

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, DECEMBER 18, 2018 AT 4:30 P.M.
CLARKSVILLE BRANCH LIBRARY – MEETING ROOM
1312 EASTERN BOULEVARD, CLARKSVILLE, IN 47129**

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

The regular meeting was called to order at 4:31 p.m.

Presiding Officer: Linda Baker, Vice-President

Board Members Present: Lynn Wilson, Treasurer; Dale Moss, Secretary; Mark Munzer; Steven Palmquist

Board Members Absent: Kofi Darku, President; Margaret Shea

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

Guests: Amanda Hunsucker, Kovert Hawkins

Public Comments: None

OLD BUSINESS

Plumbing Repair Update

Conn reported that Stemler Plumbing will do the plumbing repair work in the alley by the main library. They have marked it off and have pinpointed two areas where they believe there is blockage. They will saw cut it tomorrow but will hold off digging until January 18. Stemler Plumbing believes the main blockage is out in the street; they will dig and repair that area first. The other blockage is under the gas meter. They want to see if Vectren will move the gas meter. It is an old meter and the newer ones are much smaller. If Vectren will move it and get it out of the way, we can avoid it being in the way if future plumbing problems arise. Stemler Plumbing has contacts within Vectren and they will see about getting the work done, possibly at no cost to us. Once that is done, they will dig along the building and do that repair. Asphalt companies are in the process of shutting down for the winter. Stemler Plumbing will fill in the areas which are dug up with gravel until the asphalt companies start working again in the spring. Conn anticipates it being an expensive repair.

Wilson moved: That we give Vectren permission to move the gas meter.
Seconded by: Moss
Motion: Approved

(Conn left at 4:35 p.m.)

CONSENT AGENDA

Approval of November 20, 2018 Board of Trustees Minutes

Approval of claims through November 30, 2018

Financial Report and Transfers

Correspondence, Publicity

2019 Holiday Closings

2019 Board Meeting Dates

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

STAFF ASSOCIATION REPORT

- Morgan is back after an extended absence.
- A holiday party is being planned for January 26 from 6:00 – 8:00 p.m. at the Branch. It will be a game night and pizza and salad will be served. All Board members are invited. There will be a \$5 charge for guests of staff or Board members.

OLD BUSINESS

Construction Projects Update

Clarksville Project

Hunsucker reported we are getting close to completion of the Branch project. A meeting for the punch list is scheduled for tomorrow morning. The punch list helps prepare the final to do list for the contractor. They finished landscaping in the rain garden last week. A few things for the rain garden will need to be done in the spring. We need to work out details for payment and will want to do a press release in the spring. Koetter Construction is still working on the staff area. We are preparing for the ribbon cutting open house which is to take place on Thursday, January 24.

Jeffersonville Project

The Jeffersonville Project is underway. The demolition of the circulation desk started today; a barrier wall was built for safety. The demolition in the makerspace area is pretty much finished and the rough-in for the electrical work has been started. In the next couple of weeks some overhead work for the mechanical controls will get started.

Pollard stated that the staff in the back circulation office are going to relocate to other office areas. Some discussion about closing a few days a week has taken place. The noise, dust, and contractors are pretty disruptive to the patrons. Their work is loud and we are not sure that patrons can have a good library experience. We are thinking of closing on Mondays and Tuesdays, which are the days the public services manager recommended. We don't like closing but see it as a temporary solution, giving the contractors two days that they can do loud, dirty work. Full-time employees could still come in and work, being careful to not get in the way of the contractors. Part-time employees would not work on Mondays and Tuesdays, but would work their hours Wednesday through Saturday. We do not yet know how closing for two days could speed up the project, nor do we know how long we would need to be closed for two days a week. The substantial completion date for the main library is May 31. Many of the public areas of the library are impacted by the renovation.

The Branch was closed at least partially for almost eight months. The renovation and expansion at the Branch would have taken longer if we had not closed. The Branch patrons are excited that we are now open six days a week. Some came in on a weekly basis to see what was happening that week. Some patrons would go to the main library. We hope our Jeffersonville patrons will go to Clarksville on the days the main library is closed.

The construction will not have much impact upstairs at the main library. We will replace lighting, do some duct work revision, and get a new desk top at the Youth Services desk. The Board stated they would be willing to support closing for two days, but they wonder if the construction people could work after hours on occasion as needed. Realizing closing will impact a lot more people at the main location, they also wondered if the library being open on Sunday for the duration of the renovation project is an option. Further discussion on these options took place.

