

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, DECEMBER 16, 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 4:35 p.m.

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

**CONSENT AGENDA**

**Approval of claims through November 30, 2014**

These include:

<b>Claim #</b>	<b>Amount</b>	<b>Claimant</b>	<b>Explanation</b>
777	\$5,500.00	Indiana University	Work Study 2014-2015
803	\$8,400.00	InfoGroup	Reference USA Databases

Wilson moved: That we approve claims #741 – 807 from Chase Bank for a total of \$174,087.26  
 Seconded by: Klemens  
 Motion: Approved

**Approval of November 18, 2014 Board of Trustees Minutes**

Wilson moved: That the minutes of November 18, 2014 be approved as presented.  
 Seconded by: Kovert  
 Motion: Approved

**FINANCIAL REPORT**

**Transfers**

<b>Amount</b>	<b>From</b>	<b>To</b>
\$18,000.00	411.4 Salary, Part-time	413.3 PERF*
\$2,000.00	432.6 Internet Access	432.3 Travel Expenses
\$500.00	432.6 Internet Access	433.2 Print, Other than Office Supplies

\*Employer contribution for PERF went from 10% to 12% after the budget was prepared.

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

We have spent 79.3% of the budget. Jessica Eckerle from Umbaugh suggested we spend 75%. We are a little above due to paying for the 2013 encumbrances and Polaris.

**Donations / Receipts**

Treasurer Clark County, IN	\$657,039.02	2014 Fall Settlement*
CAGIT	\$51,869.09	2014 Distribution
Treasurer Clark County, IN	\$1,246.33	FIT Fall 2014 Distribution
Treasurer Clark County, IN	\$16,283.00	CVET Fall 2014 Distribution
Michelle Harold	\$100.00	Ruth's Readers
Starlight Foundation (Koetter Woodworking)	\$1,000.00	Friends of JTPL (for two iPads for Branch)
Jeffersonville Study Club	\$35.00	For Ruth's Readers
Westfield Insurance	\$1,575.00	Broken Glass in Patron Lounge
Duplicator Sales & Service	\$257.54	Copier commission
Community Foundation of Sou. IN	\$2,893.00	Endowment fund-available for granting**
Anne Discher (former employee)	\$200.00	Gift

\*The General Fund amount is \$489,144.14; the Debt Service amount is \$167,894.88.

\*\*\$2000 of this fund was applied to Zinio for new subscriptions, but we will get reimbursed by the Friends of the Library and will then apply the Community Foundation money to getting iPads for the Jeffersonville location.

A spreadsheet showing actual receipts versus estimated revenue was given to the Board. Due to property tax cuts, we only received 80% of our estimated revenue for operating. This compares to 89% for 2013. Earlier this year BIRF became a protected fund, so no property tax caps are coming out of BIRF. The average between the two funds is 90%, which is comparable to 2013.

We will make a BIRF payment of approximately \$200,000 in December. It will look like we spent a lot at the end of the year.

**STAFF ASSOCIATION REPORT**

- New Hires
  - Blanche Hester - Page at Branch
  - Sondra Morris - Maintenance Assistant
- 54 Staff members and guests attended the holiday party.
- Zimmerman has a medical release to return to work. She will be working four hours a day for the first two weeks. She plans to return on Jan. 2, 2015.
- A staff member in Youth Services will be out for the month of January.
- Morgan will be out a few days in January due to her husband's surgery.

(Palmquist arrived at 4:51).

## **NEW BUSINESS**

### **Proposal for Managed Wireless Access**

Bohannon stated that Educational Networks of America (ENA), our data network provider, has introduced a new all-encompassing and completely managed service. Currently, we are still using equipment installed in 2007, but our needs have changed as many of our patrons now use wireless devices. ENA does a survey, maps it out, and decides where to place the access points to give us optimum coverage; they then install and manage the whole thing. If something goes wrong, they fix it. It is a nice upgrade and takes a load off of the IT department. (With the addition of the eight computers in the reference department, Bohannon manages about 130 – 140 computers). ENA will provide this service for both buildings for \$320 a month or an annual cost of \$3840 per year; the contract is for a four year term. This qualifies for the E-Rate discount, which means we would only pay 20% of the annual cost for installation and set-up, making our portion \$768 a year. ENA is used by the schools and they are responsive to the needs of their clients. Having ENA provide this service is part of our effort to remain relevant. People come to use our wireless service and it needs to be good. We may have to increase our bandwidth, which we can do. The public network users pass through a portal so that we can keep a count, but it is not password protected. ENA has both a secured network and an open network at the same time.

