

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, SEPTEMBER 18, 2018
4:30 P.M. – NORTH MEETING ROOM
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

The regular meeting was called to order at 4:30 p.m.

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

Our guests were welcomed and introduced.

OLD BUSINESS

Construction Update-Clarksville

Hunsucker reported that the brick work at the Branch is complete. The exterior window has been installed. Drywall is being hung in the addition. New flooring is being installed and the painting is being done. Next week they will start moving the shelving. After that, they will start putting things back on the shelves.

There are two change orders. The funds for both are covered in the contingency amount of the project. The first change order awarded some additional alternates. Included was the renovating of the existing bathroom to a family room, changing the ladders that will be installed, and adding two new rooftop units. We received a credit from Legacy for the change in the roof top unit. The total of the change order is \$67,000.

The second change order includes a new dimmer switch for the program room. Included also is replacing the exterior doors, losing the decorative glass. The change order was approved to make new glass for the doors to look similar to the current ones.

The Branch is scheduled to reopen October 4. The final completion date of the project will be around Thanksgiving. The Branch will stay closed Monday through Wednesday for the remainder of the project. This plan is acceptable to Becky Kelien, Branch Manager.

Building Project - Jeffersonville

The drawings are completed and the Jeffersonville project should be ready to go out for bids by the end of the day Friday. Some changes have been made to the layout of the Makerspace. Fredrickson is finalizing the equipment list. The pre-bid meeting will be held on October 3 and we will receive bids on October 11. Pollard will make sure that the program room is available for that date. The plans were to do the project in two phases, with the north half of the project being done first and the south half of the project being done last. Kovert asked the Board if they are open to doing the project all at once instead of in the

two phases. We would need to allow free access to the building, close the south entrance, and not use the meeting room at the south end of the building. Since that meeting room is not used very often, Kimberly Jackson, Public Services Manager, does not think that it would be a hardship. The bathroom at the South entrance will be closed indefinitely. The Board asked Kovert if he feels it will be easier to get bids this time. Kovert stated they have been getting good feedback and interest, the school projects are wrapping up, and they will reach out to the contractors who bid the first time, as well as others who did not bid previously. Koetter Construction is interested this time; they did not have the supervisory staff the last time. They have been asking Kovert about the project almost daily. It was the general consensus of the Board to agree to a single phase for the project. The Foundation fundraiser that is planned for June 8, 2019 will be used as a target to wrap things up on this project.

Shea moved: To approve the change in the project to make it a single phase.
Seconded by: Palmquist
Motion: Approved

Another HVAC unit for the upstairs has been added as an alternate bid. The installation of an ultraviolet treatment system for the fountains has been pulled out of the alternate bids, as the carpet replacement is deemed more important. Any items that seem less important were pulled in case we have to choose. Ideally, we would like to do the fountains and the floor. They have put in a \$25,000 allowance for the materials for the carpet replacement. That price is \$20 a square yard. It will make the alternate more likely to be awarded. They will be using 12 X 48 pieces of carpet that will be put down with replaceable adhesive. The material is nylon with built-in stain protection. They will require a lifetime warranty.

The Rainy Day Fund has \$100,000 appropriated in 2019. That should allow for flooring and the fountain. Hunsucker has received two bids. We have negotiated down the cost of the carpet. The cost to do both fountains was \$20,000.

Pollard has met with Mike Moore, Mayor of Jeffersonville. He seemed positive about the project. He might be interested in the Makerspace. If we receive money from the city, it might free up funds for other things. Hunsucker does not think we will need to close the Main library like we did the Branch, but it is possible we might need to close while they change the floor. Areas can be sectioned off as needed. We will need to close off part of the parking lot during the construction as they will need to store materials. Construction workers will park in the staff parking lot across the street. Kovert will work with Public Works to close off part of the street where parking is normally allowed.

The door closure for the south entrance is in progress. Colors for the project are being verified and we will be ready to go in the next two or three weeks. The contractors have been here measuring; they have a good handle on the job. As soon as the doors gets installed, we will close the south entrance. Kovert said that we could lock it now. It is the Board's choice. The Library staff prefer to wait until the hardware is installed.

Hunsucker showed the layout of the Makerspace to the Board. They have been working on finalizing the equipment. Fredrickson has done a great job. Hunsucker has color-coded the plan to identify the different stations. The right side of the plan is the Tech Zone, it will include the photo editing station and the scanning station. The left side of the plan will be arts and crafts; it will include lots of adjustable height work tables.

The second page of the Makerspace plans has pictures of the furniture. It will have plastic seating, which will be cleanable and height adjustable. The computer stations have built in wire management. We will have heavy storage needs. The work stations will have built in storage. Everything is on wheels so it can be moved. We are not using carpet, but luxury vinyl tile (LVT). A sink area for cleanup will be included. Fredrickson's office will be in the area of the current women's restroom; the alcove will be used for storage. The recording studio will be in the area of the current men's restroom. The walls of the recording studio will be glass, so it will be visible.

Fredrickson reported on the equipment that will be purchased for the Makerspace. She broke it down by zone. The photo editing area will have a photo printer, a rapid photo scanner, and a flatbed scanner. The computers will have Adobe Photoshop Elements software. The media conversion station will have a turntable, and audio cassette, video and DVD recorders. It will also allow for 8mm film conversion. A connector device will be available to use for small camcorder tapes. We are purchasing an Ultimaker 3D printer and will get an educational discount. The items on the list prepared in 2015 have changed; Fredrickson has updated the list. A vinyl printer has been added. A sewing machine and a serger have already been purchased. The laser engraver is made by Glowforge. A Cricut die cutting machine is being donated. The thermal laminator that is currently in Youth Services will be moved to the Makerspace. The Makerspace will also house a book repair machine, an AccuCut die cutter, and two button makers. We want to have the Makerspace done in time for the Foundation event.