Palmquist moved: That effective January 7, the library will be closed on Mondays and Tuesdays as long as necessary for construction; if it is possible to get adequate staffing, the library will open on Sundays for that same period of time.

Seconded by: Munzer
 Motion: Approved

Pollard stated we have an invoice from Koetter Construction for \$156,848.80 that needs to be paid. We also need to pay \$8255.20 to the escrow account. These payments will be on the December financial statement.

Wilson moved: That the invoices to Koetter Construction and the escrow account be paid as stated.

Seconded by: Palmquist
 Motion: Approved

Self-Check/RFID update

Fredrickson stated that on December 4 a representative from Bibliotheca was here to conduct self-check training for all full-time staff, as well as to do some training for the financial and technical side of the self-check kiosks. Both sets of security gates are live at the Branch and the gate monitoring software has been installed. The gate monitoring software shows which item set the gate off. Staff at the Branch are using two RFID pads at the circulation desk that turns security on and off. The self-check kiosks at the Branch are set up and 80% ready to go. They both have cash loaded, and are ready to take payment, but we are having some issues with the credit card terminals due to connection issues with Elavon. At this point you can use the credit card machine with a swipe, but not with the chip reader. Polaris, is not turning the security sensor off, but when Tackett returns from vacation and can change that setting we will be ready to go live with the self-check at the Branch. At the Main we are still in a holding pattern for the self-check kiosks. The gates are there, but are not live. We still have a self-check machine in the back circulation office that is being used for training. Once things are going smoothly with the self-check kiosks at the Branch we will move to the soft launch position at the main library.

2019 Budget

Because our 2019 budget was reduced, Pollard asked other libraries if they have had this happen to them. She only got one response. It was not the same situation, but that library had received bad information from the DLGF and had their budget frozen at the 2018 amount. They voiced their concern, but it did not help. When Pollard first came to this library, she was given the wrong growth quotient. When Umbaugh says they had been told an additional appropriation could be added to the base budget, she is inclined to believe Umbaugh is correct. Pollard had to reduce the 2019 Operating Budget by \$165,119. She plans to make the reductions in these areas:

Name of Fund	Amount	Impact
414.2 Contingency	\$98,855	Eliminate
436.2 Repairs - Equipment	\$20,000	Reduce by 1/2
439.6 Transfer to LIRF	\$20,000	Eliminate contribution for 2019
445 Equipment	<u>\$26,264</u>	Will leave \$23,736
Total	\$165,119	

Some discussion took place about various methods of selling or disposing of the items, including Facebook Marketplace or by auction.

Wilson moved: That we surplus all the items on the four lists.
Seconded by: Munzer
Motion: Approved

Personnel

Cost of Living Increase

The 2019 reduced budget includes a 2% cost of living increase for staff. A motion is required if the Board wants to approve the cost of living increase. It would go into effect in January.

Moss moved: That the 2% cost of living increase in the 2019 reduced budget be approved.
Seconded by: Munzer
Motion: Approved

Approval of Salary Schedule and Personnel Chart

The 2019 Salary Schedule which includes the Job Title, Grade and Step and the Personnel Chart for all staff was presented for approval. It was noted that the salaries will look higher because there are 27 pay periods this year.

Wilson moved: That the 2019 Salary Schedule and Personnel Chart be approved as presented.
Seconded by: Moss
Motion: Approved

Job Descriptions and Maintenance Staffing

We currently have two open positions and that is always a good time to update job descriptions. After being with us for two months, Valerie Valentine resigned her position as Custodian at the Branch. She got a full-time position at the Greater Clark Schools and left without notice; her last day was December 6. Keith Conn has resigned from his position as our Maintenance Worker. We received his letter of resignation on December 7; his last day will be Friday, December 21.

The custodial jobs had been grouped together and also included some of the duties that are now assigned to the Delivery and Maintenance Assistant. We want to reflect the custodial duties that specifically apply to the Branch and have drafted a new job description for a Branch Custodian. The other job description is for the Maintenance Worker. That job description had not been updated since Conn started working here 6½ years ago. The draft job description reflects the duties currently being done in this position. Copies of the updated job descriptions were given to the Board and a request for approval of them was made so these positions can be advertised.

