

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, JULY 17, 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 4:33 p.m.

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

CONSENT AGENDA

**Approval of June 19, 2018 Board of Trustees Minutes
Approval of Claims through June 30, 2018
Financial Report
Donations / Receipts**

**Correspondence
Library Publicity**

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

STAFF ASSOCIATION REPORT

Staff Association president, Lori Morgan reported:

Free Lunches

Thursday (July 19) is the last day for the free lunch program. The food truck has been here 25 days.

A total of 653 kids have attended along with 196 adults for a total of 849 people. The children were offered a free book. The driver said our turnout has been better than some of her other stops.

Summer Reading Club

Clarksville had 95 adults sign up; Jeffersonville had 353 adults sign up.

Clarksville had 266 youth sign up; Jeffersonville had 1,784 youth sign up.

Utica Elementary School is ahead in the summer reading contest between schools. Riverside is close behind; these two schools give Reading Count Points.

Cultural Passes

246 cultural passes were given out at Clarksville; 1836 cultural passes were given out at Jeffersonville.

420 passes have been scanned.

Staff Changes

Kamra Smith, our Delivery and Maintenance Assistant, left to pursue other interests. Kristin Porter and Beth Wagner have joined the circulation staff; they both work part-time. Two pages will be leaving soon; one is a regular page, the other is a summer page.

OLD BUSINESS

Bond Project Update

Clarksville Project

Kovert reported that things continue to move along well at Clarksville. They had a big coordination meeting last week; everyone was present to work out the details on how things will proceed during the five week shutdown. It is well organized.

Jeffersonville Project

Last month we discussed taking the necessary steps to get the RFID installed at Jeffersonville. We asked for electrical and hardware quotes to make the south doors exit only. We received three quotes from electricians; the low bid was from R.I.C. Electric from New Albany. Their quote was \$1050. Kovert has worked with them a lot. Kovert explained that the wide range in the bids is due to the bidders current workload.

Midwest Builders in PeeWee Valley was the only company to give us a quote on the door hardware package. They do a lot of renovation work. Buying the hardware is no problem, but the difficulty is having personnel to do the install. Kovert estimated this project would be about \$20,000, so their bid of \$17,772 was in line with that.

The south doors will become emergency exit only. If anyone attempts to leave by those doors, an alarm will sound and a staff member with a key will have to turn the alarm off.

Palmquist moved: That we accept the electrical package bid from R.I.C. Electric LLC for \$1,050 and the door hardware package bid from Midwest Builders Incorporated for \$17,772.

Seconded by: Munzer

Motion: Approved

Koetter Construction Check Payment

We need to approve to pay an invoice to Koetter Construction in the amount of \$87,002.90

We also need to make a deposit to the retainage escrow account in the amount of \$4,579.01.

Wilson moved: That we pay the invoice to Koetter Construction in the amount of \$87,002.90 and that we make a deposit of \$4,579.01 to the retainage escrow account.

Seconded by: Munzer

Motion: Approved

(Kovert left at 4:44 p.m.).

Revenue Estimates

The Board was given a spreadsheet showing the Actual Annual Receipts vs Approved Revenue Estimates. Under the Operating Fund, Pollard reviewed the 2017 Property Tax numbers and the 2018 Property Tax Budget Estimate approved by DLGF. For the 2018 spring tax draw, we received 46% of the estimate. We usually receive more money in the spring tax draw than we do in the fall tax draw. Circuit breakers are the primary reason we don't get 100% of the estimate. Through June 30, we have received

51% of the estimated revenue for the operating fund. Because BIRF is a protected fund, circuit breakers don't apply much to it, so you typically get most of it. In 2017 we got 103% of the estimated amount. Through June 30, 2018 we have received 59% of the 2018 estimated income for the bond payment fund.

NEW BUSINESS

2019 Budget Calendar

Jessica Eckerle Lynch from Umbaugh will be coming on July 26 to work with Pollard on the budget. To prepare for that meeting, Pollard has received the manager's budget requests for 2019. She will use that information along with what we spent in 2017 and the first half of 2018 to help develop the appropriations for 2019. Umbaugh will submit the information into Gateway.

Important upcoming budget dates:

Aug. 14	Lynch will get the 2019 budget draft to us.
Aug. 21	Board Meeting at which the Board votes to approve the budget for advertising purposes. The Board usually discusses the appropriations at this meeting.
Sept. 7	Notice will be put in Gateway. (It is no longer put in the newspaper). We have a link on the library website to make it easy for people to find the information in Gateway.
Sept. 18	Public hearing on the budget.
Oct. 16	The Board will adopt the budget.
Oct. 18	Documents will be submitted to Gateway.

DIRECTOR'S REPORT

Pollard has focused a lot of time in the last month on fundraising activities through either the library or the Library Foundation. The Foundation has received \$4900 dollars from Crusade for Children for toys for special needs children. Dave Throckmorton was instrumental in this effort.

Pollard met last Friday with Lisa Huber with the Duke Energy Foundation; Pollard talked to her about the possibility of their Foundation funding the rain garden and courtyard landscaping at the Branch. Their Foundation, along with the Bales Foundation, helped fund this year's Cultural Pass program. Their close proximity to the Branch makes them a good candidate, as they are aware of the need for a rain garden. It will take about \$25,100 to cover the rain garden, landscaping, and signage. The plan is to make it an educational rain garden and a destination for school children. All the plants are to be native plants, which would be labeled, and there would be a flagstone path and bench. Huber indicated she would approach the National Foundation, because they help fund projects over \$10,000. It is possible, they might work together to help fund this project. It could be named the Duke Energy Foundation Rain Garden. Pollard needs to get a letter written up.

Pollard met today with Nathan Samuel, who is on the Jeffersonville City Council, to see what kind of discretionary funds the city of Jeffersonville might have to help with the Jeffersonville project. We anticipate that the Bond may not cover all of the expenses for that project. Samuel mentioned that he would share the information with Lisa Gill. She was very interested in the project when she and Pollard met last spring. Pollard also has a meeting scheduled with Mayor Moore to see if there might be some redevelopment money available.

Pollard invited the Board to the check presentation ceremony at the Branch on July 19 at 10:30 a.m. The Clarksville Redevelopment Commission works with a PR company to help promote them. Pollard will email Linda Baker an address so she can send them a thank you note.

FOUNDATION

Munzer reported the Foundation is brainstorming on who our new potential donors are and what events would attract people to come in. We had previously talked about doing a golf scramble, but have decided to work on a project more fitting for the library. Last year, we had a well-attended charter member kickoff event. We want to play up the library itself, possibly even utilizing the patio space. When the Clarksville project is complete, we want to do something there to show it to the community. We have also talked about Give Good Tuesday and Give Good Louisville; we would like to have a presence for those online fundraisers.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, August 21, 2018 at 4:30 p.m. As there was no further business, the meeting adjourned at 5:03 p.m.