

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, FEBRUARY 24, 2015
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 4:36 p.m.

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

STAFF ASSOCIATION REPORT

- Morgan reported that all employees have returned to work; several had been out over the past few months.
- Staff members are working on summer reading and grants.

ELECTION OF OFFICERS FOR 2015

The current Board of Trustees officers are:

President - Margaret Shea
Vice-President - Steven Palmquist
Secretary - Hilda Kendrick-Appiah
Treasurer - Lynn Wilson

Kendrick-Appiah's term expires June 30, 2015. She has met her term limits and is therefore not eligible for reappointment. Hal Kovert's term expires June 30, 2015; he is eligible for reappointment, but that reappointment has not yet been made.

Wilson moved: that Klemens be appointed secretary and that all other officers stay the same.
Seconded by: Palmquist
Motion: Approved

CONSENT AGENDA

Approval of claims through January 31, 2015

These include:

Claim #	Amount	Claimant	Explanation
44	\$3,570.55	Johnson Controls	Service agreement – 1 st quarter
52	\$2,070.45	Simplex Grinnell	Service agreement – Sprinkler system

Wilson moved: That we approve claims #1 - 66 from Chase Bank for a total of \$149,705.85
Seconded by: Palmquist
Motion: Approved

Approval of January 20, 2015 Board of Trustees Minutes

Palmquist moved: That the minutes of January 20, 2015 be approved as presented.

Seconded by: Kovert
Motion: Approved

FINANCIAL REPORT

The Board received a copy of the Financial Report.

We received the 1782 notice from the Department of Local Government Finance (DLGF) telling us what the budget estimate is. It is an estimate because we do not know if the tax monies are going to be paid to support that amount. Our budget was not reduced this year. The General (Operating) fund is \$2,401,875. The Debt Service (BIRF – Bond and Interest Redemption Fund) is \$544,377. Both are what we expected. For comparison purposes, our 2014 budget estimate was reduced by DLGF and for operating it was \$2,332,367. Due to the growth quotient, this year's estimated budget is an increase of \$69,508 over 2014.

Pollard requested permission from the board to write a letter to the auditor's office asking for a property tax advance. We are entitled to any tax money they receive as it comes in. Getting the advance will help with cash flow; a request for it must be made in writing. Once the letter is sent, you can get a monthly distribution. Our cash flow was reduced last year, but making this request could prevent us from having to borrow from ourselves.

Wilson moved: to give Pollard permission to write a letter to the auditor's office requesting the property tax advance
Seconded by: Klemens
Motion: Approved

The auditor's office did not return Pollard's call concerning CAGIT, so she asked Jessica from Umbaugh about it. The CAGIT distribution is affected by the property tax base. The BIRF property tax rate was lower due to the credit we had from the refunding. It was a one-time occurrence and our CAGIT distribution should go back up in 2016.

Donations / Receipts

Duplicator Sales	\$390.86	Copier Commission
CAGIT	\$49,804.66	February 2015 Distribution
Friends of the Library	\$2000.00	Zinio subscriptions
Richard Faber (Texas)	\$15.00	Donation – Indiana Room
Elizabeth Schockey	\$85.00	Donation – Ruth's Readers
First Savings Bank	\$100.00	Family Fun Day 2015

CORRESPONDENCE; LIBRARY PUBLICITY

Publicity

- Our statement from the Community Foundation of Southern Indiana dated December 31, 2014 shows our ending fund balance is \$22,430.90. We requested and received our grant distribution from them in the amount of \$2893.
- The publicity folder with newspaper articles about the library was passed around for board members to view.

OLD BUSINESS

Patron lounge glass

The new glass in the patron lounge area looks great. The center section blends beautifully and the logo looks nice. Our insurance paid us \$1575. The total cost was \$3,266.75. We have already paid MOAG Glass a deposit for one-half of this amount, leaving \$1633.37 to pay.

