

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, JANUARY 19, 2016
4:30 P.M.
CLARKSVILLE BRANCH MEETING ROOM**

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

The regular monthly meeting was called to order at 4:31 p.m.

Presiding Officer:	Margaret Shea, President
Board Members Present:	Steven Palmquist, Vice-President; Richard Klemens, Secretary; Hal Kovert; Linda Baker
Board Members Absent:	Lynn Wilson, Kofi Darku
Staff Members present:	Libby Pollard, Barbara Gillenwater, Debbie Beckham, Pamela Seabolt, Keith Conn
Guests:	Chris Gunther, Alpha Mechanical
Public Comments:	None

OLD BUSINESS

HVAC Heat Exchanger Repairs

Pollard introduced Chris Gunther, our account representative with Alpha Mechanical, who came to explain the problem with the heat exchangers and the plan to replace them. Alpha Mechanical gave us a quote on the replacement of the heat exchangers. Gunther explained that heat exchangers take the carbon monoxide and harmful gases out and release it into the atmosphere, so that they do not get into our breathable air. When there is a crack, there is the danger that carbon monoxide can get into the breathable air. Because of the cracks in the heat exchanger, it had to be shut it off. One of the other dangers, a crack can expand and cause a fire. If we have fire and gas in the unit, there is danger of an explosion. Because the units were not functioning, it was forty degrees on the second floor.

Gunther further explained that the average lifespan for heat exchangers is about 5 – 7 years. In this area our wide variance in temperatures in a given day is a contributing factor to a shorter lifespan. The more it heats and expands the more danger there is of it cracking. Ten years is a really good life for the heat exchangers. Pollard stated Johnson Controls noticed holes in all the units in December. They ranked the units in priority of the urgency to repair them. The two units that failed on December 29 were ranked medium urgency. Johnson Controls came in and did a temporary repair. We were trying to find out if these units were under warranty. The unit that failed this morning was one that had a temporary repair.

Pollard authorized the replacement of two units. Unit 1-1 is in; unit 2-2 has to be ordered. For \$100 extra, it can be shipped overnight and be here tomorrow. Pollard authorized the overnight shipment. Space heaters are being used to add a little heat to our work areas. Youth Services is a large area and difficult to heat. We don't feel there is any danger to the water pipes at this point. We opened up the doors from the stairwells to get some heat. Alpha Mechanical will get started

on replacing the heat exchangers tomorrow. If the library is closed due to the expected inclement weather, Pollard will come in to let Alpha Mechanical in to do the work.

The units we are getting are aluminum Carrier units. They will come from Koch Air, the local Carrier dealer. Alpha Mechanical takes care of seeing that everything is registered and under warranty. Our old units were also Carrier; Pollard and Gillenwater have been looking into the warranty with Koch Air. Evidently, nothing was sent in to Carrier when the units got turned on to establish the warranty. The original installer and company who turned the units on was Independent Piping. The employee who turned it on has retired. We have a purchase date of 2004. May 19, 2006 seems to be the date the unit was turned on. The document in the binder says they have a 10 year warranty, but it is not spelled out if the warranty was from the purchase date or the date the unit was started up.

Pollard stated we need to decide if we are going to replace all the units at this time or wait until they fail. The cost of replacing all the units is \$20,877. The cost to replace unit 1-1 is \$2,285; the cost to replace unit 2-2 is \$3130. The money would come either out of the appropriation for Repairs--Building and Structure or Equipment. Kovert suggested replacing the two failed units immediately and waiting one month before replacing the other units to see if we can get the warranty issues resolved. Gunther stated if we know we are going to replace all the units in the near future, Alpha Mechanical can go ahead and get them ordered.

Klemens moved: That we replace the two heat exchanger units that have failed (1-1 and 2-2); the remaining units will be on the immediate repair list.

Seconded by: Palmquist

Motion: Approved

(Conn and Gunther left at 4:55 p.m.)

HVAC Preventive Maintenance Contract

Pollard has a proposal from Alpha Mechanical for a HVAC preventive maintenance contract that is substantially less than our current contract with Johnson Controls. The annual savings at Clarksville would be \$454.96; the annual savings at Jeffersonville would be \$6,164.14. Pollard would like to change our preventive maintenance contract to Alpha Mechanical. We are required to give Johnson Controls a 45 day written notice. Kovert stated Alpha Mechanical is a really good company and they are local; Johnson Controls is more like a franchise and we are a little too small for what they do. By mid-March we would be out of our preventive maintenance contract with Johnson Controls.

