

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, SEPTEMBER 15, 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 4:40 p.m.

Presiding Officer:	Margaret Shea, President
Board Members Present:	Steven Palmquist, Vice-President; Hal Kovert; Kofi Darku
Board Members Absent:	Richard Klemens, Secretary; Lynn Wilson, Treasurer
Staff Members present:	Libby Pollard, Barbara Gillenwater, Debbie Beckham, Lori Morgan, Kimberly Jackson
Guests:	Diane Swank
Public Comments:	None

**NEW BUSINESS**

**Community Profiles database**

Jackson gave the Board members a Community Profiles handout. She explained that a Community Profile is like a Facebook page for an organization, except it is integrated right into the library's catalog. The organization is described and includes information such as hours, services, directions, and a link to the organization's webpage. It can increase the organization's exposure and attendance at events. Jackson stated it is important to have a representative from the organization to update the information in the profile on a continual basis. A library card is not needed to search the database. Jackson has been working on this database for about three months and has entered over 100 profiles. This is an ongoing project to provide a centralized database of services and it will fill an important niche. The community has been very receptive to this service. Jackson then demonstrated the Community Profiles system. In addition to presenting this information at today's Board Meeting, Jackson has made Community Profiles database presentations at a staff meeting, at the Center for Lay Ministries on two occasions, she will present it at the Clarksville Rotary luncheon tomorrow, and she will do a session at Step Ahead in October. Diane Swank stated she can arrange for Jackson to present the information at a meeting of the Jeffersonville Rotary Club.

(Jackson left at 5:00 p.m.)

**NEW BUSINESS**

**Ted Throckmorton**

The Board is saddened at the sudden passing of Ted Throckmorton. He was appointed to the Library Board in 2004 and was a member for over eleven years. The Library sent flowers, Pollard and Morgan went to the visitation, and Gillenwater and Swank attended the funeral. Throckmorton was passionate about Jeffersonville High School athletics, but he also cared a lot about Jeffersonville and was involved in many areas. Shea stated she felt like she had grown up with Ted. Swank, who chairs the Falls of the Ohio Foundation, had an idea about how to memorialize Throckmorton and his involvement with the Library Board and came to today's meeting to present the idea. Knowing that the Library Board is interested in starting a foundation, Swank suggested starting a Ted Throckmorton fund and any money collected could be used as seed money to start up a 501(c) (3) foundation. Swank suggested that a resolution be made to start up this fund.

Palmquist thought this would be a nice way to remember Ted, but he felt we should touch base with the family first and get their thoughts on the matter. Pollard has done some work on the Foundation and plans

to make a presentation at the next Board meeting. She stated if we develop a Throckmorton fund, we could do something visible in Ted's name.

Kovert also felt it is a good idea and thought the Board might be able to take action at next month's meeting. Shea volunteered to get in touch with the family. Swank made the first donation to this potential fund. (Swank left at 5:05).

**OLD BUSINESS**

**Public Hearing for 2016 Budget**

Palmquist moved: That we open the Public Hearing for the 2016 Budget  
Seconded by: Kovert  
Motion: Approved

There was no public comment.

Kovert moved: That we close the Public Hearing for the 2016 Budget  
Seconded: Palmquist  
Motion: Approved

**CONSENT AGENDA**

**Approval of claims through August 31, 2015**

In the absence of Lynn Wilson, Gillenwater made note of a few claims.

These include:

<b>Claim #</b>	<b>Amount</b>	<b>Claimant</b>	<b>Explanation</b>
516	\$7,364.87	Citywide Maintenance	Cleaning, inc. branch carpet, and supplies
524	\$2,615.38	Johnson Controls	Repairs at both locations
539	\$2,125.45	World Book, Inc.	Renewed World Book database

Kovert moved: That we approve claims #482 - 546 from Chase Bank for a total of \$179,186.57  
Seconded by: Darku  
Motion: Approved

**Approval of August 18, 2015 Board of Trustees Minutes**

Kovert moved: That the minutes of August 18, 2015 be approved as presented.  
Seconded by: Palmquist  
Motion: Approved

**FINANCIAL REPORT**

53.6% of the appropriations have been spent through August 31, 2015

**Transfers**

<b>Amount</b>	<b>From</b>	<b>To</b>
\$1,000.00	449 Electronic Resources	447.4 Music CDs
\$1,000.00	448 Computer Software	447.4 Music CDs

Palmquist moved: That the transfer of appropriations be made as presented.  
Seconded by: Darku  
Motion: Approved

