

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, SEPTEMBER 19, 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 4:31p.m.

Presiding Officer: Kofi Darku, Vice President  
Board Members Present: Linda Baker, Secretary; Lynn Wilson, Treasurer; Dale Moss;  
Margaret Shea; Mark Munzer  
Board Members Absent: Steven Palmquist, President  
Staff Members present: Libby Pollard, Barbara Gillenwater, Debbie Beckham, Allison  
Fredrickson  
Guests: Hal Kovert and Amanda Hunsucker, Kovert & Hawkins;  
Cindy Barger, Trust Indiana; Lynn Lewis, Foundation Board  
Public Comments: None

**CONSENT AGENDA**

**Approval of August 15, 2017 Board of Trustees Minutes**

**Approval of claims through August 31, 2017**

Claims #470 – 542 from Chase Bank for a total of \$260,004.69

**FINANCIAL REPORT**

53.9 % of the appropriations have been spent through August 31, 2017.

**Donations/Receipts**

CAGIT	\$60,050.50	2017 Monthly Distribution
Scholastic, Inc.	\$100.09	Items returned after payment made

**Transfer between appropriations**

<b>Amount</b>	<b>From</b>	<b>To</b>
\$1,500.00	422.1 Cleaning & Sanitation Supplies	422.3 Landscaping Materials

**CORRESPONDENCE; LIBRARY PUBLICITY**

The monthly correspondence and publicity was scanned and emailed to the Board.

**Wilson moved:** That the items on the consent agenda be approved as presented.  
**Seconded by:** Moss  
**Motion:** Approved

**OLD BUSINESS**

**Public Hearing for 2018 Budget**

The floor was opened for comments on the 2018 budget; there were no comments.

**NEW BUSINESS**

**Foundation Fundraising and Room Naming Opportunities**

Pollard gave a brief history of the Foundation. It was formed in early 2016, with a good part of the year being spent developing bylaws and recruiting Board Members. In December, 2016 we sent out a mailing and received several donations as a result of that mailing. Also during the year, the Library Board made a decision to transfer \$100,000 of funds from the remainder of a bequest and give it to the Foundation with the written stipulation that \$75,000 be invested and \$25,000 could be used as operating money for initial expenses. The Foundation Board hosted an event in June 2017 and we received several donations as a result of that. Mark Munzer, who serves on the Library Board, is president of the Foundation Board; Library Board Member Margaret Shea also serves on the Foundation Board. This year the Foundation has formed committees. Lynn Lewis chairs the Development Committee and Pollard serves on that committee. Lewis talked to the Library Board about some fundraising efforts.

Lewis stated for the first year the Foundation worked as a whole; this year they have formed committees. The Development Committee came up with a mission statement to define their purpose. Their mission statement reads:

*The mission of the JTPLF Development Committee is to identify individuals and entities who care about their library and the community it serves. The committee will strive to cultivate opportunities for impactful gifts and funding from donations and endowments. The goal will be to enhance the ability of the Foundation Board to support the expansion of the features and amenities offered to the patrons that make the library unique and beneficial, while continuing to serve the needs of the community.*

In addition to Lewis and Pollard, other members of the Development Committee are Michael Aldridge, David Throckmorton, and Nicole Yates. The committee has had three meetings. They asked themselves, Who would care about their library and who would like to make an impact gift (gifts above \$1000)? They currently have thirteen names on that list. If Library Board members have suggestions of others who could be added to that list, please share those names with the Development Committee.

Secondly, they asked what opportunities do we have to offer? The library staff came up with a list of seven items that need funding that might engage a person's particular interest. Deferred giving can be talked about in the future.

Thirdly, they asked what opportunities could be made available for naming parts of the library at various funding levels. The Board members were supplied with a list of areas that could be named and examples of how other libraries have approached this. The Development Committee asked for input from the Library Board on this possibility. Several board members spoke in favor of naming opportunities, but realize we need to make purposeful, well-informed decisions.

**Shea moved:** That the Foundation put together a list of naming opportunities and dollar amounts of various areas of the library to bring to the next board meeting for consideration.

**Seconded by:** Wilson

**Motion:** Approved

### **Bond Project Update**

Kovert and Hunsucker showed a video presentation with a 3D digital model of the Clarksville addition; they will give us the video to put on the website. The addition was designed to match the existing building. Kovert gave the Board members a construction projects schedule.

October 17 Board Meeting: Approval of drawings and specifications for bidding Clarksville Branch  
Video for Jeffersonville and Makerspace

- November 14 Receive bids for Clarksville Branch: Public bid opening and read aloud
- November 21 Board Meeting: Presentation of bid results  
Award Clarksville Construction Contract  
Approval of drawings and specifications for bidding Jeffersonville
- December 12 Receive bids for Jeffersonville location
- December 19 Board Meeting: Award Jeffersonville Construction Contract

Because it is an addition we must submit our plans for the Branch to the Town of Clarksville technical review committee. They meet weekly to review plans. Kovert stated the Clarksville Branch is about 25 years old. The architect, Bob Kissinger, graduated from the Illinois Institute of Technology, Chicago, where he studied with Ludwig Mies van der Rohe. (Kovert and Hunsucker left at 5:15)

### **RFID/Self Check Report**

The RFID Committee hopes to have the Request for Proposal (RFP) out to different vendors by the end of the month and to have received proposals by mid-October. We had originally planned for twelve self-check machines, but after more research we now realize we do not need that many. Currently, we are planning for a total of six self-check kiosks: three on the first floor, one in Youth Services and two at the Branch. All the stations will have credit card capability attached and at least one machine at each location will be available for cash and coin transactions. We will have six staff work stations, one at the main floor public services desk, one in youth services, one at the branch, two in cataloging, and one in the back circulation office.

