

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, APRIL 19, 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: Richard Klemens, Secretary; Lynn Wilson, Treasurer;
Kofi Darku, Linda Baker
Board Members Absent: Steven Palmquist, Vice-President; Hal Kovert
Staff Members present: Libby Pollard, Barbara Gillenwater, Debbie Beckham, Allison
Fredrickson
Guests: Mark Munzer, President of Library Foundation; Mike Gillenwater,
Library's Attorney
Public Comments: None

NEW BUSINESS

Endowment and Seed Money for the JTPL Foundation

Last month we briefly mentioned that we might ask the Library Board for permission to transfer some money from the Library's Endowment Fund to the Foundation to help with startup and operating expenses and to establish a Foundation Endowment Fund that could be invested. The proceeds of the investment could be used by the Library. Pollard inquired with the State Board of Accounts (SBOA) about doing this. The Library Endowment Fund, which is the remainder of a bequest that was received approximately ten years ago, currently has \$166,000. The Foundation Board is filing for 501(c)(3) status and, as such, the Foundation can have different investment guidelines to follow and they should be able to get a better return on their investment. Pollard reviewed the Resolution for Providing Endowment and Operating Money to the JTPL Foundation that was sent to the Board (copy attached). Provisions are made within the resolution that in the event of a catastrophe, money transferred to the Foundation could go back to the Library. The Foundation having money increases the potential for future donors and helps the Foundation qualify for grants.

(Kofi arrived at 4:40 p.m.)

The actual transfer of funds to the Foundation would not occur until the Foundation receives its 501(c)(3) status. The director will execute a written endowment fund agreement, between the Library and the Foundation. Pollard will draw up the document and bring it to the Board for approval. The income from the endowment would be disbursed annually for programs, resources, staff development and overall improvement of the library. Pollard consulted with our attorney, Mike Gillenwater and he feels it is appropriate to make this transfer and doing so falls within the guidelines of the State Board of Accounts.

The Board asked how much money Pollard would like to see transferred to the Foundation. Pollard suggested \$75,000; \$50,000 to be put in the endowment fund and \$25,000 would be used for operating. After further discussion the Board suggested that \$100,000 be transferred to the Foundation, with \$75,000 in the endowment fund and \$25,000 for operating. Munzer stated the Foundation would be careful of how the endowment money would be invested.

Wilson moved: That when the Foundation gets its 501(c)(3) status that \$100,000 be transferred from the Library Endowment Fund to the Library Foundation. \$75,000 will be

placed in a Foundation Endowment Fund for investment purposes and \$25,000 will be available for operating expenses. The Resolution for Providing Endowment and Operating Money to the Foundation is approved accordingly.

Seconded by: Darku
 Motion: Approved
 (Mike Gillenwater left at 4:51).

CONSENT AGENDA

Approval of claims through March 31, 2016

These include:

Claim #	Amount	Claimant	Explanation
159	\$10,761.22	Alpha Mechanical	Replace Heat Exchangers
178	\$3,966.15	OverDrive	eBooks
190	\$12,757.84	Baker & Taylor	Branch Annual Book Lease

Wilson moved: That we approve claims #126 – 204 from Chase Bank for a total of \$244,368.91
 Seconded by: Baker
 Motion: Approved

Approval of March 15, 2016 Board of Trustees Minutes

Pollard made a correction to the minutes from March 15, 2016. The minutes that were mailed out stated that Claim #97 to Alpha Mechanical for \$9,375.84 was for “RTU 2-2 Heat Exchanger Replacement.” That claim was actually for “Three Heat Exchangers and Parts Replacement.” This change has been made on the minutes which are ready for Board signatures.

Wilson moved: That the minutes of March 15, 2016 be approved with the correction as noted.
 Seconded by: Klemens
 Motion: Approved

FINANCIAL REPORT

21.6% of the appropriations have been spent through March 31, 2016.

Transfers

Last year we established a Health Reimbursement Arrangement (HRA). At last month’s meeting the Board approved payment to Kimberly Jackson who had met the requirements to receive a reimbursement. We need to transfer money into that fund to cover Jackson’s reimbursement and future anticipated reimbursements.