NEW BUSINESS

Computer and Internet Use Policy

Kelien reported that the reference area got eight new computers in mid-November. They soon realized that some policy changes needed to be made, as requests for guest passes created a huge demand on staff time. Kelien realizes other departments have dealt with many of these issues for a long time. A committee was formed to study the situation and to come up with a policy. Both Kelien and Pollard sent out an inquiry to other libraries, and found that most libraries had a time limit on computer usage. We currently do not have a time limit, thus a patron could stay on a computer all day, as long as no one was waiting. Other patrons would sometimes see that all the computers were full and they would just leave. Kelien stated the committee used the current policy as a basis for the new policy, but tightened it up to give us more control. Copies of the proposed new policy were given to the Board members.

With the new policy there are three ways to get on the computer: using your library card, using a computer use only card, or using a guest pass. People who do not have an ID can get the guest pass. The main change to the proposed policy deals with time limits. Those using a guest pass can use the computers for one hour per day; all others can use the computers for two hours per day. If staff determines a need, they can grant an extension, but extensions would not be done on a routine basis, as they are now. In January alone, over 400 guest passes were issued in the reference department. This policy change would not only save staff time, but would allow equitable access to computer resources. The two computer labs on the first floor will be connected, so patrons cannot get on the computers in one area, and then move to the other area and get on them again. The committee has looked at some software that allows time extensions and they continue to explore other possibilities. The Board recommended that we post signs ahead of time stating that a new policy will be put in place on a given date. The Board also recommended adding a sentence to the policy stating staff has the discretion to make exceptions to the time limits for special circumstances. These circumstances would include such things as online tests, research needs, and applying for jobs. (Kendrick-Appiah arrived at 5:12 p.m.).

Palmquist moved: that we adopt the Computer and Internet Use Policy as amended, giving the staff discretion to make exceptions to the time limit.
Seconded by: Kendrick-Appiah
Motion: Approved

Board appointments

As stated earlier, Kendrick-Appiah will finish her fourth term on June 30, 2015; she cannot be reappointed until after she sits out one term of four years. The Board will be thinking about someone to recommend and then Pollard will write a letter to the appointing authority and give a suggestion of an appointee. According to Board by-laws, Board members must be a resident of the Jeffersonville Township and family members of the Board cannot be part of the library staff.

Kovert's term is also up on June 30, 2015 and he is willing to serve again. Pollard will write the letter to the County Council to ask for his reappointment.

Barring patrons permanently

The barring period for one of our patrons was just completed. A staff member asked if he continued to cause trouble could he be barred permanently. Attorneys for other libraries have suggested that not be done, but they did say you could lengthen the period of time for which they are barred up to one year. We believe this patron has been barred for a period of three months on two different occasions.

DIRECTOR'S REPORT

Indiana State Library Annual Report

Each year we do a statistical report for the State and for the past few years we have been doing annual comparisons based on that report. We used older reports to get a longer time frame. Pollard discussed both the positive and negative changes with the Board and gave explanations of some of the contributing

factors that have caused the changes. The second page of the comparisons report shows circulation statistics for our library as compared to public libraries with a similar service population. Statistics were down for libraries larger than us, while the statistics went up for libraries smaller than us. Statistics for the New Albany-Floyd County Public Library are very similar to ours.

Staff Institute Day--March 19, 2015

Plans are well under way for a full-day of staff training. A schedule for the day was given to the Board members and the various programs were discussed. Our Friends group donated money to provide lunch. Staff members will earn 4 Library Education Units (LEUs) for the training received on this day.

Book Delivery Service to Nursing Homes

We are now delivering books to two nursing homes, Riverbend and Clark Rehabilitation. They have worked with Kimberly Jackson on the type of books they are interested in, she pulls them, and they are checked out on an organization card. The organization is responsible to see that the books are returned. Keith Conn uses the library van to deliver and pick up the books. This is a good service to provide and it has been well received.