**Donations / Receipts**

Humana	\$432.25	Health Insurance Premium Rebate Check
Elizabeth Shockey	\$100.00	Ruth’s Readers
Duplicator Sales & Service	\$275.57	Copier Commission
Treasurer Clark County, IN	\$49,804.66	CAGIT Monthly 2015 Distribution

- The Health Insurance Premium Rebate Check from Humana will be used to reduce the staff portion of health insurance premiums.
- We just received word that our estimated monthly CAGIT check will be going up in 2016. The monthly increase is \$4,748.01, making the annual increase \$56,976.12. This increase would come about either because the taxes collected by the county are higher or the levy for taxing units decreased so the library can get a larger percentage of the CAGIT share. Pollard will call the auditor’s office to see which of these reasons is responsible for our increase.

**STAFF ASSOCIATION REPORT**

- Morgan reported that the Staff Association gave a gift bag containing a few treats to the employees to thank them for their help with summer reading.
- The Staff Association plans to host a luncheon for the employees on September 24 to help raise funds for the Christmas party.
- The annual Christmas Party will be on December 12. The Board is invited. The Staff Association will supply the meat and everyone else will bring a dish. They plan to have a contest in which each department will decorate a table for the dinner; the winning department will get a lunch provided by the Staff Association.
- Morgan and Bjornson are going to the Technology Fair at IUS tomorrow.
- A baby shower will be given for Jennifer Harl prior to our staff meeting on September 17.
- Vicki Drane, from the Clark County Health Department, will be doing staff training on blood-borne pathogens, HIV, and Hepatitis C at the September 17 staff meeting.
- Staff members have attended several community events recently: Pollard and Jackson went to a LifeSpring walk and Morgan and Bjornson have been to literacy events at several schools.

**CORRESPONDENCE; LIBRARY PUBLICITY**

**Publicity**

- The publicity folder with newspaper articles about the library was passed around for Board members to view.
- Several articles about the passing of Ted Throckmorton were included in the folder.

**OLD BUSINESS**

**Additional Appropriation for Dome/Skylight Repair**

Pollard and Kovert attended the County Council meeting last night to get permission to spend the \$57,000 needed to remove the dome and make the necessary changes. The meeting went very well and the County Council voted unanimously to approve the additional appropriation. In preparation for this meeting, Shea and Pollard met last week with Barbara Hollis, County Council President. Hollis stated she would email the Council members in regards to their meeting. Pollard also prepared packets of information which she gave to each member at the County Council meeting. Shea stated Pollard did an excellent job of answering their questions. The auditor’s office will now send the appropriate paperwork to the Department of Local Government Finance (DLGF). We must wait for DLGF’s approval before the project can actually get underway. Pollard will inform Stemler of where we are in the process.

### **Lawn Care and Landscaping Services**

Pollard wanted to clarify a statement made at last month's Board meeting about the Walnut Ridge claim for \$16,000. After further examination, the only part of that claim that was actually for the Clarksville Branch landscaping project approved at the May 2015 meeting was the expenditure for gravel, groundcover, and mulch. As stated at the May meeting, the total proposal was broken down into five parts and we decided to just do the first one at this time. The remaining amount on that claim was for regular budget items. Pollard stated we need to wait until early 2016 to proceed with the rest of the landscaping project. A big weeding project was done in preparation for Family Fun Day.

### **Read Away Your Fines**

The Read Away Your Fines policy was adopted at the March 2015 Board meeting for a trial period which started May 1 and ended August 31; it was to be evaluated at the end of that time period. During this time, at the Main we had 97 youth who participated and \$209 of fines was waived. The Branch had 30 youth to participate and they waived \$84.75. Some of the youth who used this service were very appreciative of it, as it is the only way they could get the fines removed. One young man who used to come to the library to read was very excited that now he can take a book home. The policy was not abused and many touching stories came from it. Shea stated it is our mission to have kids read. Pollard and Morgan recommend that this policy continue indefinitely. It is used strictly to remove fines for patrons age 17 and under; it is not used to take away fees for lost or damaged materials.

Kovert moved: That the Read Away Your Fines policy continues indefinitely.  
Seconded by: Darku  
Motion: Approved

This policy will be put back into effect immediately. Teachers are going to tell their students about this policy. Morgan has a good working relationship with Katie Hutchinson, from the Greater Clark Schools Technology department. She has been encouraging students to get library cards and tells them about the Read Away Your Fines policy. We need to do more to get the word out to the Clarksville schools. Shea suggested sending a note to the superintendent and principals. Morgan stated that she is working on a database of teachers so we can send information to them.

