

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, MAY 16, 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 4:31 p.m.

Presiding Officer:	Steven Palmquist, President
Board Members Present:	Kofi Darku, Vice-President; Linda Baker, Secretary; Lynn Wilson, Treasurer; Dale Moss, Margaret Shea, Mark Munzer
Board Members Absent:	None
Staff Members present:	Libby Pollard, Barbara Gillenwater, Debbie Beckham, Allison Fredrickson, Keith Conn
Guests:	Hal Kovert; Amanda Hunsucker
Public Comments:	None

Mark Munzer was welcomed as a new member of the Board; the Board members introduced themselves.

NEW BUSINESS

Outside Fountain Repairs

Conn attended a Board meeting several months ago in which the outdoor fountain was discussed. At that time the Board did not want to spend as much as would be needed to have it worked on by an outside business. Conn was going to see if he could do the work himself. He was finally able to get the pump and motor out of the pit. The motor and motor control center were both in bad shape. Conn can buy the parts to rebuild the motor and pump for \$500 - \$600, but there is still no guarantee that the motor would work. The cost of getting a new unit is about \$2500, and Conn thought the motor control center would be an additional \$2500, therefore it would cost approximately \$5000 - \$7000 to get it in good shape. The Board asked what it would cost to fill the fountain area with dirt and put plants in it. A lot of people like the fountain, but it is expensive to maintain. Conn explained the design flaw and how he would approach solving it. The Board will give consideration to the information presented by Conn and discuss it later. (Conn left at 4:42 p.m.)

OLD BUSINESS

Bond Projects Report

Kovert reported they have been meeting with people over the past month, refining the scope of the project and they now have the budget numbers. He reviewed the plans with the Board, explaining changes that have been made since last month. The Project Scope Budget establishes the budget for the project, not just construction cost.

In addition to construction costs, at the Clarksville Branch the Project Scope Budget also covers furniture and RFID. Currently, the Clarksville Branch is a totally electric building and the units

are past their life expectancy. They would be replaced with gas heating and electric air conditioning. We would also replace some flooring, do some work in the restrooms, and add an irrigation system. Total construction cost is \$1.5 million, a 10% contingency allowance and 15% soft costs (administrative) have been added, bringing the project budget to \$1,878,656.25, which keeps it within our \$2 million budget.

As part of the project hearing at the County Council, we will make a presentation, going through the steps of the project, show them the breakdown of the money, then ask for permission to do the bond work. They will open it up for public comment and then vote on giving us permission to sell the bonds.

Pollard will look into the sprinkler system at the Branch. Currently, it may not be required to have one. The self-check RFID stations allow a patron to check out a stack of books all at once, they do not have to scan each book individually. Pollard further explained the mobile staff kiosk is a service approach that allows a staff member to look up library items on their tablet. Rather than being stationed behind the desk, staff members are proactively out among the patrons. We want to have a smaller work station for staff and will repurpose the current desk area. The irrigation system at the Branch is just for the landscaping, not for the yard.

At the Main, work will primarily be done in the Makerspace area and light renovation in other areas. Some sections with tall shelving will get lower shelving in order to open it up more. The two desk areas will be revised. The preliminary layout of the Makerspace area was explained. The recording studio will be located where the men's restroom used to be, and will have some glass walls. Increasing visibility to the recording studio will likely increase its usage. Some storage area for supplies will be provided. The glass that separates the lobby from the former patron lounge will likely be removed for better space utilization. A lot of the equipment and tables will be mobile. We will take out the closet, but leave the art glass, the skylight, and the wall below the skylight. There will be some equipment for video editing. The new meeting room is coming from current stack area and will have glass walls. The south outside doors will be exit only; all entry will be from the north end. An alarm will sound if someone opens those doors from the inside. The study rooms will likely have modular wall systems with a lot of glass. We have a number of options on how to make the glass areas attractive.

The Project Scope Budget at the Main library was presented. It includes furniture and equipment for the makerspace, motorized dampers and temperature sensors for the HVAC, it addresses exterior and interior fountain issues. The budget for the construction cost is \$1.2 million with an overall project cost of \$1,527,968.75. We can take alternate bids on some items or increase the budget by \$300,000. The repayment timeline may need to be adjusted to 8 – 8 1/2 years rather than 7 years. We want to keep the payments the same as what we are doing on this building.

