

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, OCTOBER 16, 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: Steven Palmquist; Margaret Shea; Dale Moss, Secretary; Mark Munzer

Board Members Absent: Kofi Darku, President; Lynn Wilson, Treasurer

Staff Members present: Libby Pollard, Barbara Gillenwater, Debbie Beckham, Allison Fredrickson, Diane Stepro

Guests: Hal Kovert, Kovert Hawkins; Tami Combs, yoga teacher

**Public Comments:**

Tami Combs, who teaches yoga classes at the library, came to make the Board aware that she is having difficulty getting her yoga classes scheduled for next year. Baker told Combs that we will look into it. Pollard stated she was not aware of this situation, but she will look into it and get back to her. (Combs left at 4:43).

**CONSENT AGENDA**

**Approval of September 18, 2018 Board of Trustees Minutes**

It was noted that there was an error on page five of the minutes. In referring to the fundraiser being planned by the Foundation for next year, the sentence should read “It will be our main event for 2019.” rather than “It will be our main event for 2018.” The correction has been made in the minutes being signed today.

**Approval of claims through September 30, 2018**

**Financial Report**

Photocopies of checks received

**Account Transfer**

**Correspondence, Publicity**

Palmquist moved: That the items on the consent agenda, with the one correction having been made, be approved as presented.

Seconded by: Shea  
Motion: Approved

**STAFF ASSOCIATION REPORT**

- Staff from the Youth Services department went to the LifeSpring health fair.
- Youth Services staff are getting ready to go to ClarkFEST, along with the public services librarian.
- 90 children and families participated in fall break programs in Youth Services.
- Youth in Grades 3 – 6 will be participating in a National STEAM day activity on November 8.
- International Game Day is November 6.
- The Youth Services staff continue to do outreach storytimes with Head Start and YMCA.
- The south entrance is being made an emergency exit only and the doors are being installed with alarms.
- We are planning on doing self-check training on October 30.
- Cara Burton, the Outreach librarian and Diane Stepro participated in SIGS (Southern Indiana Genealogical Society) celebration of family history.
- Burton will be participating in the Santa at the mall event in Clarksville.
- The Friday Book Club most recently had 37 people in attendance.
- As of October 31, the south meeting room will be closed for public events.
- Books on Wheels is continuing at Westminster and Riverbend assisted living facilities. The books stay there for 60 days, then rotate out.
- The Staff Association sponsored a pitch-in luncheon on September 27, since staff from both locations are currently working at the main library.
- We have had lots of programs.

**OLD BUSINESS**

**Clarksville and Jeffersonville Updates and Jeffersonville Project Bid Award**

Kovert stated the Clarksville project is going really well. The shelving has been moved back into place, new carpeting has been laid, and painting has been done. The goal is to be finished by Thanksgiving. Koetter Construction is now working on the renovation of the old office area.

Last Thursday we received the bids (rebids) for the Jeffersonville project. Three contractors submitted bids: Koetter Construction; Temple Construction, Inc. from Salem, IN; DK Constructors from LaGrange, KY. The bid from DK was considerably less. Most of the alternate bids seemed to be close. There were a few that were out of sync from the others.

<b>BID TABULATION</b>											
Jeffersonville Township Public Library - Jeffersonville, Indiana Interior Renovations Main Library <b>REBID</b>											
Bid Date: Thursday, October 11, 2018 Bid Time: 3:30 p.m.											
BIDDERS	BASE BID	Alternate 1: Exterior Fountain	Alternate 2A: Pendant Lighting 1st & 2nd Floors	Alternate 2B: 1st Floor Non-Pendant Lighting	Alternate 2C: 2nd Floor Non-Pendant Lighting	Alternate 2D: Basement Lighting	Alternate 3: Interior Signage	Alternate 4: Carpet Replacement	Alternate 5: North Meeting Room HVAC	Alternate 6: 2nd Floor Ductless Split Unit	Alternate 7: UV Treatment System
Koetter Construction	\$996,000	\$9,900	\$27,500	\$34,000	\$25,800	\$19,800	\$1,700	\$123,000	\$28,650	\$17,900	\$6,400
Temple Construction, Inc.	\$929,000	\$5,000	\$32,000	\$44,000	\$39,000	\$29,000	\$12,000	\$126,000	\$27,000	\$16,000	\$6,000
DK Constructors	\$744,000	\$13,000	\$28,500	\$38,650	\$34,350	\$25,830	\$16,000	\$99,600	\$16,000	\$13,900	\$22,000

