

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, FEBRUARY 23, 2016
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 4:30 p.m.

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

OLD BUSINESS

HVAC Heat Exchanger Warranty, Status of Repairs and New Controls

Conn reported that Alpha Mechanical is about halfway finished with replacing the controls. He stated they are doing a really nice job and due to the way they are going about replacing the controls, there has been very little time downtime on the heat. The temperature in the library already seems to be more uniform.

One-half of the heat exchangers have been replaced and they are operating at full capacity. They were in much worse condition than Conn had imagined. The Board needs to decide if we go ahead and replace the other four now or wait until they fail and then replace them. If we wait, they could go out at an inconvenient time and we could have sections of the library without heat for several days. Pollard stated that due to the cost saving measures we discussed at the last Board meeting we do have the money to replace the other four heat exchangers.

Kovert moved: That Alpha Mechanical proceeds with replacing the remaining four heat exchangers.
Seconded by: Wilson
Motion: Approved

Pollard stated that the old heat exchangers are not under warranty; the ten year warranty started with the date of purchase, which was in 2004. She also stated that the new heat exchangers are just a part and therefore they only have a one year warranty. Since Alpha Mechanical has picked up our maintenance contract, Conn has made it very clear that he wants the heat exchangers to undergo regular inspections. Pollard will contact Alpha Mechanical and tell them to order and replace the additional heat exchangers as soon as possible at an additional cost of \$9600. (Conn left at 4:35 p.m.)

Branch Project

As explained at the January meeting, Seabolt wants to make some changes at the Clarksville Branch, with the ultimate goal of providing a teen area. This would require changing some of the seating areas and relocating the children's area, at an approximate total cost of \$34,000. We have \$12,000 from the Martha Voll Estate money to be used for this project, which leaves a need for an additional \$22,000. Pollard stated this might be a good first project for the Library Foundation. Another option is to use a portion of the money in the Endowment Fund. (Palmquist arrived at 4:36 p.m.)

A discussion took place about the pros and cons of various options involving the use of the Endowment Fund or future funds from the Foundation. Shea asked if we could do this project in stages and asked Seabolt to give a breakdown on the cost for each stage.

Phase 1	\$10,000	Includes the computer area, the CD browsing shelves, paperback shelving and sitting area.
Phase 2	\$16,000	Includes the area for teens and children; these need to be done simultaneously.
Phase 3	\$7,400	Includes the back children's area.

The Voll money can be used for anything for the Branch. Since Martha Voll was the middle/high school librarian, Seabolt thought the teen area would be the perfect way to use her money and she would like to put a plaque there in her honor.

Kovert moved: That we do Phase 1 as outlined above for \$10,000.
 Seconded by: Klemens
 Motion: Approved

Baker stated that she doesn't want this project to lose its impetus and would like to see it through to completion. (Seabolt left at 4:50 p.m.)

ELECTION OF OFFICERS FOR 2016

Shea stated that as we do each February, we need to elect a slate of officers for the Board of Trustees which will include a President, Vice-President, Secretary, and Treasurer. The current officers are as follows:

President	Margaret Shea
Vice-President	Steve Palmquist
Secretary	Dick Klemens
Treasurer	Lynn Wilson

Shea asked for nominations.

Wilson moved: That we keep the slate of officers the same as those currently serving.
 Seconded by: Kovert
 Motion: Approved

Shea stated she would like for this to be her last year to serve as president.

CONSENT AGENDA

Approval of claims through January 31, 2016

These include:

Claim #	Amount	Claimant	Explanation
34	\$7,624.83	City-Wide Maintenance	Cleaning Services & Supplies
42	\$57,162.00	K M Stemler Co.	Dome removal at Branch
57	\$2,485.00	Alpha Mechanical Services	RTU 1-1 Heat exchanger replacement

Wilson moved: That we approve claims #1 - 67 from Chase Bank for a total of \$224,409.00

Seconded by: Darku
Motion: Approved

Approval of January 19, 2016 Board of Trustees Minutes

Palmquist made note of one correction that needs to be made to the minutes that were mailed out. In the financial report an outstanding check from 2013 in the amount of \$156.88 was asked to be cleared. In the motion the check was erroneously stated to be \$4156.88.

Palmquist moved: That the minutes of January 19, 2016 be approved as corrected.
Seconded by: Wilson
Motion: Approved

FINANCIAL REPORT

Pollard stated that last year we started a Health Reimbursement Arrangement (HRA), but we did not appropriate any money to that account. We need to transfer some money into this account.

Also, we need to transfer some money for OCLC (Online Computer Library Center). Our cancellation of OCLC goes into effect March 1. When the budget was prepared, Pollard thought our agreement ended in December, but later found out we also had to pay for January and February.