Bruce Landis, our Delivery and Maintenance Assistant, normally works 15 hours per week. We have asked him and he has agreed to serve as the interim Maintenance Worker. He will work 30 hours per week in the interim period until a new Maintenance Worker is hired. Since his hire date of August 1, Landis has worked alongside Conn; for the last two weeks he has worked 30 hours per week and has shadowed Conn. Landis has the ability to do most of the duties that Conn does.

In order to get a qualified candidate, we need to increase the salary for the Maintenance Worker. On the job description, we have listed it as Grade 3; which step this person is hired at will depend on his level of qualification. Pollard is prepared to go as high as Grade 3, Step 12. We also want to give a temporary pay increase to Bruce Landis for the period of time that he is given extra duties and extra hours. We propose that the temporary pay increase for Bruce Landis be at Grade 3, Step 12.

Wilson moved: That we approve the two job descriptions for Maintenance Worker and Branch Custodian as presented.

Seconded by: Munzer

Motion: Approved

Munzer moved: That we allow a temporary pay increase of Grade 3, Step 12 and extra hours for Landis while he serves as interim Maintenance Worker.

Seconded by: Moss

Motion: Approved

Security Officers and Workers Compensation Insurance

We use a company called K4 Security to supply us with security officers. They are off-duty police officers. We were told by Scott McVoy, the owner of K4 Security and assistant police chief, that if there was any injury while they are working for us that it would be picked up by the city of Jeffersonville. Our workers' compensation company questions that and wants a written statement to that effect. That statement cannot be provided. Our insurance company wanted either documentation that they are covered or minutes from the Jeffersonville City Council authorizing these police officers to work at the library. A resolution to that effect would mean that if they were injured they could take it to the city of Jeffersonville. McVoy will not pursue that. If we want to continue to use K4, we will have to provide the workers' compensation insurance. We expect it to cost about \$8000 a year. We have one invoice for approximately four months that is \$2269; we expect another one for the remainder of 2018 to be about \$3,176.25.

One option is to go back to employing the security officers ourselves and providing workers' compensation as library employees. We do not want to do that because of the staffing issues we had previously. McVoy can fill the schedule, we cannot. The other option is to go with a security company that provides workers' compensation. We had talked to another company and their proposal states that they provide it, but he hires at higher rates and they would not be Jeffersonville police. One advantage to using K4 Security is that they are local police officers and they know our clientele. We do not want to spend the money, but we will if we have to. By having local Jeffersonville officers, when they need backup, they get a good response.

K4 Security provides security for the Big 4 Bridge and worker's compensation for the city does cover them. Our officers have to sign a statement that they would not hold the library liable, but that probably would not hold up. Having the security officers has cut down on the number of incidents.

Wilson moved: That we purchase the workers' compensation insurance and maintain K4 Security.

Seconded by: Munzer

Motion: Approved

Use of Credit Card to Purchase Laptops for Clarksville Branch

Our purchasing policy has a limit on what we can charge using the credit card without permission from the Board. These are the laptops that will be used for computer classes and we will get reimbursed from the Clarksville Redevelopment grant. We are getting ten laptops at a cost of approximately \$6000. We are anxious to get them, so we can start providing computer classes to the public.

Palmquist moved: That we make an exception to our purchasing policy for the purchase of the ten laptop computers.
Seconded by: Wilson
Motion: Approved

Funds for Cash Register Change Fund

The self-check machines require money in them to make change for patrons. We are putting \$75 in each one of them and we will have a total of six machines? The kiosks are automated so you don't have to count the money on a daily basis. This is a one-time allocation.

Palmquist moved: That we approve the \$450 expenditure for change in the new self-check machines.
Seconded by: Moss
Motion: Approved

FOUNDATION

Munzer reported that the Foundation participated in Giving Tuesday on the Tuesday after Thanksgiving. The Foundation set a goal of \$1000 to raise money for STEAM kits for the Branch, which would be shared with the Main. We are right at the goal amount and more could still come in.

We are considering changing the date for the Signature Event to Saturday, September 7. We want to make sure the building and Makerspace are complete.

Andy Burdsall, from Riverbend Financial will come to the January meeting to give us a summary of the year and to get his thoughts and insights.

DIRECTOR'S REPORT

A few months ago we had a conversation about fines, as many libraries are going fine free. Interest was expressed in our looking into it. A committee was formed to examine our going fine free and to make a recommendation. They will have a report ready by the end of the month.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, January 15, 2018 at 4:30 p.m.

As there was no further business, the meeting adjourned at 6:10 p.m.