

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

Presiding Officer: Kofi Darku, President

Board Members Present: Linda Baker, Vice-President; Lynn Wilson, Treasurer; Dale Moss, Treasurer; Mark Munzer; Margaret Shea; Steven Palmquist

Board Members Absent: None

Staff Members present: Libby Pollard, Barbara Gillenwater, Debbie Beckham, Lori Morgan, Becky Kelien, Allison Fredrickson

Guests: Hal Kovert and Amanda Hunsucker – Kovert Hawkins;  
Evan Koetter - Koetter Construction

**OLD BUSINESS**

**Bond Project Update**

**Construction - Clarksville**

Kovert stated the block portion of the walls at the Branch are going up. Soon the roof bar joists and metal deck will be going in. Renovations are taking place on the inside with the old meeting room and kitchenette. Everything is moving along quite well.

Evan Koetter stated he has talked to Pollard and Kelien about the possibility of closing the Branch Library for about a month in order to get some of the larger renovation projects done in a more efficient manner. They have been working on smaller renovation projects when closed weekly Monday through Wednesday. Koetter stated they need a longer period of time to move the free standing library shelves so the carpet can be laid, the walls painted, and the shelves moved back in place. We would like this extended closing to start the week of August 27. We are working with Padgett, out of New Albany, to move the shelves with the books still on them. We looked at circulation statistics and September was the slowest month of circulation in the year. The goal is to be open by fall break. People can come to the Jeffersonville location, while the Branch is closed. We propose being closed August 27 through October 3, and then we would go back to being closed three days per week.

Shea moved: That we close the Clarksville Branch Library from August 27 – October 3.  
Seconded by: Wilson  
Motion: Approved

## **CONSENT AGENDA**

### **Approval of May 15, 2018 Board of Trustees Minutes**

### **Approval of claims through May 31, 2018**

### **Financial Report**

### **Correspondence**

### **Library Publicity**

The Board agreed by consensus to approve the Consent Agenda.

## **OLD BUSINESS**

### **Bond Project Update, continued**

#### **Clarksville Redevelopment Commission Funding**

We got the go ahead from Dylan Fisher to submit a proposal to the Clarksville Redevelopment Commission. We were told to request more than \$75,000, as they are likely to pick and choose what they want to fund. This would be in the form of a reimbursement. We would pay the invoice, then submit records showing that payment to the Redevelopment Commission; they would then issue us a check. Pollard has a document that the Board would need to approve.

We first approached the Redevelopment Commission saying we would like funding for the alternate bid items. The Redevelopment Commission is not interested in those items, but they are interested in technology and how it pertains to workforce development, education, and training. If we get money for technology that would free up money for the alternate bids.

Hunsucker has documents for the alternate bids. We have exceeded the 45 days that we had to accept the alternate bids, so we had to get updated prices for the original alternates. Only two of them changed, landscaping 3a and 3b.

Hunsucker reviewed the alternates that we are recommending:

- #2 Refinishing of EIFS (Exterior Insulation and Finish System) - on the roof
- #4 New Family Restroom 122 - a new restroom off the new meeting room corridor.
- #5 Existing Restroom 119 improvements - renovation to men's restroom on Eastern Blvd side to be a single occupancy, ADA compliant family restroom.
- #6 New Roof Scuttle and Associated Ladders - Will provide internal and safer access to the roof
- #8b RTU-2 and VAV (Variable Air Volume) Boxes - Kovert stated we currently have two large mechanical units; these multi-zone units are not used much anymore. The VAV system will require changing some of the ductwork, so one would think that would be more expensive. In actuality, it would be more cost effective to change to a VAV system, which is newer technology, the unit is smaller and more energy efficient. This alternative is an actual deduction, saving us \$27,500.
- #8c RTU-3 and VAV Boxes - The cost is \$52,600, but with the savings from #8b, the net result of the two alternates is a cost of \$25,000 for newer technology and all the controls will match the new unit being put in the new meeting room area.