Transfers

Amount	From	To
\$3,000.00	413.4 Employee Benefits-Insurance	413.6 Health Reimbursement (HRA)
\$4,000.00	431.9 Other Professional Services	439.4 OCLC Charges

Klemens moved: That the transfers be approved as presented.
Seconded by: Wilson
Motion: Approved

Pollard stated that we received our 1782 notice from the DLGF (Department of Local Government Finance). This is the state's approval of our budget estimate. As they did last year, they reduced our budget. It was \$2,418,094 and they came back with a budget estimate of \$2,315,244, a difference of \$102,850. Pollard spoke with Eckerle from Umbaugh and she said the DLGF thinks we spend the entire budget, and if we did we would not have enough revenue to support that budget request. We actually only spend 75-80% of it. To compensate for the reduced budget, Pollard reduced the appropriation to our contingency fund from \$20,000 to \$0 and reduced our Salary, Part-Time by \$82,000. The remaining \$850 will come from another account. Last year we did not use the contingency fund and only spent 66% of our appropriation for Salary, Part-Time. The remainder of the budget was approved.

We requested rainy day funds for \$59,795 for building expenses, which were approved. The bond payment of \$544,966 was also approved. Gillenwater stated that these changes to the appropriations are reflected on the Financial Report for January.

Donations / Receipts

FAX	\$71.64	Quarterly FAX commission
CAGIT	\$54,552.67	2016 Monthly Distribution
Duplicator Sales & Service	\$293.58	Copier Commission
TOPS	\$25.00	Donation
Beth Shockey	\$50.00	Ruth's Readers

We received notice that we have \$21,662.23 in the Community Foundation of Southern Indiana and \$917 is available for granting.

STAFF ASSOCIATION REPORT

We just had election of new officers; they will begin serving next month.

Allison Fredrickson	President
Kimberly Jackson	Vice-President, Main
Pamela Seabolt	Vice-President, Branch
Jennifer Rembold	Secretary
Stuart Jones	Treasurer

We are getting ready for summer reading and will be using the theme Read for the Win.

We have had various staffing issues and have several who are out with extended illness or injury, including one in Youth Services and one in Circulation.

CORRESPONDENCE; LIBRARY PUBLICITY

Publicity

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

OLD BUSINESS, continued

Library Foundation

The Library Foundation Board of Directors has had two meetings, one on February 9 and one yesterday, February 22. Those in attendance were very enthusiastic. Melissa Fry came to yesterday's meeting and worked with the Board to develop a mission statement. It is as follows:

“Through advocacy and fundraising, the Jeffersonville Township Public Library Foundation enhances the library’s ability to realize its mission and vision. The Foundation support will supplement, not replace, regular taxpayer support of the library.”

Pollard will meet with Diane Swank and Mark Munzer next Monday to work on By Laws for the Foundation. The first Tuesday of each month at 5:30 p.m. has been established as the regular meeting time for the Foundation Board. Pollard will call those that have not been to a Foundation meeting to see if they are still interested; we would like to have fifteen members on the Board. Pollard, Swank, and Mark Munzer will meet with the president of the Indianapolis Public Library Foundation on March 22 to get ideas from her.

NEW BUSINESS

Custodial Staffing

We have mentioned in the past some of the problems we have had with outsourcing our custodial duties. When Pollard became Director, we had our own custodial staff and the quality of work done was mixed. Around 2009, we started outsourcing our cleaning. It was cheaper and was supposed to make our job easier. The cleaning company is supposed to handle their staff and make sure the job is being done adequately, yet we regularly and frequently have to address repetitive problems and issues. We spend a lot on custodial cleaning services; we are at the point that we think we should have our own staff again.

Currently we are spending \$5242 per month on our cleaning service. We could hire our own staff, which would include one full time and two part-time for the Main and 1 part-time for the Branch for approximately \$63,996.69 annually. This includes their pay, Social Security, and benefits for the full-time

person. We would have to start buying our own cleaning supplies, which we estimate would be about \$3000 per year, bringing the total to \$66,996. Compare that to \$62,904 per year with City-Wide, which does not include extra charges for bio-hazard clean up. It would be a little more expensive to have our own staff, but we are not getting what we are paying for. We have a scope of service that outlines what is to be done daily, weekly, monthly, etc.

We have a staff member who currently works 15 hours per week. She does the Branch run and picks up trash on the grounds at both locations. She is diligent, a self-starter, and she is interested in the full-time custodian position. She would start at 6 a.m. and do the vacuuming and mopping, items which need to be done while we are closed. Starting at 9 a.m. she would pick up trash, dust, and other cleaning that does not make a lot of noise or create a hazard. We would use the scope of service as a guide to her duties. Pollard proposes paying her an hourly rate of \$12.08. The New Albany library does not outsource their cleaning and they have had good stability paying \$12 per hour. We think one part-time person at the Branch will be sufficient. Staff members who work 15 hours per week do not earn vacation and sick leave. We would like to try this, understanding it is new and adjustments may need to be made. We would rather start with this many hours and add additional hours if needed. We will not save money, but we will spend close to the same. We will need to transfer money from professional services to Personnel. We feel like this will give us more control. We have to give City-Wide Maintenance a 30 day notice to cancel our contract with them.

Pollard will supervise the custodial staff and would like permission to have flexibility as long as the cost is kept the same. We need to plan ahead and buy our cleaning supplies in bulk. We could buy from Retailers Supply, Leonard Brush Co, and Sam's Wholesale. Having our own cleaning staff puts more pressure on Pollard, but we hope to eliminate some of the frustration.