Kovert moved: That we change our preventive maintenance contract from Johnson Controls to Alpha Mechanical.

Seconded by: Klemens

Motion: Approved

HVAC Controls Status

Alpha Mechanical should be working on the HVAC controls very soon. Conn has to use a fuse to regulate heating and cooling in the lower level. In the rest of the building, the thermostat controls only allow you to change the temperature plus or minus two degrees from the set point. They do

not work properly and you get a lot of hot and cold spots. The proposal for Alpha Mechanical to do this work was approved at the November Board meeting, but was not scheduled to begin until 2016.

CALL TO ORDER OF BOARD OF FINANCE

The meeting of the Board of Finance was called to order at 4:59 p.m.

Election of Board of Finance Officers [IC 5-13-7-6]

Shea stated that in the past we have used the same officers for the Board of Finance as those who serve as officers for the Board of Trustees. Pollard stated the entire Board of Trustees serves as the Board of Finance. Shea asked for nominations for the officers.

Kovert moved: That the officers for the Board of Finance be the same as those for the Board of Trustees.

Seconded by: Klemens
Motion: Approved

Review of Account Balances and Investments [IC 5-13-7-7]

Pollard passed out a report of investments which states the accounts, the financial institution, the type of investment, and the balances of these accounts.

Review of Investment Policy [IC 5-13-7-7]

Pollard passed out a copy of the investment policy that was adopted by the board last January; no changes were made to it.

Klemens moved: That the investment policy be accepted for 2016 without any changes.

Seconded by: Kovert
Motion: Approved

Clear Outstanding Checks

We have one outstanding check that was written in 2013. After a check is outstanding for two years, it can be cancelled. Check #26975 to Gardner Media LLC for the amount of \$156.88 was for an invoice that got paid twice. The second check was not cashed or returned.

Palmquist moved: That Check #26975 for \$156.88 be cleared.

Seconded by: Klemens
Motion: Approved

The Board of Trustees returned to the regular monthly meeting at 5:06 p.m.

Shea stated a concern about Board members that cannot be here for the Board meetings and asked if it would be helpful to change the time of the meeting. Those present felt the time is okay. Shea asked that if we need to make a change in the future, please let that need be known. Shea stated she will not be here for the July meeting.

CONSENT AGENDA

Approval of claims through December 31, 2015

Gillenwater stated that we have a claim to move \$10,000 from the Operating Fund to the Library Improvement Reserve Fund (LIRF)

Palmquist moved: That we move \$10,000 from Operating Fund to Library Improvement Reserve Fund (LIRF) as appropriated.

Seconded by: Kovert

Motion: Approved

Other claims include:

Claim #	Amount	Claimant	Explanation
783	\$271,963.00	Huntington National Bank	Bond Payment
790	\$14,824.00	Westfield Insurance	Commercial package
802	\$22,567.50	Alpha Mechanical	Controls Replacement – ½ deposit

Palmquist moved: That we approve claims #771 - 842 from Chase Bank for a total of \$478,578.75

Seconded by: Klemens

Motion: Approved

Approval of December 15, 2015 Board of Trustees Minutes

Kovert moved: That the minutes of December 15, 2015 be approved as presented.

Seconded by: Klemens

Motion: Approved

FINANCIAL REPORT

Transfers

Amount	From	To
\$ 2,000.00	411.4 Salary, Part-time	411.2 Salary, Professional
\$ 7,000.00	411.4 Salary, Part-time	411.3 Salary, Non-Professional
\$ 1,000.00	411.4 Salary, Part-time	411.5 Salary, Custodial
\$ 500.00	431.7 Snow Removal	431.6 Lawn Services
\$ 500.00	435.4 Utilities, Sewage	435.5 Waste Removal
\$ 1,000.00	437.2 Rentals, Equipment	439.4 OCLC Charges
<u>\$ 186.70</u>	447.3 DVD Leases	447.2 DVD & Video
\$12,186.70	Total Transfers	

Palmquist moved: That the transfers be approved as presented.

