

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, OCTOBER 18, 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 4:35 p.m.

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

**CONSENT AGENDA**

**Approval of claims through September 30, 2016**

These include:

<b>Claim #</b>	<b>Amount</b>	<b>Claimant</b>	<b>Explanation</b>
596	\$5,922.00	Gressco Ltd.	Kwik Cases
611	\$4,209.15	RTI	Disc Cleaning Equipment
617	\$7,000.00	Umbaugh	2017 Budget Consulting Services
629	\$100,000.00	JTPL Foundation	Transfer from endowment fund to Foundation

Wilson moved: That we approve claims #552 – 630 from Chase Bank for a total of \$279,493.25  
Seconded by: Klemens  
Motion: Approved

**Approval of September 20, 2016 Board of Trustees Minutes**

Wilson moved: That the minutes of September 20, 2016 be approved as presented.  
Seconded by: Darku  
Motion: Approved

**STAFF ASSOCIATION REPORT**

Staff Association President, Allison Fredrickson reported:

- We had a good-bye party for Jenny Bean and Lesli Scott on October 4, 2016.
- Elizabeth Zelivetz has been hired full-time in the Circulation Department.
- Hannah Todd and Jen Weidner have been hired part-time in the Circulation Department.
- The Staff Association will be sponsoring a Halloween Spooky Soup fundraiser on October 31 to raise money for the Christmas party.
- The Christmas party will take place on December 3 at the library; it will be catered by Olive Garden. All Board members are invited.

**FINANCIAL REPORT**

We received a \$1000 donation from Mary Whelan in appreciation of the many services we offer. These funds were designated to buy books for Youth Services; a Whelan Gift Fund has been set up.

A check for \$100,000 is being issued to the Library Foundation. The Foundation received its 501(c)(3) status; the Library Board had agreed to transfer this money to them when they obtained 501(c)(3) status.

63.1% of the appropriations have been spent through September 30, 2016.

In December we will make the Bond payment out of BIRF. We will also transfer \$20,000 to LIRF and repay the temporary loan.

**Donations / Receipts**

CAGIT	\$54,552.67	2016 Monthly Distribution
Duplicator Sales & Services	\$334.62	Copier Commission
USAC - (Universal Services Administrative Company)	\$2,962.08	eRate reimbursement (60%) for telephones (7/1/2015 – 6/30/2016)
Richard Wilson	\$5.00	Donation for research by E. Kuhlenschmidt
Richard Zupancic	\$100.00	Branch – Youth audio books
Kathy Rosga Kull	\$101.00	Donation for Ruth’s Readers

**CORRESPONDENCE; LIBRARY PUBLICITY**

**Publicity**

- The publicity folder with newspaper articles about the library was passed around for board members to view.
  - An article about the Homeless Coalition has a photograph of Margaret Shea.
  - An article about ClarkFEST mentioned Pam Seabolt who was in charge this year.

**OLD BUSINESS**

**Resolution to adopt 2017 budget**

Shea read the Ordinance or Resolution for Appropriations and Tax Rate.

<b>Fund Name</b>	<b>Adopted Budget</b>	<b>Adopted Tax Levy</b>	<b>Adopted Tax Rate</b>
Rainy Day	\$55,000	\$0	0.0000
General	\$2,400,000	\$1,729,000	0.1267
Debt Service	\$543,984	\$261,000	0.0191
Library Improvement Reserve	\$0	\$0	0.0000
	<b>\$2,998,984</b>	<b>\$1,990,000</b>	<b>0.1458</b>

Palmquist moved: That the 2017 budget be adopted as presented.  
Secoded by: Wilson  
Motion: Approved

**Insurance Presentation by Kevin Waiz**

Kevin Waiz discussed his proposal for Property & Casualty and Directors & Officers Insurance. We renewed our Property and Casualty on July 1. Worker’s Comp insurance renewed on July 24. Pollard discussed with Waiz the *amount* of coverage that Swank proposed so a fair comparison can be made. Waiz stated that his goal is for us to be properly covered, but not insured for more than we need. He stated our police officers have adequate coverage and they are covered under the umbrella policy as well. The policy has a 4% inflation guard on property each year. The annual premium for the recommended proposal is \$30,905. (Waiz left at 5:15 p.m.)