Wilson moved: That we suspend our contract with City-Wide and hire our own cleaning staff which will be supervised by Pollard.
Seconded by: Kofi
Motion: Approved

Pollard presented a job description for the custodian position.

Palmquist moved: That the Custodian job description be adopted as presented.
Seconded by: Kovert
Motion: Approved

Pollard will notify City-Wide that we will be discontinuing our contract with them.

Clerical Assistant Job Description

The Clerical Assistant Job Description has one item that needs to be added to the Description of Tasks section. Not all people in this position need to do so, but we are currently recruiting for a part-time person at the Branch and they need to serve as a notary. We would like to add "Serves as a notary public, if required." The Board suggested that we also add a statement to the Job Requirements section stating they are "Qualified and willing to serve as a notary public."

Klemens moved: That the job description be approved with the addition to the Job Requirements section, as noted.
Seconded by: Wilson
Motion: Approved

Credit Card Policy Revision

Our credit card policy needs to include a statement limiting how much can be charged in a single transaction without prior Board approval. We have proposed an amount of \$1500 as the upper limit and have added a statement to this effect. As part of the approval process, Pollard goes through the credit card receipts. Only some managers have access to a library credit card; the cards are kept in the business office.

Wilson moved: That the credit card policy be amended by adding the statement that any credit card purchase over \$1500 must have prior Board approval.
Seconded by: Palmquist
Motion: Approved

State Mileage Rate

The state mileage rate has gone down from 40 cents per mile to 36 cents per mile. This is the rate we use to reimburse staff for travel when they use their own vehicle.

Kovert moved: That we use the state mileage rate of 36 cents per mile to reimburse employees for travel when they are using their own vehicle.
Seconded by: Kofi
Motion: Approved

Pollard further stated that we have been reimbursing the Branch manager and the IT person for travel made back and forth between the Branch and the Main. We have other people who make that drive, who have not been getting reimbursed. Pollard feels if we do it for one, we need to do it for all. The library owns a vehicle and it should be used for required travel when available. Recently, travel between the two locations has been more frequent. Documentation, including the odometer reading, would be required and would be turned in monthly. The form used is one that is prescribed by the State Board of Accounts. Employees who plan to use the Vibe reserve it.

Kofi moved: that all personnel who do required travel between library locations and who provide the proper documentation be approved to receive reimbursement for such travel.
Seconded by: Klemens
Motion: Approved

DIRECTOR'S REPORT

Drug Paraphernalia in Library

A few weeks ago cleaning staff found syringes in the drain in the floor of both the men's and women's restrooms. One of our Security officers was looking to see if any DVD cases had been hidden in the commode tank; he found a cooker instead. This cooker was made from a metal soda can which had been cut in half. Heroin is placed in the bottom of the cooker and a lighter is then used to liquefy it so it can be injected.

A Sharps container is normally used to dispose of needles. We were told by the Health Department that there are not any local collection sites that accept Sharps containers, so we were advised to place any needles we find in a used coffee can or empty detergent bottle, tape it shut, and then throw it in the trash. Pollard purchased some long tongs and plastic containers to put syringes in. Drug paraphernalia in the library is a big concern.

Pollard sent an email to the staff and talked to the managers. She wants to be the person called to dispose of a needle if it is found. If Pollard is not here, the manager or person in charge should handle the situation. Our security officers are aware of the situation.

Indiana State Library Annual Report

Pollard passed out a sheet titled "Your Library at a Glance." It includes statistics that were compiled from the Indiana State Library annual report. It shows that we have 33,741 resident users, which means over 50% of residents have a card. We also have a lot of non-resident users. These statistics show we are still viable and heavily used. Pollard will give a further breakdown of statistics from the annual report at next month's meeting.

Staff Institute Day—March 17, 2016

Staff Institute Day takes place on the third Thursday in March. This date was chosen as it usually avoids snow and spring break. This year's agenda includes sessions by Cindy Kanning, the Indiana State Library, the fire department, and Pollard. The staff day committee has arranged to have it offsite this year at the Hidden Creek Golf Club. There is no room charge; lunch is provided by the Friends of the Library.

Ivy Tech Library Technical Assistant Program Practicum Student

We have a student who is getting her associates degree in the technical assistant program from Ivy Tech. She is doing a practicum here and works nine hours per week, three each in circulation, reference, and at the Branch. Our staff has been pleased with her.

Updated List of Board Members

The Board was given an updated list with Board member information on it. The terms for Baker and Wilson will expire on June 30, 2016. They are both willing to be reappointed. Baker stated she would be willing to go meet with her appointing body if they would like for her to do so. Pollard will submit letters to the appointing bodies, asking for the reappointment of these two Board members.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Travel

Sarah Tackett will be attending the Innovative /Polaris Users Group in San Francisco, CA from March 14 to March 18, 2016.

The next meeting of the Board of Trustees will be on Tuesday, March 15, 2016 at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:52 p.m.