We will have two separate RFPs—one for purchasing the tags and the self-check kiosks and the other for the actual tagging of the materials. We are hoping to get this done with bond money. For media items the tags will be placed on the disc itself rather than the cases. Due to the number of discs in audio books, the tag will need to go on the case. We hope tagging will start around January of next year. It should not impact construction or take very long. We would then install the self – check kiosks early next year at the Main and in the fall at Clarksville after a major portion of the construction is complete. The new RFID systems will also necessitate getting new security gates.

### **NEW BUSINESS**

#### **Transfers Between Appropriations**

Since we have not had a transfer since using the Consent Agenda, Pollard asked the Board if they are comfortable having transfers between appropriations done as part of the consent agenda. The Board stated they would like the transfers to be listed as part of the Consent Agenda.

#### **Trust Indiana presentation by Cindy Barger**

(Cindy Barger arrived at 5:23).

Pollard introduced Cindy Barger, the Director of Trust Indiana. Pollard has talked to Barger previously about ways that the library might invest money which we have in our endowment and rainy day funds. We are not allowed to invest in stocks; Trust IN gives us some options that may give us better yields than we could get in CDs.

Trust Indiana was started in 2008 by the state legislature as a way for local units of government to invest public dollars. These entities pool funds together to collectively earn interest on investments while adhering to all objectives of safety and liquidity. It is a state sponsored fund, which meets Indiana code.

The yield changes on a daily basis. Anything invested is watched closely and can be accessed immediately. This is the only time public money can be invested in commercial paper, but it must be S & P triple A rated. At least 50% must be invested in Indiana banks. The funds are safe, and being online is safe as well. Money only goes between IN Trust account and your bank account. There are no fees and no penalties. It is part FDIC and part PDIF insured. The money can be wired or you can do an ACH transfer. Though it takes a day longer, ACH transfers are recommend as there are no fees for it.

The board was given a sheet that shows the current interest on money that we are getting from our banks. IN Trust is currently getting 1.11% which is significantly higher than the 0.25% that we are getting on the \$640,000 we have in the Rainy Day Fund.

The Board stated they are interested in pursuing this and after some discussion decided to leave \$250,000 of the Rainy Day Fund at New Washington Bank and move the rest to IN Trust.

**Shea moved:** That we move \$390,000 from the Rainy Day Fund to Trust IN  
**Seconded by:** Wilson  
**Motion:** Approved

### **Job Descriptions and personnel changes**

A chart was sent out in the board packets giving an overview of recent personnel changes. When Pamela Seabolt resigned from her Branch Manager position and Allison Fredrickson became the Emerging Technologies Librarian, opportunities for internal promotions were opened up. The board reviewed the chart showing the many personnel changes.

Getting the self-check kiosks and going to one public services desk next year, changes our staffing needs. Pollard stated we would like to consolidate the Adult Services and the Circulation department into one department which will be known as the Public Services Department. Pollard proposed that Becky Kelien become the Clarksville Branch Manager and Kimberly Jackson become the Public Services Manager.

These changes require some modifications to various job descriptions. We have presented a draft version of the new Public Services Manager Job description. The Board suggested one wording change on that job description. With Jackson's added duties, we would like to remove some of her Outreach duties and assign them to a Library Clerk, along with some interlibrary loan responsibilities. A new job description for this person has been prepared and their title would be Senior Library Clerk/Outreach. The other job description change that needs to be made is to remove the webmaster duties from the Genealogy and Local History Librarian as those responsibilities will stay with Fredrickson.

**Moss moved:** That all three job description be approved with the wording change being made to the Public Services Manager job description and that the Senior Library Clerk/Outreach, and the Genealogy and Local History Librarian job description be approved as presented.  
**Seconded by:** Shea  
**Motion:** Approved

### **Surplus approval**

A list of items that need to be declared surplus was sent out in the Board packets.

**Baker moved:** That the items on the list be declared surplus.  
**Seconded by:** Wilson  
**Motion:** Approved

## **STAFF ASSOCIATION REPORT**

Fredrickson reported:

- Pamela Seabolt was the Branch Vice President of Staff Association; Jennifer Harl has been elected to complete her term.
  - All officer positions will be up for election in January.
- We will have the Halloween Spooky Soup Celebration again this year.
  - It is a fundraiser in which staff will pay \$5 for lunch.
- The Christmas party will be held on Friday, December 8 at the Endris Lodge in Clarksville.
  - Catering will be done by Olive Garden.
  - All Board members are invited.
- Ruth's Readers runs from September 11 – October 9.
- September is Library Card Sign-Up month.
  - We have had 66 people sign up so far at the Branch
  - 112 people have signed up at the Main.

## **DIRECTOR'S REPORT**

- We have been working on the Strategic Plan with Melissa Fry.
  - We had three community forums, two at the Main and one at the Branch.
  - We got some good input at the community forums.
- We have been busy with staff recruitment and the Bond Project.
- We will need to adopt the 2018 Budget at the October meeting.
  - It will be important that we have a quorum.
  - Shea stated she will not be here
  - Debbie Beckham will call Board Members to make sure we have a quorum.

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

The next meeting of the Board of Trustees will be on Tuesday, October 17, 2017 at 4:30 p.m.

As there was no further business, the meeting adjourned at 6:09 p.m.