

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, FEBRUARY 20, 2018  
4:30 P.M. - BOARD ROOM  
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

**CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS**

The regular meeting was called to order at 4:37 p.m.

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

**STAFF ASSOCIATION REPORT**

- Morgan reported we are gearing up for Summer Reading.
  - The theme is “Reading Takes You Everywhere.”
  - Prizes for children will include backpacks filled with coupons such as Bearno’s pizza, DQ ice cream, possibly a cultural pass, and more.
  - Morgan will get books signed by their authors at conference and use these for prizes as well.
  - Jack in the Beanstalk will be used as the decorating theme; kids will get to put their names on leaves and we will have a giant coming down from the ceiling.
  - Prizes for adults will include a book bag, bookmarks, and other prizes.
  - Our Friends group pays for the summer reading prizes.
  - The start date will be May 29; we get more participants when we start before school is out.
  - We will be using online signup this summer; this will allow children to participate from wherever they are.
  - Utica and Riverside Schools give reading counts points.
    - Students get 8 points immediately if they complete the summer reading program.
    - To encourage more schools to participate, we plan to get a competition trophy which will be awarded to the winning school.
  - Newport Aquarium is coming this summer and bringing a shark tank and shark; we will have a shark theme week.

**CONSENT AGENDA**

**Approval of claims through January 31, 2018**

Claims #1 - 73 from Chase Bank for a total of \$314,530.74

**Approval of January 23, 2018 Board of Trustees Minutes**

**Correspondence**

**Publicity**

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

Pollard introduced our guests.

**Financial Report**

We received the Bond money and Gillenwater has created a construction fund account. RFID labels that are being placed in books, CDs and DVDs are one of the first items that needs to be paid for. The first invoice for labels was about \$34,000.

Sample tags were shown to the Board; the rectangular ones are for books and audiobook cases and the round StingRay tags are for DVDs and CDs.

**Donations / Receipts**

Clark County Auditor	\$55,522.25	Jan. 2018 LIT-CS Monthly Distribution
Southern Indiana Wheelmen	\$200.00	Branch Donation
TrustINDiana	\$453.11	Interest Earned
Televend Services	\$46.94	FAX24 Commission 4 <sup>th</sup> Qtr. 2017
Robert Lahr	\$50.00	Indiana Room Help
Clark County Auditor	\$55,522.25	Feb. 2018 LIT-CS Monthly Distribution
Duplicator Sales & Service	\$405.92	Copier Commission

**Transfer between appropriations (Construction Fund)**

<b>Amount</b>	<b>From</b>	<b>To</b>
\$45,000	442 Buildings	429.2 Technical Services Supplies

Wilson moved: That we approve the transfer for the RFID labels as presented.  
 Seconded by: Moss  
 Motion: Approved

The 1782 notice was in the packets. This comes from the Department of Local Government Finance (DLGF). It is a budget estimate that tells us how much we have been approved to spend. Nothing was changed from what we submitted; we don't know how much we will actually collect. We have \$75,000 appropriated in the Rainy Day Fund. The General Fund (Operating) was approved for \$2,466,910. The Debt Payment Fund (Bond) is \$460,198.00. The first payment is due July 15, 2018 and the second payment will be due January 15, 2019.

About \$3 million from the Construction Fund was moved to TrustINDiana last week and will be available no later than February 22. We should receive a substantial amount of interest from it.

We would like permission to pay two invoices that will appear on next month's financial report. One is for the bus that we have chartered to take us to the Cincinnati Public Library for our Staff Day on March 15. It will cost about \$750 plus a gratuity of about \$30. The other invoice is for Hoopla, which is a video streaming service; it is for \$6000. We have \$15,000 budgeted for Hoopla. We hope to go live with it next month.

Fredrickson reported that Hoopla is a streaming service provided by libraries that allows their patrons to borrow movies, music, audiobooks, eBooks, comics and TV shows to enjoy on their computer, tablet, TV or phone. We hope to go live with the service next month. Hoopla has about 600,000 items which can be borrowed. It follows a pay per circulation model, with most items ranging from a cost of 49 cents to \$3.99

for a big blockbuster movie. There is no wait list, as many people as want can have a particular item checked out at the same time. In order to maintain some budgetary control, we will start by limiting individual cardholders to five items per month. We can increase the limit later if we want to. The initial investment all goes towards paying for initial use. Once we have used the initial investment, we pay more into it. Instructions on how to use Hoopla will be on our website. We are going to limit the use of Hoopla to resident borrowers. The New Albany library already has it and the Charlestown library will be getting it soon. They are also limiting it to resident borrowers.

