

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, MAY 15, 2018
4:30 P.M. – EXECUTIVE SESSION
4:45 P.M. - BOARD ROOM
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

EXECUTIVE SESSION

No executive session was held.

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

The regular meeting was called to order at 4:45 p.m.

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

Our guests were introduced and welcomed.

CONSENT AGENDA

Approval of claims through April 30, 2018

Approval of April 24, 2018 Board of Trustees Minutes

Correspondence

Library Publicity

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

FINANCIAL REPORT

Transfer Between Appropriations - Construction Fund

A transfer needs to be approved in the Construction Fund budget.

Amount	From	To
\$2,000.00	442 Buildings	434.9 Other Insurance

Palmquist moved: That the transfer of appropriations in the Construction Fund be made as presented.
Seconded by: Munzer
Motion: Approved

Transfer Between Funds

We have some money remaining in BIRF from the bond that we just paid off. Jessica, from Umbaugh, recommended we move the balance to 125, Debt Payment. The new fund is called Debt Payment instead of BIRF.

Amount	From	To
\$22,539.63	124 Bond Interest Redemption Fund	125 Debt Payment

Palmquist moved: That the transfer of \$22,539.63 from 124 BIRF to 125 Debt Payment be made as presented.

Seconded by: Baker

Motion: Approved

Question: List of Checks in Board Minutes

Since they are a part of the consent agenda, we have been listing the claim numbers and the total amount of the claims in the Board minutes, as well as the Donations/Receipts received during the month even though this specific information is not verbalized in the meeting. The question was asked if the Board wants to continue to have that information included in the minutes or do they want to leave it out.

Munzer moved: That we leave out of the minutes the specific claim numbers and the total amount of the claims as well as information pertaining to Donations/Receipts.

Seconded by: Wilson

Motion: Approved

STAFF ASSOCIATION REPORT

Diane Stepro gave the Staff Association Report on behalf of Lori Morgan. She stated that everyone is busy preparing for Summer Reading Club. The Youth Services department is involved in the Cultural Pass program which will offer children and one chaperone to attend 45 cultural venues for free. This is our first year to participate in this program. A generous donor made it possible.

OLD BUSINESS

Building Project

Kovert reported that last month we talked about the bids that we received on the Jeffersonville project. The low bidder asked to withdraw his name and the high bidder was over our budget. The high bidder did not get a lot of sub-contract bids; it was necessary for him to bid high to be sure to cover expenses. Both bidders are willing to re-bid. We also have a third company that is interested in bidding. Koetter Construction said they cannot bid on it, because they do not have enough personnel to take on more work. Other contractors have the same problem. The first question they ask is how soon we want to start; they do not have the staff to take on any more projects for immediate start. We have two basic options:

- 1) Go out for bids again, work the phones, and try to generate some sub-contractors to bid on it.
- 2) Wait until the fall, when summer jobs are winding down, to put the Jeffersonville project out for bids. Contractors would be more receptive to it at that time as it would be a great late fall/winter project.

The project was originally slated to be finished by the end of the calendar year. It will set us back about six months. Kovert feels Option 2 is the direction to go; he hopes we can get competitive bids by waiting. He also stated this will give us time to clear the meeting room schedule, so we will not have to cancel the use of it by people who already have it booked.

Kovert recommends that they come to the September meeting to get the authority to advertise and put it out for bids. Hopefully, the bid can be awarded in October.

Wilson moved: That we go with option 2 to release the Jeffersonville renovation project for bidding following the September Board meeting and receive bids prior to the October meeting.

Seconded by: Baker

Motion: Approved

Clarksville Project

Things are moving along well; being closed for three days each week has made a big difference. The foundation is in and the floor slab is poured for the addition. They are ready for masonry block and to start putting steel up. The old kitchenette and meeting room have been cleared out.

In order to make it work more efficiently, Evan is likely to ask for two, two week periods for the whole building to be closed. We will try not to have the library closed the same week the children are out for fall break. We can look at circulation statistics to see if there are particular weeks that would be better to be closed than other weeks. It was noted that delaying the Jeffersonville renovations, does not affect the bond. Kovert stated we have three years to disburse the funds.

Paying for Furniture and Equipment

Pollard and Hunsucker have talked about shelving and furniture. Because money will be tight, they discussed the possibility of using what is needed out of the \$75,000 from the Rainy Day Fund. The County Council has already approved for us to spend this money. The Board was asked if they would be willing for us to spend all or part of the Rainy Day Fund to complete what we need on the Clarksville project. It was noted that the Martha Voll fund has about \$12,000, which could be used in the Teen area; we could get a plaque to designate the gift. We are still hoping to get some TIF money.

Wilson moved: That we use up to \$75,000 from the Rainy Day Fund and the entire Martha Voll Fund to purchase furniture and other items needed for the Clarksville renovation.

