%.  
 346 Adults registered, 179 completed for an overall completion rate of 52%.  
 We had 16 volunteers and 77 programs during the summer.
- Lori Morgan will attend a home school gathering on Thursday; she will be at 3 school events this month.
- Laura Bjornson and Lori Morgan plan to visit all the schools and reintroduce themselves.

**OLD BUSINESS**

**Update on facilities: Patron lounge glass**

Charles Hanson from MOAG Glass Company spoke to the Board about various possibilities for replacing the broken glass panel in the patron lounge. The original artist removed herself from the project and without the artist it is not possible to duplicate the broken panel. Other possibilities include replacing all three panels, replace only one panel, or use plain glass. The initial quote presented to the Board was for replacing all three panels. Pollard expressed concern that if only one panel were replaced it would look obvious that one panel didn't match. The possibility of moving the middle panel to the left and replacing the middle section with something similar and possibly having the logo melted into the glass was also discussed. The Board will give thought to the possibilities and make a decision later about which direction to go. (Hanson left at 5:09).

**NEW BUSINESS**

**2015 Budget**

(Kendrick-Appiah arrived at 5:15)

Eckerle reviewed the budget calendar and gave an overview of the budget process. She also reviewed the forms in the 2015 Budget book which she gave to board members. Copies of the 2015 Budget Preparation PowerPoint slides were given to the board members for their review.

Throckmorton moved: That the 2015 Budget Notice to Taxpayers be approved for advertising as presented.

Seconded by: Kendrick-Appiah

Motion: Approved

Jessica will submit all of her information on Wednesday. Gillenwater will submit Form 3 on Gateway Wednesday morning.

(Throckmorton and Eckerle left at 5:45).

**FINANCIAL REPORT**

**Actual Annual Receipts vs Approved Revenue Estimates Spreadsheet**

Gillenwater compiled a spreadsheet showing annual receipts vs revenue estimates as of the end of June 2014. In 2013 we received 89% of the budgeted Operating Fund. Due to the tax circuit breaker, the percentage of what we receive is being reduced. Because of protected funds, all of the circuit breaker reductions will come from the Operating Fund and are no longer allowed to be taken from BIRF. So far this year we have received 48% of the budgeted operating fund while BIRF has received 60%. BIRF and the Operating Fund used to receive an equal percentage of estimated revenue. Because the spring tax draw is usually larger than the fall tax draw we can expect to receive less than 48% in the fall. The net effect is our cash flow from Jan. – June 2015 will be decreased and it may become necessary to borrow from the Rainy Day Fund.

**Transfers**

<b>Amount</b>	<b>From</b>	<b>To</b>
\$500.00	432.6 Internet Access	433.1 Advertising & Publications

Palmquist moved: That the transfer be approved as presented.

Seconded by: Wilson

Motion: Approved

Gillenwater stated that Gaylor has submitted three invoices which were not on the July claims list, but need to be paid.

Klemens moved: That payment be made to Gaylor for the three invoices totaling \$3082.20  
Seconded by: Palmquist  
Motion: Approved

**Donations / Receipts**

Humana	\$1,842.40	Health Insurance premium rebate check
TSI (Televend Services Inc.)	\$51.96	FAX commission
TOPS	\$25.00	Branch Gift Fund
Clark County Jail Commissary Fund	\$1,000.00	Donation for Family Fun Day
AT&T	\$5,278.08	Reimbursement for telephone e-rate
Donation	\$50.00	IN Room appreciation
Friends of the Library	\$1000.00	Ross Dress for Less donation for Branch
Friends of the Library	\$500.00	Donation for Family Fun Day
CAGIT	\$51,869.10	2014 Distribution
Duplicator Sales & Service	\$400.16	Copier commission
Clark County Youth Coalition	\$2900.00	Youth Services Grant

Pollard also stated that we paid a \$461 bill for repairs to the irrigation system.

**CORRESPONDENCE; LIBRARY PUBLICITY**

We received a letter from the Community Foundation stating they are increasing the administrative fee. A total of \$391.23 was spent on administrative fees for fiscal year that ended June 30, 2014. The total amount we have invested is \$25,190.08. The percentage available for granting has been increased from 3% to 4%. We now have \$2893.00 available for granting through June 30, 2015.

A letter was received from Hope of Southern IN thanking the Friends for five boxes of books which the Friends donated to them.

We received a thank you note from the Clark County Youth Shelter for the food donated to them by the Friday Book Club.

A patron, who appreciated being able to download books and renew items online, sent us their thanks in an email.

We received a nice thank you from a patron which specifically mentioned Becky Kelien and also stated all the staff members are helpful.

An ad was purchased for Snapshot and the Greater Clark County schools directory.

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

**OLD BUSINESS, continued**

**Update on Facilities: Branch Dome**

Kovert is trying to identify a company to work on the dome at the Branch. He has been in contact with a company in Wisconsin, but they only work on glass domes and ours is acrylic. He has sent them information and has requested a quote to replace the entire unit. Once we have this information we can discuss options.

**Roof Drain**

Based on Conn's report on the roof drains presented at the July 15 Board Meeting, Pollard sent a letter to the insurance company. She has not received a response.

**Condenser replaced on branch unit**

The condenser unit was replaced at the branch at a cost of \$2362.

**Insurance on Barney Bright sculpture**

Pollard discussed with the Board their thoughts on carrying a special rider on our insurance for the Barney Bright sculpture. The Board suggested Pollard get a quote from the insurance company to see how much the rider would add to our insurance bill, and then they would make a decision.

**ISL Consortium for Public Library Internet Access**

Each year we join the Indiana State Library consortium for Public Library Internet Access. It is beneficial for us to participate as they file the paperwork and we get a reduced rate.

Kendrick-Appiah moved: That we approve the Resolution to join the ISL Consortium for Public Library Internet Access  
Seconded by: Wilson  
Motion: Approved

**Youth Services Reference Assistant job description**

Tabled for another meeting.

**Technical Services Librarian job description**

Tabled for another meeting.

**DIRECTOR’S REPORT**

**Patron concern**

A patron called and later came to see Pollard about a concern. She feels that the library may not always be a safe environment for children. Pollard acknowledged the difficulty of the situation, but explained that because the library is a public building everyone is welcome to be here and unless a patron is violating a library policy we could not ask them to leave.

**E-rate changes**

The e-rate program provides a way for schools and libraries to get money back for a percentage of what they spend on technology. Telephone service and internet access are both covered under e-rate. The e-rate discount for internet access is not changing, but the discount for the telephone is. The e-rate discount on telephone services will be phased out by reducing it by 20% every year until it is gone. Currently our e-rate discount is at 80%, so we received \$5278 back on our phone bills from last year. Our current phone contract expires June 30, 2015, so we don’t know how much our contract will be when we renew. We are required to go with the company with the lowest rate, so it is possible that we could end up with a company other than AT&T for a few years while we are still getting an e-rate discount.

Jeffersonville Family Fun Day is Saturday, September 20.

ClarkFEST festival, Labor Day, September 1.

**OTHER BUSINESS; BOARD MEMBER COMMENTS**

The next meeting of the Board of Trustees will be on Tuesday, September 16, 2014 at 4:30 p.m.

As there was no further business, the meeting adjourned at 6:29 p.m.