Seconded by: Klemens

Motion: Approved

Encumbrance

Kovert moved: That we encumber 2015 money to pay for ½ of HVAC controls replacement.

Seconded by: Klemens
Motion: Approved

81.2 % of the appropriations were spent through December 31, 2015.

Property Tax Receipts

A spreadsheet showing property tax receipts since 2008 was given to the Board Members. It shows the money we are losing, primarily to property tax caps.

In 2008 we received 96% of our property tax estimate; we lost \$35,831.32.

In 2015 we received 82% of our property tax estimate; we lost \$256,046.98.

This explains why we used to have extra money in the operating budget for items such as repairs, and why we no longer have it.

Another spreadsheet showing Actual Annual Receipts vs Approved Revenue was given out. We had this spreadsheet at the December Board meeting, but at that time it did not have the information for the entire year. This spreadsheet compares money we actually received in 2014 to 2015 to what we expected to receive. We received everything for Excise, CVET, FIT, and CAGIT. We only received 55% of our estimated interest. Gillenwater explained that if we receive more interest than what was estimated, we would not be able to put it into the operating budget and spend it, so it is purposefully estimated on the high side. Looking at all the sources of income we received 89% of what was expected, but we only received 82% of expected property tax.

Kovert explained the negative impact that the TIF districts have on our income. It decreases our available income, even though it is not expected income. Jessica Eckerle, from Umbaugh, stated that TIF money is not included in our estimate.

Donations/Receipts

Homestead Credit Fund fund)	\$680.40	Balance Closeout (designated for levy excess
Auditor, State of Indiana	\$4,314.24	State Technology Grant eRate Reimbursement
Duplicator Sales & Service	\$229.92	Copier Commission
Mary McBride	\$25.00	Ruth's Readers
CAGIT	\$54,552.67	January 2016 Direct Deposit*

*The CAGIT check is an increase of \$4,748.01 per month.

STAFF ASSOCIATION REPORT

- We will have officer elections next month, so are trying to find people to serve.
- Community Conversations will take place in January, February, and March at the Clarksville Branch.
 - Invitations are being sent to various people and organizations in town.
 - Seabolt is using the model the American Library Association developed.
 - Dylan Fisher, with the Town of Clarksville, will be the conversation leader.
 - Seabolt has had a good response; several have stated they will come.

NEW BUSINESS

Branch Project

Pollard stated the Branch received a bequest for approximately \$12,000. Seabolt has some ideas for the use of that money and for space usage to present to the Board. Since her arrival about 3.5 years ago, Seabolt has always wanted to have a space for teens. Currently teens will not come to the library and stay and we would like to change that. A state librarian consultant reviewed the space and agreed with the ideas that Seabolt had for the space usage. It gives a niche for everyone.

The plans involve moving shelves; no construction is necessary. It can be done in phases, but some phases will need to be done at the same time. Seabolt would like to use the terrazzo area (where the dome used to be) as the new seating area. It would include a low magazine table. She would like some of the tall shelving units from the Main that are not being used. (The current A-frames and spinner racks take up a lot of floor space). The music CDs are very cramped and need a new shelving area. They would be kept low, so as not to impact the visual to the computer area.

The Martha Voll estate money would be used to do the teen area, which would be located where the pit area for kids is now. Some collaborative computer work stations would be included in this area. The teen area can be done for under \$10,000. Voll was a librarian at both the Clarksville Middle School and the Clarksville High School; this would be a great way to honor her for her donation. Some changes in the other areas need to be made to make it all fit. Seabolt discussed those changes. The entire project would cost \$34,000. We have \$12,000, thus we need an additional \$22,000. Pollard would like to suggest that the Library Foundation raise the remaining money as their first project. The Foundation will have their first organizational meeting on Thursday. Seabolt may be able to come to their second meeting to present this information to them.

Shea stated she likes having the younger kids contained for the sake of safety and to help parents and grandparents. Seabolt stated their staff has had some of the same concerns, but still feel this is the best solution to meet the needs of all our youth population. The Board will walk around and look at the spaces identified at the close of the Board meeting.

Kovert stated Jeffersonville High School named their radio broadcast studio after Ted Throckmorton and had the dedication Saturday evening. (Kovert left at 5:55 p.m.)

