

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, MARCH 21, 2017
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: Steven Palmquist, President
Board Members Present: Lynn Wilson, Treasurer; Linda Baker, Secretary; Kofi Darku
Board Members Absent: Margaret Shea, Dale Moss
Staff Members present: Libby Pollard, Barbara Gillenwater, and Allison Fredrickson
Guests: None
Public Comments: None

CONSENT AGENDA

Approval of claims through February 28, 2017

These include:

| Claim # | Amount | Claimant | Explanation |
|----------------|---------------|-------------------|--------------------------|
| 112 | \$1,357.19 | Lawn Cure | Dormant Oil Application* |
| 115 | \$2,627.86 | Overdrive | Electronic books |
| 118 | \$2,035.17 | Penworthy Company | Youth Books |

Wilson moved: That we approve claims #75 – 131 for a total of \$139,339.05
Seconded by: Darku
Motion: Approved

*The claim from Lawn Cure included a prepayment for the whole season. The dormant oil treatment kills larva. They use it on fruit trees.

Approval of February 21, 2017 Board of Trustees Minutes

A question was raised about the minutes for the February meeting as they do not say that Kovert resigned. He sent a letter of resignation to Pollard a few days after the meeting.

Wilson moved: That the minutes of February 21, 2017 be approved as presented.
Seconded by: Darku
Motion: Approved

FINANCIAL REPORT

11.6% of the appropriations have been spent through February 28, 2017.

Palmquist raised a question regarding the fact that 435.1 Utilities, Gas and 435.4 Utilities, Sewage are twice as high as at this point last year. There was a water leak in the fountain behind the elevator. That caused the sewer bill to be higher this month. We will check on the gas bill.

Donations / Receipts

| | | |
|----------------------------|-------------|--|
| CAGIT (now called LIT) | \$60,050.50 | 2017 Monthly Distribution |
| Duplicator Sales & Service | \$474.33 | Copier Commission |
| Tri Kappa | \$100.00 | Donation for Summer Reading |
| Elizabeth Shockey | \$200.00 | Donation for Ruth’s Readers |
| Staff Association | \$22.50 | ½ of Sam’s Club Membership |
| Friends of the Library | \$4,500.00 | Summer Reading Club-Youth |
| Friends of the Library | \$1,000.00 | Summer Reading Club-Adult |
| Libby Pollard | \$159.31 | Payroll Deductions while on leave |
| USI | \$1,136.74 | Reimburse for Directors & Officers Insurance |

The reimbursement from USI is for the insurance that we used to have with Kevin Waiz. We will be getting a check from the Friends to reimburse us for the Staff Day luncheon.

STAFF ASSOCIATION REPORT

- The Staff Institute Day was held on Thursday at the Hidden Creek Golf Club. The speakers and food were both good. The staff is grateful to the Friends of the Library who are paying for the luncheon. A Staff Association meeting was held on that day.
- Next month is National Library Week from April 9 – 15. Tuesday of that week will be National Library Workers Day.

CORRESPONDENCE; LIBRARY PUBLICITY

Publicity

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

OLD BUSINESS

Board Member Recruitment

Pollard asked the Board if they had any thoughts on a new Board member. Pollard suggested Mark Munzer from the New Washington State Bank; he is in charge of Commercial Lending. He is a member of the Jeffersonville Rotary and Optimist Clubs and is on the Parks Board. Pollard checked with the State Board of Accounts to see if there would be a problem with the Library having money in the bank where he works and they said it was acceptable as long as he doesn’t vote on where we put our money. He is on the Library Foundation Board. The appointing authority is the County Council. Pollard can propose his name to the County Council. It was the general consensus of the Board that we should move forward with the nomination of Munzer. Kofi is still waiting to hear back from some people to see if they are interested. He agreed that we should go forward with this.

Security

At the February meeting the Board discussed various options for security coverage and the pros and cons of using a private security company. The Board wanted us to explore hiring someone other than off duty policemen to provide security coverage. The Board received a job description for a Security Technician, with a proposed salary rate of \$14.48 per hour. This is considerably less than what we pay our off duty police officers.

The March security schedule was given to the Board. Since last month’s meeting we hired Tyler Jackson, who is on the Clarksville Police Department. The calendar shows that we have no one scheduled to work on Saturdays in March. Pollard emailed Shaw Security to see what it would cost to get coverage just for Saturdays.

Because of their level of training, the Board prefers using off duty police officers or possibly hiring reserve officers. Pollard will look into hiring reserve officers. We may need to consider a salary increase. The Board decided to wait until next month to decide whether or not to approve the Security Technician job description.

Bond Plans

Pollard met with architect Hal Kovert on Friday, March 17. She submitted to the Board the current list of projects that we want to include in the bond. The list is divided by projects for the Clarksville Branch and projects for the Main Library. For the Branch, Kovert suggested replacing the HVAC units, as they are the original units. The lighting needs to be upgraded, security cameras need to be added, and we need to increase the number of adult computers. The construction plan that Kovert had on Friday includes a little more space for the adult collection. Seabolt would like a couple of study rooms and an increased children's space. There would be a meeting room for the public and one for library programming. The two rooms can be connected so they can be made into one large room. The main focus at the Clarksville Branch is to add to the physical space of the building. Pollard needs to talk to our bond counsel to find out the timing of the project.

