

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, AUGUST 21, 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 4:32 p.m.

Presiding Officer: Kofi Darku, President  
Board Members Present: Linda Baker, Vice-President; Lynn Wilson, Treasurer; Steven Palmquist; Margaret Shea  
Board Members Absent: Dale Moss, Secretary; Mark Munzer  
Staff Members Present: Libby Pollard, Barbara Gillenwater, Debbie Beckham, Lori Morgan, Becky Kelien, Kimberly Jackson  
Guests: Amanda Hunsucker, Kovert Hawkins  
Jessica Eckerle Lynch and Corby Thompson, Umbaugh  
Public Comments: None

**Kim Jackson 20 Year Work Anniversary Recognition**

Director Pollard commended Kim for her 20 years of service to the library and gave an account of her work history. She joined the staff in 1998 as a page and now serves as the Public Services Manager. Pollard summarized Jackson's career by saying it has been marked by growth and development. The Board joined in congratulating Jackson and President Darku presented her with a 20 Year Service plaque.

**CONSENT AGENDA**

**Approval of July 17, 2018 Board of Trustees Minutes**

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

**Financial Report**

**Correspondence, Publicity**

Pollard requested that the financial report be moved out of the consent agenda. The remainder of the Consent Agenda was approved by consensus.

**Transfer of Funds**

The money for Internet Access has to be appropriated even though we anticipate getting a grant for it. Now that the year is half over, we are moving half of the appropriated amount.

<b>Amount</b>	<b>From</b>	<b>To</b>
\$25,000	432.6 Internet Access	431.9 Other Professional Services

Palmquist moved: To approve the transfer of \$25,000 from 432.6 Internet Access to 431.9 Other Professional Services

Seconded by: Wilson

Motion: Approved

**NEW BUSINESS**

**2019 Budget**

Jessica Lynch and Corby Thompson with Umbaugh introduced themselves. They gave the Board a packet similar to what they have had in previous years. Lynch stated the first two forms, Budget Form 3 - Notice to Taxpayers and Budget Form 4 – Budget Ordinance are the most important. The construction fund is not required to be in Gateway. The growth quotient for 2019 is 3.4% growth. In 2018, we were in the process of issuing new bonds, so we included a high estimate to cover the debt service payments. Due to that, DLGF took into account the actual bond issuance and reduced the debt service budget by \$89,000. Therefore, we can do an additional appropriation for up to that \$89,000 and would not have to take it to the county council for approval. With the growth quotient taken into account that added about \$92,000 to be included in the 2019 budget.

Budget Form 3 - Notice to Taxpayers

The budget estimate for the funds are as follows:

Rainy Day	\$100,000
Debt Payment	\$464,463
General	\$2,632,029
Library Improvement Reserve	\$0

Lynch reviewed the remaining columns on this form.

Budget Form 4 - Budget Ordinance

This is the form that will be signed at the Adoption meeting in October. It includes the same information as Budget Form 3, but also includes the tax rate.

Budget Form 1 - Budget Estimate

This form is a breakdown by line item of the total budget amount.

Pollard made note of a few line items that had significant changes:

- 411.5 The custodial budget was increased in order to hire either a part or full-time custodian who could also help with landscaping tasks.
- 413.4 Employee Benefits - Insurance was increased by 10%.
- 431.81 eBook Services was increased by 28%.
- 431.82 eMagazine Services was increased by 25%.
- 431.83 Video Streaming Services, which includes Hoopla, was increased by 26%.  
The print materials budget was reduced since they are not being used as much as eMaterials.
- 431.9 Other Professional Services was increased by 316% due to the additional security coverage.
- 436.4 Repairs - Computer Software was increased by 37%. This covers annual software maintenance fees, which is needed due to the new self-check kiosks.

Pollard increased the appropriation for personnel by 2%. The Board will determine by vote in December whether to give that salary increase. Gillenwater made note that we will have 27 paydays next year, so that additional amount is also included in the appropriation.

Lynch pointed out that the total for the General Fund on Budget Form 1 is \$2,990,049 which doesn't match the amount of \$2,632,029 which is on the Notice to Taxpayer and Budget Ordinance. The difference of \$358,020 is because the amount on Budget Form 1 includes the property tax cap.

Budget Form 4A – Budget Report (Summary of Form 1's)

This is a summary of the Form 1's for each fund by major departments. They also include the property tax cap.

Budget Form 2- Miscellaneous Revenues

This is an estimate of any other money the library receives other than property tax money. It includes items such as FIT, Motor Vehicle Tax, CVET, LIT, copy fees, fines, earnings on investments, and other receipts. Lynch pointed out that the LIT is different, as the DLGF has changed their estimate several times. The numbers here are not certified numbers, but are still estimates at this point.

Budget Form 4B – Budget Estimate, Financial Statement, and Proposed Tax Rate

Shows a certified net assessed value of \$1,447,177,476. The Net Tax Rate on line 17 for the Operating Fund is 0.1285. The Debt Payment Fund tax rate is 0.0314. This form also shows the Property Tax Cap Impact of \$358,020.