Wilson moved:                That we accept the ENA contract to manage our WI-FI for four years as presented.  
Seconded by:                Kendrick-Appiah  
Motion:                        Approved

### **Community Profiles Policy**

Polaris, our new computer system which was put in place in April, has a Community Profiles module. Fredrickson has been put in charge of implementing this module, which makes community resources more accessible to citizens through collaboration and information sharing. A Polaris Community Profiles Policy was presented to the Board. We need to have a policy in place to ensure that organizations meet certain standards and follow stated guidelines. Contacts from the various organizations will contact Fredrickson. The Community Profiles module is not yet live to the public. Fredrickson plans to work with a few organizations initially to teach them how to set up their profile. After that, she plans to make a video that organizations can refer to, in order to learn how to set up their account and make updates.

Kendrick–Appiah moved:    That the Polaris Community Profiles Policy be approved with the addition that the individual referred to in number one, must be a JTPL cardholder.  
Seconded:                    Palmquist  
Motion:                        Approved

## **OLD BUSINESS**

### **“Making Connections: The Clark County Visual History Project” report**

“Making Connections” is a grant we received from the State Library to digitize a slide collection. Fredrickson presented a poster at the Indiana Library Federation, which received the People’s Choice award. The poster shows a flowchart of how this project has developed. Fredrickson is getting ready to upload the digitized slides to the Indiana Memory project. Students are actively participating and have analyzed 75% of what they have been assigned. They use observable and inferred data, and also state their connection to the pictures. Eden has finished digitizing all seven of the original slide shows that she had planned to do. The class at River Valley Middle School that has been working on this project cannot continue, but Kuhlenschmidt plans to start working with Linda Godsey’s class at Clarksville Middle School. The grant funds have to be spent by April 30, 2015 and the final report is due in June. River Valley Middle School has a large slide collection of its own; Shea and Klemens plan to assist in identifying some of the students in those pictures.

**CORRESPONDENCE; LIBRARY PUBLICITY**

**Publicity**

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

**OLD BUSINESS**

**Glass Update**

Moag Glass is working on our replacement panel and they anticipate installing it in January.

**Proposed 2015 Salary Increase**

The proposed Salary Schedule and Personnel Budget for 2015 were given to the Board. Pollard budgeted for a 1.5% salary increase, which requires Board approval to be put into effect. For the past few years Pollard has requested a 2% increase to keep up with inflation, but felt that due to budget constraints 1.5% was all she could ask for this year. A discussion took place about the step system on the salary schedule. In the past, people were moved up the steps based on longevity, usually one step every two years. Since the recession hit in 2008 and with the loss of income due to property tax caps, a cost of living increase is all we have been giving.

An increase to the maintenance position salary was discussed.

Pollard would like to make a step adjustment for two employees who are doing tasks beyond what they were originally hired to do. These two employees were originally hired as pages to shelve books, but they now work the desk, do storytime, and have even started doing some additional programs. Pollard recommends moving Durham and Williams from Grade 1, Step 2 to Grade 1, Step 4 this year, and would like to make additional adjustments next year.

Pollard would also like to make a job title change and step adjustment for Kelien to more accurately represent her role as Reference and Adult Services Manager. She would be moved from Grade 8, Step 11 to Grade 9, Step 9.

These three adjustments (two pages and Reference and Adult Services Manager) total \$1,797.86 for the year and stay within our budget.

Wilson moved: That we adopt the salary schedule and personnel budget as presented and make the three adjustments as stated.  
Seconded by: Kendrick-Appiah  
Motion: Approved

**NEW BUSINESS, continued**

**Job Descriptions**

Pollard presented some revisions to the job description for the Senior Library Clerk and the Library Clerk positions currently held by Scott and Bean. These staff members do marketing activities on a regular basis. The changes to the job description are to more accurately reflect the duties being performed and does not call for an increase in salary or job classification. Pollard will have bi-weekly meetings with Scott and Bean in order to have structured and continual outreach; they also plan to develop a marketing campaign for Zinio. In addition, Scott will provide additional content for the library website and Bohannon will handle the technical support. Scott recently chaired the collection development committee.

Palmquist moved: That the job descriptions be approved as presented.  
Seconded by: Throckmorton  
Motion: Approved

Pollard also presented an updated description for the Page position.

Klemens moved: That the job description for the Page position be approved as presented  
Seconded by: Palmquist  
Motion: Approved

**DIRECTOR'S REPORT**

- We now have 48 Zinio magazines; we will do a publicity campaign soon.
- No smoking on library grounds is now in effect and has gone well.
- Pollard informed the Board of four You Tube tutorials on using Polaris which were done by Bean. She did an excellent job.

**OTHER BUSINESS; BOARD MEMBER COMMENTS**

The next meeting of the Board of Trustees will be on Tuesday, January 20, 2015 at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:48 p.m.