Seconded by: Palmquist

Motion: Approved

Pollard stated we need to make a deposit to the retainage escrow account in the amount of \$2,439. We also need to pay an invoice to Koetter Construction in the amount of \$46,341. This invoice was just received yesterday, but we need approval to pay it now. It will show up on the May Financial report.

Palmquist moved: That we make a deposit of \$2,439 to the retainage escrow account and that we pay an invoice to Koetter Construction in the amount of \$46,341.

Seconded by: Baker

Motion: Approved

(Kovert and Hunsucker left at 5:14).

Exhibits Policy

A copy of the exhibits policy was given to the Board. It incorporates the ideas that were made at last month's Board meeting. The first page outlines the exhibit and display areas that are included in this policy. On page 2, the third bullet from the bottom was duplicated in the previous version; the other mention of it was deleted.

The Agreement and Release Form has a statement at the top about meeting with the Director and having the art exhibit reviewed prior to approval. Once the policy is approved it will include a statement saying it was adopted by the Board, and the date it was approved.

Pollard stated that Lori Morgan reviewed the policy as she is in charge of the display cases. If someone is not happy with the Director's decision, the Director will ask the Board to review it.

Munzer moved: That we approve the Exhibit and Display Policy as presented.
Seconded by: Wilson
Motion: Approved

Board Bylaws

Pollard made copies of the Board Bylaws that were approved at last month's meeting. She wanted the Board to have a copy. No action is required. Pollard will also send the Board Bylaws out by email to the Board.

NEW BUSINESS

Updated Job Description

A draft copy of an updated job description for the Assistant Reference Librarian was mailed in the Board packets. A copy was also given to the Board that highlighted the changes/additions to the job description. Beckham reported that due to the recent resignation of Laura Conner, who filled this position for many years, we needed to update the job description in anticipation of hiring a new person. We currently have two people in the department in this position, and plan to hire one more. The format of the job description was updated and many tasks were added that more accurately reflect the current tasks that are being performed.

Wilson moved: That we adopt the newly updated job description for the Assistant Reference Librarian.
Seconded by: Munzer
Motion: Approved

Pollard reported that we have one internal candidate who is interested in this position. Beckham gave an update on recent job interviews and hires in process for a summer page and clerical assistant position.

DIRECTOR'S REPORT

Credit/debit card payment for copies/prints

Pollard will continue to explore getting a copier that will allow patrons to use a credit or debit card to pay for copies. It would be a convenience for people to have that availability. It was also suggested that we could see about getting an ATM.

Statistics from Annual Report

Nolan Brewer put together an infographic and had it mounted on foam board. It is a quick synopsis of facts and figures from the annual report that gets submitted to the Indiana State Library each year. It sums up some very interesting statistics. For example, over 60% of the township have library cards. Compared to previous infographics, some statistics are up, and some are down. Pollard will bring that information next month. The number of reference questions has had a steady decline due to the internet being easily available and people doing their own searches.

Security

Security is going well. We had one troubling incident recently when a man overdosed in the south foyer. We are thankful we had security to handle it. Security is paid for out of money we budgeted for that, but it

will make the operation budget tight. It will take 100% of the security budget, and we normally try to spend only 75% – 80% of appropriations, which means we will have to make cuts in other places.

We need to compare the 2017 infographic to the previous 2016 infographic. We will not be able to continue doing all the things we have been doing and pay for all the security. Having data can help government officials see why we need their help. One area that we will have to cut back on is staff development.

Having security here for most of the hours we are open has caused most of the problems to disappear. We will have to continue that expenditure if we want it to remain that way. We will need to evaluate the situation as time goes on. The safety of staff and patrons is paramount, but there may come a time when we may be able to make some changes to security hours.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Allison Fredrickson made a brochure highlighting our Business Resources; she took the brochure to a One Southern Indiana networking event that she and Cara Burton attended. At the event there was an area for non-profits. The people attending were business people.

Munzer stated that as president of the Library Foundation he wants everyone to know the Foundation is having a birthday event on June 16 from 11:00 a.m. – 2:00 p.m. The rain date is June 23rd. They need volunteers to help. This event will look a lot like Family Fun Day that the library had in the past. They are looking to raise awareness of the Foundation and what it does for the Library. This event itself is not a fundraiser, but the goal is to add to the list of potential donors for the future. They will have a second round of fundraising in the future. We need more people to solicit for a charitable donation. The Development committee is working on larger donations and are planning a golf scramble for the fall that Dave Throckmorton will run for us.

Pollard sent the Board a newspaper article about overdue fines. The Board would like to discuss this at a future meeting. Some pros and cons were discussed. Pollard is having lunch with other local directors tomorrow and will ask them how they get around popular materials being kept too long.

The next meeting of the Board of Trustees will be on Tuesday, June 19, 2018 at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:46 p.m.