Amount	From	To
\$5500.00	413.4 Employee Benefits-Insurance	413.6 Health Reimbursement (HRA)

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

Donations / Receipts

Elizabeth Shockey	\$50.00	Ruth’s Readers
Jennifer Harl	\$17.00	District 6 ILF non-member fee
Jenny Bean	\$17.00	District 6 ILF non-member fee
Ellen Bolin	\$17.00	District 6 ILF non-member fee

Allison Fredrickson	\$17.00	District 6 ILF non-member fee
Big O Tires	\$70.00	Rebate on Vibe tire purchase
Duplicator Sales & Service	\$422.79	Copier Commission
CAGIT	\$54,552.67	2016 Monthly Electronic Distribution

CORRESPONDENCE; LIBRARY PUBLICITY

Publicity

- The publicity folder with newspaper articles about the library was passed around for board members to view.
- Pollard brought attention to a very nice thank you note we received from a patron, Paula Doughy, who commended several staff members.

STAFF ASSOCIATION REPORT

- Six staff members are going to ILF conference in Seymour on Friday. They are Andrea Amy, Jenny Bean, Ellen Bolin, Allison Fredrickson, Jennifer Harl, and Mike Harvey.
- Many of our staff members who have been out for medical reasons have returned. Jan Durham is still out.
- Yesterday was the last day for Hillary Slater, one of the work study students in Circulation.
- Sandra Blackmon, who works for us through the Experience Works program, has been out for a few weeks, but she is back.
- In honor of National Library Week, the Staff Association provided lunch for the staff last Monday and Libby provided cake.
- Youth Services is busy getting ready for summer reading.
- Allison Fredrickson is starting to inventory some materials in the Indiana Room.

OLD BUSINESS

Transition to In-House Cleaning Staff and Ordering Supplies

March 31st was the last day for City-Wide to provide our custodial services. Sondra Morris, who was working for us part-time, became a full-time employee effective March 28. We also hired three part-time positions for 15 hours each. Kate Keith is taking over the position formerly held by Morris, which includes doing the daily Branch run. Mike Turner is assisting with the cleaning at the Main and Barbara Ayers is doing the cleaning at the Branch. Several staff members have been involved in helping with the transition. We had to stock our cleaning supplies, buy vacuum cleaners, and custodial carts. Overall, it is going well. It is too early to decide if we will need additional help. In the next few weeks Pollard will go through the scope of services and see which items are getting done, and which items are being missed. Pollard is confident all of these employees are working hard. We will use the scope of service to make a daily, weekly, and monthly checklist.

Update on Foundation

Eight people are currently on the Board. It is a small, but committed group. They are meeting on the first Tuesday of the month, so they last met on April 5. They are still finalizing the by-laws and will be developing a strategic plan. Pollard sent the library’s strategic plan to the Foundation for their review.

NEW BUSINESS, continued

Surplus

A list of “Surplus Items – April 2016” was given to the Board for review. (Attached)

Wilson moved: That the items on the Surplus list be declared surplus and be disposed of in the proper manner.
 Seconded by: Kofi

Motion: Approved

Incident Report Summaries

The Board commented on the number and nature of the incidents, which attests to the enormity of the problem. They stated the summary helps identify those with recurring behavior issues. The repetition of a person's behavior helps justify barring that individual.

Pollard had an email from a security officer, about a patron showing interest in one of our employees. She was not receptive to or appreciative of his interest. Pollard will talk to the patron the next time he comes in and warn him of the consequences if that behavior continues. Pollard talked with the managers on the 1st floor and we will have sexual harassment training at the May staff meeting. All employees have been asked to review our Workplace Anti-Harassment Policy and to sign a statement that they have received it. In the future, we plan to spend 30 minutes at each annual Staff Institute Day doing training on this subject.

The Board expressed their appreciation to the staff for their careful attention to the incident reports. The Board fully backs the staff and the incident reports help us enforce the policies.

DIRECTOR'S REPORT

National Library Week April 10 – 16, 2016

National Library Week took place last week.

Thunder over Louisville - April 23

Both library locations will close at 1:00 p.m.

Friends of the Library Annual Meeting

April 21, 2016 from 5:00 - 7:00 p.m. It will take place in the Friends Book Store.

PERF Meeting

Pollard and Beckham are going to a PERF (Public Employees' Retirement Fund) meeting tomorrow in Jasper to learn more about the ASA Only option (Annuity Savings Account) which will be an option effective July 1, 2016. Currently, our PERF retirement plan is the Hybrid plan which includes the Defined Benefit and the ASA.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, May 17, 2016 at 4:30 p.m. Dick Klemens will not be able to attend that meeting.

Linda Baker stated she will be able to come to the LifeSpring Breakfast on May 10.

As there was no further business, the meeting adjourned at 5:32 p.m.