(Palmquist arrived at 4:54 and presided over the remainder of the meeting).

Wilson moved: That we pay the invoices for the chartered bus and Hoopla.  
Seconded by: Moss  
Motion: Approved

### **ELECTION OF OFFICERS FOR 2018**

Last year we put into place a rotation of officers. If a person does not want to serve as officer, their name would be moved to the bottom of the list. When setting up rotations, we stated that due to the paperwork that must be done, it is easier if the Treasurer serves 2 or 3 years. Wilson is willing to serve in that capacity for another year. The rotation in place for this year is:

Kofi Darku – President  
Linda Baker – Vice President  
Lynn Wilson - Treasurer  
Mark Munzer – Secretary

Wilson moved: That the proposed slate of officers be accepted.  
Seconded by: Munzer  
Motion: Approved

### **OLD BUSINESS**

#### **Building Project – Jeffersonville Landscaping**

Kovert stated that Curtis Petty, the landscape architect at Kovert Hawkins, is here to present various proposals and design options for the fountain area at the North entrance of the building and to get Board opinions on those options. Because the fountain has been a costly maintenance endeavor over the years, the goal is to renovate it and make it an attractive area without fountain functions. The guidelines given were that it should be low maintenance, it should discourage people from sitting in the area, it should accommodate bikes if possible, and it should establish an attractive focal point at the entrance. A base bid and three different concepts was presented. Each concept increases in level and prices.

Base Bid – The fountain structure stays the same, the bottom of the basin is removed, the concrete is taken out and it is replaced with fill material and good planting soil. It is a visual feature, it would have some groundcover and shrubs.

Concept 1 – Similar to the base bid, but modify some of the fountain structure by removing a couple rows of the rings, fill them with soil and plant material. Plant material would be used to emulate the fountain sprays, the ground cover in the basin would be either hardy wood or gravel. Some existing shrubs could be removed and we could have bike racks to accommodate ten bikes.

Concept 2 – An artistic concept of a fountain. The top rows of the fountain would be removed, leaving the lower rings. It would include stylized fountain sprays made of sheet aluminum with a bluish tint; the basin would be filled with resin to create a glossy glass look to simulate water. There is no actual function of a fountain, but it would look like an artistic rendering of a fountain. Some plants at the base

would add some extra visual interest. Existing shrubs could be removed and we could have bike racks to accommodate ten bikes.

Concept 3 – A demolition of the entire basin, the whole fountain structure removed and filled in. It would incorporate a planter and combination bike rack. The bike rack is sloped so it is not conducive to sitting on. The area becomes more of a useable space. The area would have a gravel or crushed stone base. It would include small ornamental trees.

The area under consideration is heavily shaded because the building wraps around it, so any plants and trees used would keep this factor in mind. The base bid would cost about \$2000. After some discussion about if the final decision had been made to not fix the fountain and the pros and cons of the various concepts, the group decided by consensus to go with Concept 1. The next step will be to refine the design and get a price.

### **Building Project – Clarksville Construction**

Kovert stated that we received three bids for the Clarksville Branch project. The low base bid was Koetter Construction at \$1,715,000. Kovert has worked with Koetter Construction for over 30 years and finds them to be an excellent contractor to work with. They are skilled, conscientious, always do quality work, and are very accommodating.

Our budget is about \$104,000 short of the base bid. The base bid includes \$275,000 in allowances. So the actual construction cost is about \$275,000 less than the base bid. \$100,000 of the allowances is a contingency allowance. Kovert stated he put that amount in the contingency allowance, because he did not know who the contractor would be or what unknown factors might come into play. Having Koetter Construction as the contractor gives Kovert a greater comfort level that we will not use everything in the contingency allowance. We also have \$175,000 for items that have not been decided on, including furniture, shelving, and check-out stations. This is in there as a placeholder and we can probably reduce that by \$50,000. By reducing these two items, Kovert feels comfortable awarding the contract to Koetter Construction on the base bid only.

Kovert would like to meet with Koetter Construction and talk to them about some value engineering items. These are areas where the contractor can see ways to save some money if you allow them to take a different approach or a different way to complete a particular detail. They would keep the same objective of the final design. If we do that, that would allow us to pick up some other savings and look at other alternates. Alternate prices are guaranteed for another 45 days after the contract is signed. Alternates are all add-ons; they were not in the original budget.