Current Year Financial Worksheets

These worksheets show what has been spent through June 30, 2018 for each of the funds. The worksheet for the general fund shows the proposed additional appropriation of up to \$89,802. It also shows the June 30 cash balance of \$1,154,443 and the taxes we anticipate to be collected in the fall of \$500,650.

Debt Worksheet

The Debt Payment Worksheet takes into account the amortization schedule and shows the upcoming payment amounts for the 2017 bonds.

The Budgeted Cash Flows for 2018 and 2019 show what we actually anticipate to happen. This is assuming you spend the full budget. Umbaugh recommends a cash balance of at least 15% in those funds.

Pollard stated she increased the appropriation for the Rainy Day Fund from \$75,000 to \$100,000 in case we need additional money for the Jeffersonville renovation project.

Pollard and Gillenwater had asked previously if we are allowed to spend the interest earnings on bond proceeds without doing an additional appropriation. Lynch stated the actual appropriation amount when we approved the bond last year was \$3,410,000. The actual cash amount we received was less than that by about \$16,297.50. Therefore, we can spend interest up to the amount of \$16,297.50 without having to do an additional appropriation. If we earn interest more than that amount, we will have to do an additional appropriation to spend those interest earnings. Lynch will submit Form 3 in Gateway prior to September 7, 2018.

Shea moved: That we approve Budget Form 3 – Notice to Taxpayers  
Seconded by: Wilson  
Motion: Approved

Budget Form 3 is to notify taxpayers that the public hearing will be at the next Board Meeting on September 18, 2018. The adoption meeting will be on October 16, 2018. (Lynch and Thompson left at 5:20).

## **OLD BUSINESS**

### **Construction Update - Jeffersonville**

Hunsucker reported that the electrical work is completed for the RFID gates and self checks so they can be installed in their temporary location when we are ready. The door hardware is on order and should be installed by the first of October. We could go ahead and close the south entrance, but the doors would not have the alarms on them.

For the construction project, Kovert Hawkins will be back in September to get permission to put the project out for bids. They have had several contractors and sub-contractors showing interest in the project. It will be a desirable indoor project for the winter months.

### **Construction Update - Clarksville**

Construction is moving along. We met onsite last week and approved the brick. It should arrive next week and they will start installing it. They are nearly ready to start putting up drywall. They infilled the pit area today. Next week is the beginning of the 5½ week closure. A progress meeting is scheduled for tomorrow. Hunsucker anticipates us going back to the three day week closure, at least for the short term. We would like to get some press coverage showing the construction and closure, but stating how great it will be when it is complete. Hunsucker will send Pollard the email address for the person at the News & Tribune who does updates on construction projects.

Hunsucker had finish boards with samples and gave an update on furniture orders. We have already ordered the new shelving, circulation desk, and radius shelving. The new shelving should arrive early September, so it should be installed when the Branch reopens. The radius shelving will have the same finish as the circulation desk. All the finishes are faux leather and all are bleach cleanable. The computer areas will have updated tables to incorporate wire management. We will have new seating for the adult computer area. For the teen area, we are using some of the existing seating and will have some new, it will all blend together. The study rooms have a media share table; you will be able to see on a screen what is on the computer. The adult reading area will have comfortable lounge chairs and pull-up laptop tables, which will eliminate some of the reading tables that are there now. We will have a mobile staff kiosk on wheels, with power and charging device. The splashes of color are in the flooring and paint.

Children's department will have upholstered ottomans in three different shapes. They are a very soft vinyl; they are comfortable, but durable. They will come in three different heights, so they are good for adults and kids. This area already has a play marketplace, but we will be adding a costume area. The young adult area has additional loose seating, made of a very dense foam, they can be moved into different configurations. There will be one reading table in the middle with a painted finish. The teen area has a semi-private booth area and some low slung chairs.

The meeting rooms will have the same style, flip-top tables that we have at the main library. Eight of the tables will be height adjustable. Seating in the meeting room will be a high density stacker; they will not have any upholstery on them, but will be a durable, solid plastic chair. The corridor will have two lounge chairs and an end table.

Kovert Hawkins has forwarded three invoices that we need to approve for payment. One is for \$1050 to RIC Electric, the second one is for \$74,870.45 to Koetter Construction, and the third one is for \$3,940.55 that needs to be deposited to the escrow account.

Shea moved: That we pay the invoices to RIC Electric and Koetter Construction, and make a deposit to the escrow account as outlined.

Seconded by: Palmquist

Motion: Approved

## **NEW BUSINESS**

### **Personnel**

#### **Public Services Librarian position description revision (Harriet Goldberg)**

Changes were made to the job description to incorporate Goldberg's new responsibilities for the art gallery. Wording changes were made to change from "adult services" to "public services" and we also added changes for the upcoming roaming service.