The total alternate cost for the six alternates proposed is \$75,500.

Wilson moved: That the Alternate Bids outlined above be accepted for the Clarksville Renovation and Expansion Project.  
Seconded by: Palmquist  
Motion: Approved

Pollard gave the Board a copy of the Agreement for Programs Designed to Prepare Individuals to Participate in the Competitive and Global Economy provided by Dylan Fisher. The agreement is between the Clarksville Redevelopment Commission and the Jeffersonville Township Public Library. Fredrickson gave the Board a copy of the Clarksville Redevelopment Commission Proposal and reviewed it with the Board. She explained how our goals line up with the goals of the Redevelopment Commissions and how the items requested help fulfill those goals. Some of the proposed items include:

- The addition of a mobile laptop lab, which would enable us to offer HSE (formerly GED) classes in Clarksville for the first time.
- The mobile laptop lab would also allow us to offer computer classes to provide essential technology training.
- New meeting room with two large flat-screen TV monitors will provide a venue for businesses and other organizations to hold trainings and seminars.
- New study rooms will provide a multifunctional quiet space that can be used for tutoring, job interviews, or small groups to work collaboratively on projects.
- 12 new public computers to apply for jobs online, create resumes and cover letters.
- The RFID project will free up staff to provide more one-on-one assistance.
- Cabling is necessary for the new technological additions to the Clarksville Branch.

Everything will be initially purchased by bond money. The Redevelopment Commission will select the ones they would like to fund and they will reimburse us. Pollard emailed a draft of this to Fisher before this meeting. The Redevelopment Commission attorney wrote the agreement and it states they will pay up to \$75,000. The Redevelopment Commission meets June 26. If they vote to approve it, we will be able to move forward.

Shea moved: That we approve the Agreement for Programs Designed to Prepare Individuals to Participate in the Competitive and Global Economy between the Clarksville Redevelopment Commission and the Jeffersonville Township Public Library.  
Seconded by: Wilson

The question was raised where the \$75,000 figure came from. Pollard explained it was the original price of the alternate bids. In the future, we could do another application. Fisher believes in what we are doing.

Motion: Approved.

Board President Darku signed the agreement with the Clarksville Redevelopment Commission.

Hunsucker stated the proposal for the alternate bids that is printed on Koetter Construction letterhead will be paid through our contract with Koetter, not in addition to it.

### Construction - Jeffersonville

The Board previously decided to postpone the Jeffersonville project until this fall. The bids will go out in September and will be received in October. Because we had anticipated the project being done sooner we had the collection tagged with RFID tags. The old tags were disabled. Because the new security gates are not yet installed, the collection currently does not have security. Waiting until this fall is too long to not have security on the collection. We are proposing installing one new self-check kiosk in Youth Services

and one on the main floor. When that is done we can do a soft launch of the self-check kiosks. We would need to close the south entrance and make it an emergency exit only. If anyone tries to exit through the south entrance, an alarm will go off. We would remove the current security gates and temporarily install the new RFID security gates. They are mounted above the ground, so if necessary, they could be moved. We would use one self-check kiosk in the back circulation office to train staff. We would like to do this the first two weeks of August and then move the kiosks and security gates into position the week of August 13. We will need to get a quote for changing the door hardware and for an electrician to run some power. Unified will run the lines for the security gates. Kovert-Hawkins will start this process and come back at the July meeting with these quotes, so we can be ready to do this in August.

Palmquist moved: That we approve the installation of two self-check kiosks and the RFID security gates.  
Seconded by: Munzer  
Motion: Approved

The money to do this work will come from the bond; those items will be removed from the bid items in September.

#### Koetter Construction Check Payment

We need to approve money to pay an invoice to Koetter Construction in the amount of \$88,686.30. We also need to make a deposit to the retainage escrow account in the amount of \$4,667.70

Baker moved: That we pay an invoice to Koetter Construction in the amount of \$88,686.30 and that we make a deposit of \$4,667.70 to the retainage escrow account.  
Seconded by: Palmquist  
Motion: Approved

(Kovert, Hunsucker, and Koetter left at 5:20 p.m.)