When the construction company makes a bid, they put in the number of days they would need to complete the project. Koetter's bid was for 210 days, which is seven months. It takes a while to get things started on site, but if awarded the project tonight they would start the paper work right away. If they start construction in March, the completion date would be mid-October. This is with the Branch being open for three days and closed for three days of each week.

The base bid replaces the HVAC, but Alternates 8A, 8B, and 8C are different types of air conditioner replacements. Kovert wants to discuss this further with Koetter. The new addition will have a new system. Alternate 5 includes making the restroom handicap accessible.

As construction progresses and we have fewer unknowns, if we have funds left in the contingency, that money can be applied to the alternates. Pollard stated that in terms of funding, members of the Library Foundation have spoken with Kevin Baitty, the manager for the Town of Clarksville. He mentioned there could be TIF money available. They need to visit with him again and ask him to pick up some of these

alternates. In speaking with him last summer, Baitty was very vocal in support of the project. He would be a strong advocate to the redevelopment commission to provide TIF money. It would be a grant, and not a loan. We can now go to him with a dollar amount in mind, and specific ways of how the money would be used. We could give recognition on a plaque to the Town of Clarksville for providing support.

Wilson moved: That we accept Koetter Construction as the contractor for our Clarksville Branch expansion and renovation project.

Seconded by: Baker

Motion: Approved

We will need to plan a groundbreaking ceremony in Clarksville for the actual addition. We might plan a ribbon cutting ceremony for the MakerSpace in Jeffersonville.

(Kovert, Hunsucker, and Petty left at 5:43).

### **Self-Check/RFID**

Fredrickson stated the RFID tagging project was awarded to Bibliotheca and they started at the Branch last Tuesday and at the Main last Thursday. Two teams of two are working at Clarksville; they are tagging book materials first and will then work on media materials. They expect it to take approximately three weeks, however they have had some turnover so it may take a little longer. Once they are finished at Clarksville, those two teams will join the one team at the Main. With three teams working, the goal is to be completely finished by April 13. We are waiting on construction timelines to know when to install the new RFID checkout machines. All new items are being processed with the new RFID tags. Return materials are being tagged at least once every day.

### **NEW BUSINESS**

#### **Board By-Laws**

We need to update some of the Board By-laws. Pollard handed out copies of the By-laws with the changes highlighted. Items under consideration are as follows:

- 4.3.2 This section needs to be deleted because it is not allowed by IN statute to remove someone for absences. If they don't come to meetings, they can be encouraged to resign, or the appointing body can remove a person.
- 4.4.2 No more than 60 days, is correct - no change needed.
- 8.3 Officers are now being appointed by rotation. The previous statement will be replaced with the statement "Officers will be selected through a rotation procedure. If a board member does not want to serve in a particular office when the rotation comes to him/her, they may choose to drop to the bottom of the list. The position of Treasurer should be held for three years."
- 9.2.2 Do we need a By-laws committee or should it be the responsibility of the Director to review the By-laws and bring changes? The Board agreed it should be the director's responsibility and the Director can call a meeting, if needed.
- 11.4.1 The investment policy was inserted.
- 12.2.2 This statement was deemed unnecessary and will be removed.

Wilson moved: That we accept the by-laws as amended today.

Seconded by: Moss

It was pointed out that according to 8.1.2 amendments must be proposed one month in advance of voting. Wilson withdrew her motion and we will vote next month. Pollard will send an amended copy to all the Board. 8.1.4 will be deleted if not needed.

**Art Exhibit Policy**

We need to adopt an art exhibit policy, but Pollard is still working on it. We will have an exhibit in October, and while previewing it, some questions were raised about the appropriateness of some pieces. Because the location of our gallery is in close proximity to the Youth Services department it was asked what guidelines we should follow. Pollard will review other library policies and guidelines and draft a policy for the next Board meeting. It will be sent to the Board prior to the meeting.

**Surplus**

We have some items that came from the Branch that need to be declared surplus. There are four swivel CD displays, four computer desks, and a toddler computer desk.

Wilson moved:                That the items mentioned be declared surplus.  
Seconded by:                Baker  
Motion:                        Approved

**Director's Report**

Nothing additional to report.

**OTHER BUSINESS; BOARD MEMBER COMMENTS**

The next meeting of the Board of Trustees will be on Tuesday, March 20, 2018 at 4:30 p.m.

As there was no further business, the meeting adjourned at 6:02 p.m.