The Recording Studio will have good acoustics. Tim Bohannon, Systems Administrator, selected the equipment that will be purchased for the Recording Studio. It will include console speakers, microphones, and a digital Yamaha piano. People will be allowed to bring in other equipment.

Koetter Construction Invoice

A check needs to be written to Koetter Construction in the amount of \$147,076.15 and another check to the Retainage Escrow Account in the amount of \$7,740.85. These payments will appear on next month's financial report.

Wilson moved: That a payment be made to Koetter Construction in the amount of \$147,076.15, and a payment to the Retainage Escrow Account in the amount of \$7,740.85.
Seconded by: Munzer
Motion: Approved

RFID/Self Check Report

Fredrickson reported on the RFID/Self Check project. She is hoping to have the staff training in the Circulation office starting at the beginning of next week. The rest of the staff should be trained by the end of the next week. The Self Check terminals should be installed at the Branch by the end of next week. We should be ready to open to the public. Once people are trained and the door hardware has been installed, we will move ahead with the soft launch. At this time we do not have a time frame for when the installation will be complete.

CONSENT AGENDA

It was requested that the Financial Report be taken off the Consent Agenda.

Approval of August 21, 2018 Board of Trustees Minutes

Approval of claims through August 31, 2018

Library Publicity

Shea moved: That the items on the consent agenda, other than the financial report, be approved as presented.
Seconded by: Wilson
Motion: Approved

Financial Report

We are on track with our spending at 54.4%. We need to approve a temporary loan from 128 Rainy Day Fund to 122 Clarksville Redevelopment Grant Fund. It is a reimbursable fund and it will be easier to track the spending if the money is in one fund.

Shea moved: That a temporary loan be approved from 128 Rainy Day Fund to 122 Clarksville Redevelopment Fund in the amount of \$60,881.02.
Seconded by: Wilson
Motion: Approved

STAFF ASSOCIATION REPORT

Stepro reported:

- 127 new cards were issued during Library Card Signup Month.
- Two new work study students have been hired. They work eight hours per week.
- Veronica Palensky has been hired as a new permanent page; she is doing a great job.
- The Clarksville Branch staff are making a difference here.
 - Judy Bryant is making a spreadsheet to list things that are not in the catalog.
 - Jennifer Harl is covering for Lori Morgan in Youth Services.
 - Rick Gleitz is working in the computer lab.
- Cara Burton has a number of community programs scheduled.
- Fall Break is the week of October 8-12; we will have a youth program every day that week.
- YMCA storytimes will start soon.
- Utica Elementary won the Summer Reading challenge.
- We have two staff members out for medical reasons.

OLD BUSINESS

Public Hearing for 2019 Budget

The public hearing for the 2019 Budget was declared open. There was no public comment. The public hearing was declared closed.

Kovert and Hunsucker left at 5:16 p.m.

Exhibits Policy Revision

We have revised the Exhibits Policy. Harriet Goldberg, Public Services Librarian, is now in charge of the exhibits in our second floor art gallery. We need to change the policy to reflect this change. Also, on page one, we need to delete the display case in front of the Men's bathroom, as that is going to become the Recording Studio. On page 2, we need to remove the fourth bullet that says the Library Director and put in Public Services Librarian. On page 3, the second paragraph should say main library Public Services Librarian. The fourth bullet was added there. On the last page at the top, it will be changed to say "Please make an appointment with the Public Services Librarian".

Wilson moved: To approve the Exhibits Policy as revised
Seconded by: Shea
Motion: Approved

NEW BUSINESS

Job Description and Personnel Changes

The Board was sent the new job description in their packets. When Pollard proposed creating the Foundation, she did not realize the amount of work that it involved. She is on two committees, Development and Marketing. She has asked Fredrickson to serve on the Development Committee, which identifies larger donors. Through that committee the doors were opened with Duke Energy and Mike Moore. Pollard does not want the building project to suffer, due to her work on the Foundation. Pollard feels that Fredrickson deserves an increase in pay, not because of more work, but due to the nature of the work. Pollard proposes giving her a slight increase from Grade IX, Level 4, to Grade IX, Level 5 on our salary schedule. This is an annual increase of about \$1,300.

Munzer moved: To approve the job description and personnel changes as submitted.
Seconded by: Wilson
Motion: Approved

The Library Card policy changes will be discussed at the next meeting. The state has come out with some additional changes.

DIRECTOR'S REPORT

Youth Services Window

An outside window of the Teen Room in Youth Services has been broken. It may have been vandalism, but we do not know for sure. A rock was found. The claim has been turned into the insurance company. We have talked to Wolf Glass. The Board asked if we can replace it with stronger glass. It would look the same if it was safety glass. It is on the terrace and we have roped that area off. Pollard will see if the glass can be upgraded.

Foundation-Mark Munzer

Munzer has been working with the Development Committee; they are getting ready for the June 8 event. It will be called Books, Bourbon, and Bluegrass. It will be an interactive event with stations set up throughout the Library. They want to highlight the Makerspace. We may have our own bourbon label to commemorate the event. Some authors of bourbon books will be here; food will be a big part of the event. We will look for sponsorships to make it a fundraiser and we will sell tickets. It will be our main event for 2019. Bob Hill has a Bluegrass Event each year but he is going out of business. We spearheaded our own fundraiser last week. We appreciate those who participated in it. If anyone has any ideas or if you think of anyone who would be a good resource, please let us know.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, October 16, 2018 at 4:30 p.m. Wilson stated she will not be here. The budget books will be kept at the Library for the next meeting. Munzer recommended that we have a Board meeting at the Branch. We might do this in November. As there was no further business, the meeting adjourned at 5:36 p.m.