Due to the difference in the size of the buildings, it was noted that at the main the security cameras were priced on a per camera basis, while at the Branch they were priced on square footage basis. The current security cameras at the main are old analog cameras; the quality of the images is very poor making it difficult to even recognize a person. Today's systems are all web based. We can provide access passwords to the police department; if needed, they can

actually view the cameras remotely.

We are having meetings to explain our project with individual members of various councils prior to going to the full council. We have talked to the Jeffersonville City Council and they are supportive of the project. Tomorrow we are talking to some representatives of the county council, and on Friday we will meet with people from the Town of Clarksville. We will emphasize that we want to maintain the same tax rate, not increase it.

A question was raised about the budget for the interior fountains. This is to improve the indoor air quality from a health standpoint, using an ultraviolet purification system. The fountains provide helpful white noise in the library.

The Project Scope Budget for each building is under \$2 million, which is where we need to keep it.

Wilson moved: That we accept the Project Scope Budget for both the Clarksville Branch Library and for the main library as presented and that we approve this as a budget for these two projects.

Seconded by: Shea
Motion: Approved

(Kovert and Hunsucker left at 5:25).

Pollard distributed a handout from Umbaugh on financing for the project. The Summary of Existing Debt shows that we currently owe \$543,984. This was a 10 year bond, and we have two payments left. One payment will be made in July 2017 and the other one in December 2017. The Bonding Capacity shows that the amount of debt we could take on is 11 million, we are only asking to borrow under 4 million, so we have the bonding capacity for this project. Because the DLGF required the Library to use funds on hand to reduce the levy needed to make the 2017 debt service payment, the debt service tax rate dips down in 2017, but goes back up in 2018. It will still be lower than it was in 2016 and the years prior to that. The repayment term on \$3 million is 7 years. The maximum annual payment is less than what we are currently paying. Pollard will ask Umbaugh to redo the slide to show the tax rate for 2016 and the years prior to it and she will send the revised Umbaugh report out by email.

Ryan Fetters, from Umbaugh, will come for the meeting tomorrow with Barbara Hollis and Brian Lenfert. Pollard met with Lisa Gill and Nathan Samuel from the Jeffersonville City Council; they were very enthusiastic about the project.

CONSENT AGENDA

Approval of claims through April 30, 2017

These include:

Claim #	Amount	Claimant	Explanation
238	\$6,539.00	EBSCO	Novelist Databases & Library Aware
240	\$8,275.00	Library Ideas	Freegal Music Subscription (1 year)
260	\$12,987.15	Baker & Taylor	Branch Book Lease (1 year)

Wilson moved: That we approve claims #203 – 271 from Chase Bank for a total of \$198,541.44

Seconded by: Darku

Motion: Approved

Approval of April 18, 2017 Board of Trustees Minutes

Shea moved: That the minutes of April 18, 2017 be approved as presented.

Seconded by: Wilson

Motion: Approved

FINANCIAL REPORT

- 26 % of the appropriations have been spent through April 30, 2017.
- Palmquist noted a few line items where we had spent over 50% of the budget. It was explained that some line items have the expense spread evenly throughout the year, while others are paid all at once, or a few times a year. Freegal Music Streaming service and Novelist, a Readers Advisory database are two examples of the latter.
- Darku asked why there were some significant changes on some line items in Disbursements YTD (Year to Date) as compared to Disbursements Last YTD.
 - The drop in YTD spending from Account #431.9 Other Professional Services is because we are no longer using the cleaning service. We are now using our own staff and the labor portion of this cost is covered under Account #411.5 Salary, Custodial.
 - The decrease in YTD spending from Account #436.2 Repairs - Equipment and Capital Projects is because last year we were replacing heat exchangers, and thus spent more from this account. Gillenwater will print a report of the charges to this account.
 - The increase in YTD spending from Account #436.4 Repairs - Computer Software is because we received the invoice to Innovative Interfaces for \$22,000 for the maintenance agreement earlier than last year. It was paid in May last year and this year it was paid in April.