Circulation and Branch Staffing

Pollard stated the heat exchangers at the Main and a new HVAC at the Branch will cost about \$40,000. Starting with the 2016 budget, we decided to put \$20,000 in LIRF, rather than the \$10,000 per year that we had been doing. We now realize that is not enough. The budget is really tight and we need to set aside more money for building needs.

With that as a background, recently two positions came open--a 15 hour/week clerical assistant at the Branch and a 15 hour/week page at the Main. We have decided not to fill those positions. It will increase the workload of the remaining staff, but it is doable. Circulation is down 17%, sometimes there is downtime. By not filling the page position, the full-time staff will have to do some shelving and shelf reading of materials. We have moved a work study student from Youth

Services to Circulation. We have also added another volunteer to Circulation. Reference has agreed to start checking books in and out at their desk. Fines will have to be handled at the circulation desk. Seabolt will cross-train some of the reference staff to help at the Branch when they are in a bind.

Cost saving measures taken recently:

Two staff positions	\$13,416
Cancel OCLC	\$14,000
Maintenance contract to Alpha	\$5,000
Cancelled a database	\$8,000
Part-time position not filled last July	<u>\$6,700</u>
Total Savings:	\$47,116

This adds up to a total savings of over \$46,000. Pollard would like to put these savings into the Library Improvement Reserve Fund (LIRF) account, which was depleted with the dome removal project. She stated we need to keep the Rainy Day fund intact. Pollard feels it is less painful to not fill positions, than to take away pay or benefits from current staff. The Board felt this was a good direction to go.

Custodial Staffing

This discussion will be tabled for the sake of time.

Solicitation policy

Our current solicitation policy states soliciting is prohibited except with approval of library administration. Realizing that put her in the position of judging the worthiness of various causes, Pollard recently polled the ADOPLI group about their solicitation policies. She found that “no solicitation” was most common and she would like to change our policy accordingly. A copy of the current and proposed policy was handed out. With the change, prohibited behavior would include “Soliciting of any type.”

Klemens moved: That the soliciting portion of the Standards for Public Behavior policy be changed as presented.

Seconded by: Baker

Motion: Approved

Statewide Remote Circulation System (SRCS)

The Indiana State Library has come up with a Statewide Remote Circulation System. It will allow a patron at any participating library to use the system to look up a book in the union catalog. The patron can request that book electronically. The participating library would get the request and check it out to the patron. It would be distributed through the courier system already in place. The primary difference between it and Interlibrary Loan (ILL) is the patron does the requesting rather than our staff. The middleman is eliminated and the turnaround is faster; the down side is you could get a lot of requests to fill. The workload for circulation staff could increase, but our staff is on board and would like to try it. The date to let them know is at the end of the month. A lot of the large public libraries are participating; it will also include academic libraries. We will provide the records for our materials that we are willing to share; it will all be

done electronically. No cost is involved. The item is sent by the courier service to the patron's home library. If the book is not returned, the home library would get billed and they will bill the patron. We can opt out if we want.

Palmquist moved: That we participate in the Statewide Remote Circulation System as presented.

Seconded by: Klemens

Motion: Approved

CORRESPONDENCE; LIBRARY PUBLICITY

Publicity

- The publicity folder with newspaper articles about the library was passed around for board members to view. We are getting a lot of good publicity.

DIRECTOR'S REPORT

- Eden Kuhlenschmidt is being recognized at the Gold Leaf Volunteer celebration on January 26. She has volunteered for us for a number of years and works about five hours a week in the Indiana Room. She is quite deserving of the recognition.
- The State Park pass is getting a lot of holds. If a patron does not return it, they will be charged \$50. We ordered one for the Branch and they got theirs today.
- We are going to have an exhibit and ceremony called "Remembering our Fallen." It is to be installed Friday morning and the opening ceremony is scheduled for Saturday morning. Due to the possibility of a lot of snow, Pollard is working on an alternate plan. It should be a very good exhibit.
- Pollard gave the Board members a list of meeting times for 2016.
- A list of those serving on the Foundation Board was given to the Board members. Their first meeting will be Thursday at 4:30 p.m. It will be an organizational meeting.
- Shea requested an updated list of the Library Board members.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, February 16, 2016 at 4:30 p.m.

As there was no further business, the meeting adjourned at 6:17 p.m.