Kovert looked at all of the submittals and they met the bidding requirements. Kovert and Hunsucker met with John Kleinholter, the project manager for DK Constructors, a subsidiary of CNC Services. Kovert asked for a list of subcontractors and asked DK Constructors to provide a schedule for values, which tells how much was in the bid for plumbing and electrical work, for example. They compared this to the schedule of values from Temple Construction. Most of the sub-contractors were the same. The values they assigned to various contractors, was considerably different. This is because you don't know where the contractor is putting his overhead and profit. Because of the significant difference, Kovert asked for a contact at their bonding company. The bonding company sent an email and said they would write the performance bond. Kovert also contacted one of their references. They had just signed a contract and were just getting started with it. They completed two projects with the State of Kentucky and have two more lined up with the State of Kentucky. They were asked if they were comfortable with their bid and willing to accept the job with the bid they submitted. They indicated yes. One discrepancy was on alternate bid 4, which did not include the cost for Padgett to move the shelving, which has a value of about \$21,000. You are not allowed to change the bid, but you can do it as a change order. Kovert does not see any reason not to award the contract to the low bidder. Kovert thinks they are willing to take a lower profit and they have lower overhead. Kovert has no previous working experience with them. Their bid is 33% lower than the others.

Gillenwater determined that the funds we have available are \$1,145,011. Kovert consulted with Pollard and Hunsucker and is recommending to award the project to the low bidder C & C Services, Inc. dba DK Constructors as follows:

\$744,000	Base Bid
\$ 13,000	Alternate No. 1, Exterior Fountain
\$ 28,500	Alternate No. 2A, Pendant Lighting 1 <sup>st</sup> & 2 <sup>nd</sup> Floors
\$ 38,650	Alternate No. 2B, Non-Pendant Lighting 1 <sup>st</sup> Floor
\$ 34,350	Alternate No. 2C, Non-Pendant Lighting 2 <sup>nd</sup> Floor
\$ 25,830	Alternate No. 2D, Basement Lighting
<u>\$ 13,900</u>	Alternate No. 6, Ductless Split Unit, 2 <sup>nd</sup> Floor
<b>\$898,230</b>	<b>Contract Amount</b>

It was noted that:

- Alternates 2A, B, C, D are all eligible for Duke Energy rebates and we will save money every month with operational cost.
- Alternate 6 is for a separate HVAC unit for the Board Room and the Director's office.
- A \$75,000 contingency allowance has been built into the contract amount of \$898,230.
- Alternate 4 for carpet replacement, can be done as a change order at a cost of \$126,000.
- Alternate 3 was left out because its cost was significantly higher than the other contractors.
- Alternate 5 is not really necessary as the HVAC does not seem to be an issue in the North Meeting Room
- Alternate 7 also had a very high price. We can get a local plumbing contractor to do the UV Treatment System and pay for it out of the bond money.

Gillenwater stated that in addition to the bond money, the calculation for the funds available included the \$75,000 in the rainy day from 2018 and 2019, as well as the Voll donation. We will pay everything out of the bond money first, and if we have any money left we can pay the debt down. The \$75,000 Rainy Day money has to be spent or encumbered in 2018.

Kovert stated there are several safeguards in place to assure that all goes well. These include a performance bond, materials and labor payment bond, and release of liens every month. We pay 95% of the amount requested and 5% goes into an escrow account.

Shea moved: That we accept the bid from DK Constructors as outlined by Kovert.  
Seconded by: Munzer  
Motion: Approved.

We will have a special open house or ribbon cutting at Clarksville. We will start planning it for early December.  
(Kovert left at 5:08).