The Board compared Swank's annual premium of \$27,652, with a three year price rate guarantee to Waiz's annual premium of \$30,905. HCC was rated well by Standard & Poors, but the Board wanted to know more about this company. Pollard will find out more about the company from Swank. We have already renewed, but can cancel on any unused portion.

Palmquist moved: That we accept Swank's proposal for Property & Casualty insurance if Pollard is satisfied with her explanation of HCC.  
Seconded by: Klemens  
Motion: Approved

### **Closing the South Entrance**

At the last meeting Pollard spoke of safety issues at the south entrance and the Board approved permanently closing the lounge and south entrance. At that time the patron lounge had been temporarily closed for just a few weeks and we did not yet know the full impact of the lounge being closed. The problems have diminished dramatically as indicated by a significant drop in incident reports. We no longer feel it is necessary to close the south entrance.

Klemens moved: That the south entrance of the building remain open.  
Seconded by: Darku  
Motion: Approved

### **NEW BUSINESS**

#### **New Hires and job descriptions**

Jenny Bean and Lesli Scott left their full-time positions here for other job opportunities. Nolan Brewer has been promoted to Senior Library Clerk/Marketing Assistant. Elizabeth Zelivetz has been hired as full-time library clerk. Hannah Todd and Jen Weidner have been hired as part-time clerical assistants (15 hours per week). Due to these staffing changes and reassignment of duties, we have made some changes to the job descriptions. The Senior Library Clerk position has a marketing emphasis added. The library clerk position has some interlibrary loan duties added.

Wilson moved: That the changes to the Senior Library Clerk and Library Clerk job descriptions be approved as presented.  
Seconded by: Palmquist  
Motion: Approved

#### **Organizational Chart**

Not long after Pollard started here, property tax caps began, resulting in a loss of income for the library. We are required by state law to spend a certain percentage of income on materials and one of the few ways to cut the budget is to decrease personnel. The organizational chart with notes added shows positions that have been added or eliminated in the past eight years. Even though positions have been eliminated we are still providing excellent public service.

#### **Resolution to join Indiana State Library Consortium for Public Library Internet Access**

Shea read the resolution that allows us to get our internet at a lower rate.

Klemens moved: That the Resolution to join the Indiana State Library Consortium for Public Library Internet Access be approved as presented.  
Seconded by: Wilson  
Motion: Approved

## **DIRECTOR'S REPORT**

### **Foundation Report**

The Library Foundation met on Tuesday, October 4. In an effort to increase Board membership from 9 to 15, they reviewed the list of names of prospective board members and decided to approach those people prior to the next meeting on November 1 and ask them to be on the Foundation Board. They talked about various projects for which the Library would like to receive the support from the Foundation. The Branch expansion was mentioned, but the Foundation Board felt that was a taxpayer responsibility. They also discussed who will create and maintain a donor database; they are fine tuning the list of projects.

### **Google Apps for Work Implementation**

As approved at the August Board meeting, Pollard and Bohannon have been working to switch from Microsoft Outlook to Google apps for work. We plan to go live with Google Apps on Monday, October 24. We have contracted to have 45 accounts. Bohannon is compiling a list of user names and temporary passwords; we will have the same user names that we are currently using. Twenty staff members have personal Gmail accounts; they will assist co-workers as needed. We will have classes later on how to use other apps that come with it such as Google calendars, Docs, Sheets, etc.

### **OTHER BUSINESS; BOARD MEMBER COMMENTS**

The Board received the quarterly incident reports in their packets. We hope to have fewer incidents in the future; we have had a large number of medical incidents.

We have procedures to allow those who are not residents to check out materials and use computers. We have over \$10,000 in fines from January 2012 to present from those with short-term cards. In an effort to reduce the fines, the Board could limit the number of items checked out on short-term cards. Pollard will investigate what other libraries do.

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

As there was no further business, the meeting adjourned at 6:04 p.m.