Pollard had planned to add signage to both buildings, but she has seen libraries that look nice without signage. Some people prefer signage because they do not like to ask questions.

Pollard has talked to four vendors in the last month about Self Check systems. Based on our investigation, it would cost about \$150,000. Pollard is hoping we can include that in the bond project, as it would free up staff time for other tasks. Many people prefer Self Check, for its time efficiency and privacy.

Another item in the bond plans are electric door openers, which would be helpful to both patrons and staff. The exterior doors at the Branch do not have the push button.

Kovert will attend the April meeting. Pollard will provide information about the time frame and the necessary steps. We would like to talk to one or two County Council members before we go before them with the project. People ask if libraries are obsolete; we need to be prepared to answer that question. Pollard has statistics from our annual report. The bond would not increase our tax rate, but if it is not approved, our tax rate would decrease. If the bond is under \$2 million, the only approval we need is from the County Council. If we go over \$2 million, we would have to have a remonstrance. Most of the items on the list are under Kovert's plans; the Self Check system would not be.

NEW BUSINESS

Board of Trustees Vice President

Kofi has the most seniority of the Board members who do not have an office.

Wilson moved: That Kofi Darku be nominated as Vice President.
Seconded by: Baker
Motion: Approved

Strategic Plan 2017-2019

Pollard has been working on the Strategic Plan. Our old plan expired at the end of 2016. Pollard has been in touch with the State Library and they said that is okay as long as we get the new plan done by the end of this year. The new plan will be for the years 2017 – 2019, and once again Melissa Fry is helping us with the plan. We have already determined the information from the current plan that we want to include in the new plan.

To get their input, Fry talked to the staff last week at Staff Institute Day. She will also need input from the Board, and thus will attend the April meeting. It was suggested that we meet either with Kovert or Fry at the April meeting and meet with the other person at the May meeting. Pollard will proceed with that plan.

Patron and Staff Parking Lot

The parking lot behind Seventh Street is for library staff and it also provides overflow parking for patrons. The land is owned by the Pfau family and they allow us to lease it for \$1 a year. It has been reported that other people are parking there. The Board agreed by consensus that since it is not interfering with staff or patron parking, no action needs to be taken at this time.

Landscape Maintenance Plan

Pollard received a quote from Walnut Ridge for an ongoing maintenance program. Keith Conn, Maintenance Worker, keeps the land around the building looking good, but time does not permit him to maintain the other areas as well. The proposal from Walnut Ridge for labor and materials for the main lot is \$15,764 for the calendar year and \$12,717 for the Branch. This was not included in the budget and the proposals do not include mowing. Pollard could downsize the proposal. The Board will notify Pollard if they know of anyone else she could get quotes from.

DIRECTOR'S REPORT

Custodial Staff Compared to Cleaning Company

A report was submitted to the Board that showed the difference in cleaning costs for this year compared to the previous year when cleaning was outsourced. Overall it has gone well and we have had fewer complaints from the staff. We hired two part-time and one full-time staff member. Custodial expenses using the cleaning service from 4/1/15 to 2/28/16 totaled \$136,936.57. Custodial expenses using our own staff from 4/1/16 to 2/28/17 totaled \$74,324.50. This approach is sustainable.

Upcoming meetings

We will be sending five people to ILF District VI in Greensburg on April 7. One group will take the Vibe and the other group will drive a personal vehicle. Pollard will be attending the ADOLPLI meeting in Bloomington at the Monroe County Public Library on April 6 and 7.

Photo Exhibit

We will have an opening reception on April 8 from 2:30 to 4:30 for a new photo exhibit by Kevin Laundroche, from Louisville. Pollard has seen some of his work and it is quite good. On the same day, Allison Fredrickson, Genealogy and Local History Librarian, will be holding a Share Your Story program with Courtney Block from IUS in the lower level meeting room.

Staff Announcements

Pollard received a letter today stating that Laura Bjornson, Assistant Librarian in Youth Services, will be retiring at the end of May. She will be missed as she has about 50 people in Storytime and she also writes our grants for the Youth Department. She has a Master's Degree from Brown. Pollard met with Lori Morgan, Youth Services Manager. They will prepare an up-to-date job description and will submit it to the Board for approval. It was suggested that Pollard talk to Bjornson about coming back on a part-time basis.

Library Foundation Meeting

The Foundation Board met on March 7. They discussed the Foundation event which is being planned for June 3. They also talked about keeping our donor list up-to-date. They have a committee working on their investment strategy. The Library gave the Foundation Board \$100,000. \$75,000 of that amount has to be kept in reserve. Margaret Shea is on the Foundation Board and Mark Munzer serves as president. It was

suggested that we could have a joint meeting once a year. The Foundation Board meets on the first Tuesday of the month, with their next meeting taking place on April 4.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, April 18, 2017 at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:39 p.m.