Shea moved: That we approve the updated Public Services Librarian job description as presented.

Seconded by: Baker

Motion: Approved

#### **Youth Services Staffing**

Youth Services Manager, Lori Morgan, will be off for approximately 10 – 12 weeks, starting September 10. We have asked Jennifer Harl to be in charge of the Youth Services department in her absence. She currently does children's programming and book selection at the branch. There are four part-time staff and one additional full-time staff in this department. We feel she should get a temporary salary increase while assuming these extra duties. We would like to take her from her current level of VIII, 1 to IX, 1 which is the beginning manager level. This is an increase of \$1.42 per hour; if it goes for the full 12 weeks, it would be about \$640 additional salary. The budget can support this.

Wilson moved: That Jennifer Harl be appointed as the temporary Youth Services Manager and have a temporary salary increase at Grade IX, Step 1 level.

Seconded by: Palmquist

Motion: Approved

#### **Clarksville Branch Rain Garden Proposal**

Pollard met with Lisa Huber, who works with Duke Energy and their Foundation to ask her about Duke funding the rain garden at the Clarksville Branch. It was one of the alternate bid items that we did not have money for. The purpose of the rain garden is to help alleviate rain water runoff. There is a depression in the ground that the water runs into and it then drains over time. It would be landscaped. Several other places in the area have something similar to this. It would not alleviate all the flooding, but it will reduce it.

Pollard wrote a draft proposal for Huber. It was sent to an environmental person to see if they have interest in funding it. They want Pollard to complete the online application. Pollard needs the Board's permission to grant naming privileges to Duke Energy if they pay for it. We are asking for \$17,850 for this project. They would like us to call it the Duke Energy Rain Garden. It will have plants, pollinators, a flagstone path and will serve an educational purpose. We want to encourage people to look at the rain

garden. In addition to the initial expenses, there will be ongoing expenses. Pollard will ask Duke Energy if they would be willing to sponsor ongoing expenses. The landscape architect says it will require more maintenance the first year, but the maintenance should become minimal after that.

Wilson moved: That we give naming rights for the rain garden to Duke Energy and call it the Duke Energy Rain Garden in exchange for their paying the initial costs.  
Seconded by: Shea  
Motion: Approved

### **Clarksville Branch Triangle Drive Steps**

While at the Branch recently, Munzer noticed that the paint on the concrete steps was in need of repair. The top layer of the concrete is flaking off. We believe the use of salt like products has contributed to the problem. We have a concrete person coming to look at it and give us advice. We are hoping to be able to repair the top layer. Shea will give us the name of what she uses at home that is not supposed to be damaging to concrete.

### **Exhibits Policy**

This will be ready for next month. It was written stating certain items that the library director would do. Since Goldberg has taken over this responsibility, we need to update the wording in the policy.

### **E-rate Resolution**

We get internet service through a consortium managed by the Indiana State library. Each year the board has to approve us to join the consortium. It must be attested by the secretary. Since Moss is absent, Palmquist will be acting secretary for this meeting. Our internet service provider is ENA. Between e-rate and the technology grant, we pay almost nothing for our internet service. Kofi read the motion and the Board members approved and signed it.

Steve Palmquist signed as acting secretary.

### **STAFF ASSOCIATION REPORT**

Morgan reported that 2070 cultural passes were given out. Four hundred and sixty two adults participated in the Summer Reading Club. We had 2079 participants in Youth Services. The completion rates were not very good this year. Thirty three schools participated in the SRC contest. Utica won, but it was very close between Utica and Riverside.

### **OLD BUSINESS**

#### **Self Check/RFID update**

Once we decide on when to close the south entrance, either before or after the hardware is installed, we will be able to do the soft launch. Pollard will get input from the staff on this.

### **FOUNDATION**

Pollard reported that in addition to the Rain Garden proposal, Nicole Yates and Pollard met with Jeffersonville Mayor Mike Moore to lay a foundation for asking the city of Jeffersonville for money for this project. He was very interested in what is happening at the library and is open and receptive to helping us financially.

### **DIRECTOR'S REPORT**

Pollard sent a link to the Board on an article about libraries without books, as well as to an article in Forbes magazine.

Morgan and Pollard participated in three Envision Court Avenue meetings. The downtown school being so close to the library gives us some unique opportunities. Having a “path of knowledge” along the sidewalk to connect the two buildings was included in one of the discussions. The city received a grant and they will get a report on how to upgrade Court Avenue. The Ogle Foundation has moved into the old Carnegie Library.

Darku is on the Jeffersonville Public Art Commission. They talked about the path of knowledge; the commissioners were excited about that and want to highlight our art exhibits more. Pollard will write a letter of support for the cultural district; the library is included as a part of that.

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

The next meeting of the Board of Trustees will be on Tuesday, September 18, 2018 at 4:30 p.m. As there was no further business, the meeting adjourned at 6:20 p.m.