Money Smart Week Programs

April 18 – 25 is Money Smart Week, which is a national program to increase awareness of Financial Literacy. A committee, comprised of Morgan, Bean, Goldberg, and Harl, has been planning programs and activities for the week. A shredding truck will be at each location for one hour during this week. Individuals will be able to bring a bag of personal documents to be shredded. We will be heavily promoting programs for this week. Shea asked about the session on financial planning for retirement. She recommended people doing programs not be allowed to promote their own services and that we use staff members from local universities whenever possible.

Branch Air Conditioning Unit

Johnson Controls says that one of the original air conditioning units at the Branch is starting to fail and it may need frequent repairs. We should start budgeting to replace the unit; a new unit is estimated to cost around \$24,000. Shea asked that when we are ready that we get a total of three bids. It does not need replacing yet, but it is better to be prepared ahead of time. Kovert will send Pollard the names and contact information of some companies we might consider using.

Indiana Humanities Grant

Goldberg is receiving a \$750 grant from Indiana Humanities, which will be the honorarium for a novel speakers program. Goldberg will schedule Jessica Brockmole, author of *Letters from Skye* to come to the library and speak.

Legislature Update

Recently, the legislature considered cutting funding for Inspire and for the genealogy department at the Indiana State Library. They have reinstated the funding for Inspire and the genealogy division, but they have not reinstated funding for Standards & Certification. Currently certain library positions are required to be certified and must earn LEUs. We do not know if funding for certification is at risk. Pollard feels the certification program has been a good thing as it requires staff to stay current in their fields.

(Swank arrived at 5:47).

Health Insurance Renewal

Swank stated that currently two different plans for medical insurance are offered to full-time employees. Our current High Deductible Health Plan (HDHP) received an 18.2% rate increase. The copay plan had a 15.6% rate increase. If the employees and the library equally shared these increases, it would add an additional \$13,000 to the library cost. Under provisions of the law, the deductibles on most medical plans are now set at \$6350 to \$6450. Due to the higher deductibles and out of pocket expenses, the premiums

for the proposed plans are significantly lower than the rates for the plans we chose in 2014. We reviewed many plans in an effort to come up with the best proposal. Swank proposed that the library once again offer both a HDHP and a copay plan, but that we also implement a Health Reimbursement Arrangement (HRA). With the premium savings, the library would be able to reimburse a portion of the deductible for employees who go over a set cap. If a person meets the cap, they can apply for reimbursement. An employee limit would be set on the reimbursement amount and provisions would be in place so an employee cannot double-dip under another plan. An employee's Explanation of Benefits (EOB) would be used to apply for reimbursement and precautions would be taken so an employee does not have to divulge any private information. Swank further stated that she met with the Insurance Committee and they realize the benefit of offering a HRA. The employee contribution of premiums will actually be reduced over what they paid last year.

Our rates on Lincoln Dental insurance came in with a significant increase, thus we wanted to get another quote. We are still waiting for the rate quote from Humana Dental. Swank asked for Board permission to consult with administration and select the better of Lincoln Dental or Humana Dental.

In an effort to align the enrollment dates for the various types of insurance that we carry, the enrollment date for Life Insurance as well as Short and Long Term Disability that we have with Lincoln has been moved from June 1 to April 1. We will not be able to change the enrollment date for Compbenefits dental insurance until 2016.

Open enrollment meetings are scheduled for March 5 at both the main and branch locations. Premium deduction changes will start with the first payroll in April.

After a number of questions and discussion of various possibilities for medical insurance the Board agreed on the plans presented by Swank.

Klemens moved: That we change Humana medical plans to higher deductibles and out of pocket expenses to reduce premiums; that we implement a Health Reimbursement Arrangement to minimize additional out of pocket expenses to employees because of the medical plan changes; and that we change the dental plan to Humana if pending rates are more competitive than the Lincoln renewal.

Seconded by: Kendrick-Appiah

Motion: Approved

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, March 17, 2015 at 4:30 p.m.

As there was no further business, the meeting adjourned at 6:49 p.m.