### **Library Board Vacancy**

Due to the sudden passing of Ted Throckmorton, we now have a vacancy on the Library Board of Trustees. This position is appointed by the County Council. Shea suggested a female for gender equity; the Board felt it would be good to have someone who has children who use the library or possibly a business person in this position. Morgan is working with Nicole Stone, the after school program coordinator from Communities in Schools, and feels she would be good. The Board members were encouraged to take a couple of weeks to think about people to recommend. If anyone has names to suggest they should email them to Pollard.

### **NEW BUSINESS**

#### **Surplus**

Six chairs have been removed from the Indiana Room; it is recommended that they be declared surplus and then donated to the Friends of the Library to sell. Four new chairs have been purchased to replace them.

Palmquist moved: That the six chairs from the Indiana Room be declared surplus.  
Seconded by: Kovert  
Motion: Approved

### **Vacation Leave Policy**

The Board was given a draft vacation policy and a spreadsheet with employee vacation leave balances. In December 2012 the Board approved changing the vacation policy so that employees could not accrue more than one-half of the vacation leave they earn in a year. If they earned 22 days, 11 days would be the maximum they could accrue. Prior to the passing of that policy, staff could accrue all of the vacation time they earned, which placed a financial liability on the library.

Employees are encouraged to take their leave, but we continue to have an unfunded liability. Once leave time has been given, it cannot be taken away. The spreadsheet shows staff members who currently have a balance of more than 150 vacation hours. If they were to leave tomorrow, we would have to pay them for the vacation time they have accrued.

We are proposing placing a cap on how much vacation time can be accrued. Once the cap has been reached, additional vacation time cannot be earned until the balance falls below the cap. Currently, we have no cap. Pollard spoke with Directors from other libraries and most all of them have a cap. The proposed policy allows employees who are already over the proposed cap of 150 hours to continue to earn vacation time, but it requires them to use all the vacation time they earn during a year; they will not be allowed to accrue any additional time. If they earn 22 days in a year, they will be required to use all 22 days in 2016 to prevent losing any time. Also, adopting this policy would require employees who are already over the 150 hour cap to reduce their current vacation balance by at least 20% each year until they fall under the 150 hour cap. This reduction would come about by either using their vacation time or by taking a payout of 20% of the current balance or a combination of the two. The proposed policy also states the payout will be locked in at the 2015 salary rate. The first potential payout would take place in January 2017, which allows time for it to be put into the budget. Implementation of this policy would get the excessive vacation leave under control by 2020.

Pollard stated that some Directors at the meeting last Friday indicated their staff must use their vacation the same year it is given. We encourage our staff to take time off, as we feel it makes them a more productive employee. We do not pay out sick days and we already have a cap on them. It has been observed that younger staff members take their vacation days, as they value the time off more than the money.

Gillenwater suggested the cap on vacation be prorated for part-time employees who earn vacation. The Board stated that many places of employment grant all the vacation time at the beginning of the year. Our employees can see the vacation hours they have used both on their paystub and online.

The Board would like us to come back next month with a revision to the policy. They are in favor of having a plan to reduce the unfunded liability and they understand having a cap for now, rather than immediately going to a vacation balance of zero hours. They see some benefits to not having any vacation rollover. Pollard stated we will discuss this at the Managers meeting on Thursday and will bring back a revised policy.

### **Holiday List for 2016**

A draft of the Holiday Closings for 2016 was presented to the Board.

- Christmas and New Year's Day fall on Sunday, so they would be observed on Monday.
- We close at 5:30 on the day before a holiday.
- In addition to the holiday closings, the library will be closed to the public on Staff Institute Day which is scheduled for March 17, 2016; this is not during spring break week.

Palmquist moved: That the Holiday Closings 2016 be approved as presented.  
Seconded by: Darku

Motion:                      Approved

**DIRECTOR'S REPORT**

Pollard stated that we are one of over 60 galleries in Louisville and Southern Indiana who are participating in the Louisville Photo Biennial 2015. The work of Deborah Brownstein is exhibited in the administration hallway at the main library; our opening reception will be after hours on Saturday, September 26. We will have live music and food. The opening reception for the Clarksville Branch will be Thursday. John Gilkey's photos are displayed at that location. Booklets with information on all the galleries are available in the hallway; the Board members are invited to view the gallery and sign the guest book.

This Saturday is Family Fun Day from 11 a.m. to 2:00 p.m. at the Branch.

**OTHER BUSINESS; BOARD MEMBER COMMENTS**

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

As there was no further business, the meeting adjourned at 6:15 p.m.