### **Resolution to Adopt 2019 Budget**

Pollard stated we are ready to adopt the 2019 budget. It was approved for advertising in August and the September meeting was open for public comments. This meeting is to adopt the budget as outlined below.

<b>Fund Name</b>	<b>Adopted Budget</b>
Rainy Day	\$100,000
General	\$2,632,029
Debt Payment	\$464,463
Library Improvement Reserve	\$0
<b>Fund</b>	<b>\$3,196,492</b>

Munzer moved: That the 2019 Budget be adopted as presented.  
Seconded by: Palmquist  
Motion: Approved

The Budget Form was passed around for signature by the Board.

### **NEW BUSINESS**

#### **Obtain Health Insurance Proposals**

Beckham reported that Diane Swank was our health insurance broker for many years, and with her passing last year, we felt like it was an opportune time to consider a new broker group to make sure that we are spending our money wisely as we provide health benefits to our employees. On October 5, we sent a letter to three different companies requesting information about them and the services they would provide. They were asked to fill out a questionnaire that would provide a variety of information, and that questionnaire is due this coming Friday. All three companies have expressed interest.

Our renewals start on January 1, 2019 and we will most likely need to make a decision before the November Board Meeting. We are asking Board permission to pursue looking into a new broker and if we find a broker that would serve our needs better to go ahead and switch to them. The three companies that we sent a request for proposal to are: JA Benefits, Neace Lukens (Assured Partners), and Gallagher and Company. As we have done before, we will work with a committee to make a decision about health benefits.

Moss moved: That we allow a committee to look into finding the appropriate carrier for us.  
 Seconded by: Shea  
 Palmquist stated that the Board should be involved if the premium is higher.  
 Motion: Approved

**Review Banks for Checking Account**

Currently we have a checking and money market account with Chase. We have not been pleased with them, because they are not community oriented and they never give donations to the library. We decided we should look at some local and regional banks and see if we could do better.

When we get our tax draw in June and December the money goes into a money market account. The amount that we need monthly gets moved into a checking account. Gillenwater made some phone calls to a number of banks and made a chart comparing their interest rates on these two types of accounts. This information was compiled on a spread sheet which was given to the Board.

**BANK RATE COMPARISONS OCTOBER 16, 2018**

Local Bank Information	Headquarters	Bank Fees	Checking Interest	Money Market Interest
New Washington State Bank	New Washington, IN	0	0.80%	1.10%
First Savings	Clarksville, IN	0	0.70%	1.00%
Stockyards	Louisville, KY	0	0.20%	.65%-.75%
Republic	Louisville, KY	0	0.00%	1.25%
First Harrison	Corydon, IN	0	0.15%	0.09%
Chase	New York, NY	0	0.00%	0.18%

We feel we can get a better partner and better interest rates. We would like the Board’s permission to move our money out of Chase into one of the other banks. For the year of 2017, the average balance for our checking account was \$190,000 and our Money Market account averaged \$550,000. In order to allow for easy transfer of funds from the money market account to the checking account, it works better to have the checking and money market accounts with the same bank. The Board felt it would be a good move to change banks. They stated that New Washington State Bank has been very supportive. We moved a large amount out of New Washington bank when we started our TrustIN account. They have our endowment and rainy day fund. We have a Bond Repayment Fund account with First Savings and three accounts with Wes Banco, two of them are small gift accounts, and one is our credit card account. The bank that we choose has to have a Branch in Jeffersonville Township.

Munzer stated that if we go with New Washington State Bank we would be going from one of the largest banks in the country to one of the smallest banks in the county. He stated they want full transparency and they want to earn this business. New Washington State Bank is offering the highest interest rates. Several Board members spoke favorably of New Washington State Bank.

Palmquist moved: That we move the library’s checking and money market accounts from Chase Bank to New Washington State Bank.

Seconded by:           Shea  
Munzer abstained from voting.  
Motion:                    Approved

**Eligibility for Library Card Policy**

Pollard stated we need to make some changes to our current policy because the law has changed. Formerly, Louisville residents could not get a library card here, as they were only for Indiana residents. That rule changed on July 1, 2018 and anyone who provides proper identification can get a library card. The policy has been revised to reflect that change. It now reads:

The following are eligible to **PURCHASE** a library card.