Donations / Receipts

LIT (Local Income Tax)	\$60,050.50	2017 Monthly Distribution
TSI	\$83.86	FAX Commission
Duplicator Sales & Service	\$431.46	Copier Commission
Judy Bryant	\$16.75	SRC shirt reimbursement

Pamela Seabolt	\$26.75	SRC shirt reimbursement
Andrea Amy	\$19.45	SRC shirt reimbursement
Friends of the Library	\$894.11	Flipster Digital magazine
Community Foundation of Sou. IN	\$1800.00	Money Granted

We had originally planned to use the money from the Community Foundation for digital magazines, but we have decided it would be better to buy a Microsoft Surface Pro, docking station, cover, and stylus. This will be used at the Branch as a trial run for the mobile service that we are moving towards.

CORRESPONDENCE; LIBRARY PUBLICITY

Publicity

- The publicity folder with newspaper articles about the library was passed around for board members to view.
- Allison Fredrickson was recently recognized by the News and Tribune as one of the 20 under 40.

STAFF ASSOCIATION REPORT

- Autumn White graduated from IUS last week. Staff Association will do something for her in the near future.
- Jennifer Rembold is out on maternity leave.
- Laura Bjornson's retirement party will be Thursday, May 25 from 4:00 – 6:00 p.m. in the Youth Services department. The Staff Association will provide cake and punch.
- New employees:
 - Samantha Kelien - Youth Services employee for the summer
 - Simon Rindy - Part-time clerical assistant at the Branch
 - Patty Van Arsdale - Part-time clerical assistant at the Main
 - JJ Smith – Security officer at the Main, from the Clarksville Police Department
- Summer reading starts May 30
 - A change in the requirements for the adult summer reading club have been put into effect. You must read two books and write a brief review on them and attend one library program. You will have the option to give feedback on the program. You can repeat the requirements as many times as you want to have more entries in the drawing.

OLD BUSINESS

Board Appointment Update

Mark Munzer is filling the term vacated by Hal Kovert. The terms for Steve Palmquist and Dale Moss expire June 30, 2017; they would both like to be reappointed. Pollard will submit a letter requesting their reappointment to their appointing body.

Foundation Event

The event celebrating the Foundation's charter members will be on June 3 from 6:00 – 8:00 p.m. The Foundation Board of Directors would like for the Library Board of Trustees to join them in

serving as greeters. We are honored to have the Director of the Public Library of Cincinnati and Hamilton County to be our guest speaker. We will have light refreshments and a host bar. The program will start at 7:00 p.m. Nametags have been ordered for both Boards. We will be thanking those who have made a donation to the Foundation. Darku has someone who is interested in being on the Foundation Board. The Foundation bylaws state we can have fifteen on the Board and we currently have thirteen.

Consent Agenda

Pollard sent an email article to the Board regarding consent agendas and how they work. Primarily, it is a way to combine non-controversial topics and reporting matters into one agenda item so as to save time. If anyone has questions about an item or wants an item to be moved off of the consent agenda, it is automatically moved. All the items on the consent agenda will have been sent to you in advance; it will be your responsibility to look at all the materials. The check register can be added to the other financial reports. The director's report can be added to the consent agenda.

Items to be included in the consent agenda include:

- The approval of checks
- The approval of minutes
- Financial Report
- Correspondence; Library Publicity (will be scanned and sent in an email)
- Board appointment updates
- Director's Report

Palmquist will talk with Pollard prior to the next meeting. Pollard will mail a copy of the consent agenda article to the Board. Prior to each Board Meeting, Beckham will scan the publicity articles and send them to the Board via email. The Board agreed by consensus to try the consent agenda approach.

DIRECTOR'S REPORT

Pollard stated we have been working hard on the strategic plan. Melissa Fry may come to the June meeting to review the plan and to get input from the Board. We will make sure you get a copy of it ahead of time.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, June 20, 2017 at 4:30 p.m.

As there was no further business, the meeting adjourned at 6:01 p.m.