#### STAFF ASSOCIATION REPORT

Staff Association President Lori Morgan reported:

- 1307 cultural passes have been passed out: 1123 at the main library and 184 at the Branch
- The food truck is coming: in 10 visits 233 meals have been served.
  - Last year was our first year in the program; the participation at our site is increasing.
- 353 adults have signed up for the Summer Reading Club:  
275 at the main library and 78 at the Branch.
- 1390 youth have signed up for the Summer Reading Club:  
1176 at the main library and 214 at the Branch.

#### NEW BUSINESS

##### **Statistical Comparisons of Library Usage**

Last month in discussing the infographic for 2017, the Board asked how this compares to last year's infographic. A spreadsheet showing statistics from the annual report was included in the Board packet. This chart goes back to 2011, it shows either an increase or decrease for various statistics in 2017 when compared to 2011 and to 2016. Pollard reviewed the information on the spreadsheet with the Board. The significant decrease in reference questions between 2011 and 2016 was noted. When self-check and roaming librarian service is put into place, reference staff will do their work differently. Currently, we are paying Unique Management for chat service. This is something we could possibly have our staff do in the future. We could possibly use a dedicated collection librarian. The growth in the county is in the other library system. They pay taxes to it, but use our library. When asked how that can change, Pollard stated she thinks when the Directors retire, would be a good time to consider a consolidation of the systems.

Trends in the country are reflected in the library. It is a reason to advocate for the makerspace, which will have an impact on adults and entrepreneurs.

### **Anonymous request for Narcan**

Pollard received an anonymous note asking us to keep a dose or two of Narcan at the library. Library journals are discussing this. We have a lot of people in our community and some in the library who are overdosing; you can save lives with Narcan. Narcan is controversial, but we do not want someone to die when we could do something to prevent it. We need to consider if this would bring any liability on the library. Indiana has a Good Samaritan law, but we would need to confirm with our insurance agent that we would have coverage if there was liability. Many of our security officers have it, but not all of them. Pollard asked staff for their thoughts and she got a variety of responses. We would not force any staff member to administer it. It can be administered by nasal spray or by injection. There are pros and cons each way. Pollard polled the large public libraries in Indiana; she heard from about ten of them. Indianapolis was the only system that has it, and they have already saved a life. Shea suggested that we further investigate our insurance and liability issues. The Board did not see the harm of having it on hand if there is no insurance or liability issues. Pollard will research further and contact our insurance company. We can get input from the nearby fire department nearby. Staff need to be trained when calling 911, to report that a person is non-responsive. It was also suggested that we need a defibrillator for both locations. If we can save a life, we should. The surgeon general issued a statement that public places should have Narcan.

### **First Bond Payment Due**

The first bond payment is due on July 15 in the amount of \$227,541.67.

We received our tax money about a week ago. We got all the money we were supposed to get, but it was not allocated correctly, due to an error from their office. We will tell you next month how much went into the various accounts.

### **DIRECTOR'S REPORT**

All that Pollard needs to report has been covered.

### **FOUNDATION**

We had the birthday party event this past Saturday. It was a success; we served about 350 people a meal and refreshments. The goal was not to raise money, but to raise awareness about what the Foundation is trying to do and to add to our donor list through registrations. We gave away a couple of bikes. Kim Jackson's niece won one of them. An eight year old boy got the other one. We spent \$1500 - \$2000. A lot of the Foundation Board members were there. About thirty cultural passes and five library cards were given out. Munzer's bank did a great job. Jeff Optimist had three youth and one teacher that helped with the children's games.

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

The next meeting of the Board of Trustees will be on Tuesday, July 17, 2018 at 4:30 p.m.

As there was no further business, the meeting adjourned at 6:03 p.m.