- Non-residents from out-of-state (Current fee: \$34)

Also, under the approved identification section the following was added:

- Valid State of Indiana identification card with current address and photograph

The policy was also reformatted, but nothing else substantive in content was changed. Pollard reviewed the policy with the Board.

It was suggested that the word “*valid*” be added to the 3<sup>rd</sup> bullet point in the first section outlining who is eligible for a **FREE** card so that it reads:

“Clark County residents with a *valid* Charlestown-Clark County Public Library card due to a reciprocal borrowing agreement.”

Under the Approved Identification section each bullet point will state a photograph must be on the identification card being used.

Shea moved:            That we approve the changes to the Eligibility for Library Card Policy as presented with the addition of the word “valid” in the third bullet point.

Seconded by:         Munzer  
Motion:                 Approved

**Additional Appropriation**

Gillenwater stated that when the 2018 budget was done we asked for the maximum money that we are allowed (which was the 2017 budget plus the growth quotient). That amount is divided between three funds: the Rainy Day, General Fund, and the Bond Repayment Fund. At that time we did not know how much the bond payments would be on our new bonds. Jessica suggested a number for the Bond Repayment Fund that was overinflated, so we would be sure to have enough money in the budget to make our payments for 2018. By the time we submitted the budget, we knew how much our bond payments would be, as did the DLGF. Because our bond payments were less than the amount set aside in the Bond Repayment Fund, the DLGF reduced our budget for the Bond Repayment Fund by the difference of \$92,000. They don’t automatically move that amount back to the operating fund; you just don’t have permission to spend that money any more. So our budget for 2018 was \$92,000 less than what we could have had. We are doing an additional appropriation to add that \$92,000 back to the operating fund, which is the amount we are allowed without going before the County Council. This would put our 2018 budget where it should be, so that when we do the budget for 2019 (and each year in the future) our budget will not be lower than what we could have had.

Palmquist moved:     That we ask for an additional appropriation of \$92,000 as presented.

Seconded by:           Shea  
Motion:                 Approved

In November we will do a public hearing for the additional appropriation just like we do for our regular budget. The Board will have to sign another form and it will be advertised.

**Approval to Buy Equipment on Credit Card**

Our credit card policy states that any credit card purchase over \$1500, must have Board approval in advance of the purchase. We need to buy equipment for the Branch which includes the monitors that will be in the study rooms. The 75 inch monitors are for the large meeting room and the 32 inch monitors are for the group study rooms. We also need the mounting equipment for these. The total is \$5,969.88.

Palmquist moved:       That we authorize the purchase of these items by credit card.  
Seconded by:           Munzer  
Motion:                 Approved

**Waiving Fines**

We are still considering whether or not to waive fines. We would lose about \$30,000 a year in revenue if we removed fines. A lot of libraries are removing fines, as they are seen as a barrier to use. Pollard would be willing to do away with fines if we are willing to lose that money. We would still charge for replacement cost for books that are not returned. Pollard has not looked at the budget to see if we could absorb the loss of revenue, but we will continue to work on this. We would also need to determine if we would still use Unique Services to help with the collection of unreturned materials.

A question was raised about the sending out of notices when books are due. A patron can choose settings in their library account that would allow them to get notices by either email or text. These notices are sent out prior to the items actual due date. An overdue notice is sent out when an item is past due. If an email or text option is not available for a patron, the notices are sent by postal mail. We are sending fewer notices by postal mail than we have in the past. Postage has been reduced from approximately \$500 a month, to \$250 every two months.

**DIRECTOR'S REPORT**

The Director had nothing additional to report.

**OTHER BUSINESS; BOARD MEMBER COMMENTS**

The next meeting of the Board of Trustees will be on Tuesday, November 20, 2018 at 4:30 p.m. We will let you know if we will meet at the Clarksville Branch Library in November. Pollard will report back to the Board about the yoga classes. As there was no further business, the meeting adjourned at 6:00 p.m.

Travel: Pollard to ADOLPLI meeting, Indianapolis Public Library; November 8-9, 2018

