

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, JANUARY 15, 2019
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: Linda Baker, Vice-President

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

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

Staff Members present: Libby Pollard, Barbara Gillenwater, Debbie Beckham, Elizabeth Zelivetz, Luke Burton

Guests: Hal Kovert and Amanda Hunsucker--Kovert Hawkins

Public Comments: None

OLD BUSINESS

Update on plumbing problem involving the alley

Pollard introduced Luke Burton, our new maintenance worker. As discussed in a prior meeting, we have some major plumbing issues in the alley alongside the building. Burton stated, when the camera was run through the pipes, it showed several offsets where pipes join and multiple materials have been used to junction things together. Starting tomorrow the alley will be blocked off in preparation for the work to be done. On Friday, Stemler Plumbing will do the initial dig to find out what the actual problem is. They hope to have the repairs made on Monday and start filling in. It is possible that if the repairs are not completed on Monday, the water to the building may have to be off on Tuesday. We need to verify this, but we believe public buildings have to be closed if there is no running water for an extended period of time. We hope they will finish on Monday, but we will have to wait and see. We are closed on Monday due to the Martin Luther King Jr. holiday.

Surplus Items

Burton has noticed a number of items in storage that are no longer needed and that leave us with no more room for storage. After having met with staff members that might be involved, he put together a list of 29 items to be declared surplus. The list includes 53 chairs with green seats from the Branch that were replaced several years ago.

Munzer moved: That we declare the 29 items on the list as surplus.
Seconded by: Palmquist
Motion: Approved

With the items declared surplus today and last month, we have a lot of items that we need to clear out very quickly. The open house at the Branch takes place on January 24 and we need the Branch to look nice. We looked into Facebook marketplace, but they would not let us do that as an institution. We would like to get some money for the items, if possible.

Burton spoke to Lincoln Crum who has a personal auction company. He will remove your items, take it to a warehouse and then have an online auction. His fee to remove and store the items is \$750 and he gets 40% of the auction commission. They can stretch out the auction as long as we need. He will gather it and then sell it. Crum is able to get the items in the next few days. We do not anticipate making much, if any, but we will be able to dispose of the items in a good way and we will not have to spend money renting a storage unit. The Board asked Burton to see if Crum will agree to not charge more than the total proceeds. If at all possible, we will give the P.O.D. storage unit up before the open house. The old printing equipment has some age to it and may have some value.

Munzer moved: That we contract with Lincoln Crum Auctions to store and then auction the surplus items, with the satisfactory answer to what happens to items that do not sell (understanding that we do not want any remaining items back).

Seconded by: Moss

Motion: Approved

(Burton left at 4:51 p.m.)

Building Projects Update

Hunsucker reported that a lot has changed in the last month. The south end of the main library looks dramatically different. All the shelves from that end were removed to be cut down to a 42" height to provide better visibility in that area. The reference desk is gone and they started framing walls today. For the most part, they are done with the major demolition. They are working on plumbing rough-ins for the new family restroom and will then start framing the walls for it.

We have two proposals to consider for the Jeffersonville project. The first is for the data cabling, to be done directly through Unified Technologies, rather than going through DK Constructors. The proposal is for \$12,835.12 and it requires a 50% deposit. We budgeted \$15,000 for this, so it is below budget. Hunsucker stated it is typical to use a separate contractor for this type of work; it is good to have a contractor who already knows the building and current wiring.

The proposal from DK Constructors for \$119,000 is for alternate #4, the flooring replacement for the first floor of the main library. In their previous proposal, DK overlooked the specification that they have to contract with Educational Furniture and Padgett to relocate the shelving in order to replace the flooring. In their original bid, they neglected to include that. The base bid included flooring for all the makerspace area, as well as the office, new storage room, and recording studio in that area. It also included the north computer lab, the new family restroom and the whole circulation area. This proposal covers all other flooring on the first floor, except the restroom porcelain tile. It includes taking up the existing carpet tile and putting down new carpet tile. Most of the carpet has a lifetime warranty and can be cleaned with hot water extraction. The original bid from DK Constructors that was invalid was \$96,000; this bid adds Padgett and Educational Furniture to it. The books don't have to come off the shelves, except for the single sided shelving that is attached to the wall.

We also have a proposal from Unified Technologies for \$61,108.11 for the security camera system at the Branch. Part of our contract with Koetter Construction included a security camera system in the specifications. Koetter did not realize this and did not get a price for that work. Kovert-Hawkins did not know that Koetter had not included the price or done the work for the security cameras. When this was discovered and after many discussions, Kovert gave Koetter two options. They could hire Unified to do the work or give us credit and we would get Unified to do the work. Koetter chose the second option, which means they don't have to manage getting the work done by Unified. They will have a change order.

Palmquist moved: That we accept the three separate agreements as presented:
1) Unified Technologies for \$12,835.12.
2) DK Constructors for \$119,000.
3) Unified Technologies for \$61,108.11

Seconded by: Munzer
Motion: Approved

Hunsucker said they did the final walk through and punch list at the Clarksville Branch last week. She was impressed with the level of work that was done. The majority of work remaining was minor paint and drywall touchups and the built in cabinetry. Koetter has had a lot of difficulty with their casework supplier getting the cabinets done. Hunsucker does not have the dates for when they will be done. We still need to do the exterior punch list; that will probably happen next week.

The remaining three items in the packet given out by Hunsucker are change orders. She reviewed Change Orders #4, 5, and 6.

- Change Order #4 had eight line items that resulted in an increase to the contract amount by \$4,993.
- Change Order #5 gives the library credit for the Security Camera System, decreasing the contract amount by \$61,108. It was noted that this change order had an error on it. It stated the contract amount would be increased by \$61,108, when it should have stated the contract amount would be decreased by that amount.
- Change Order #6 is a cash allowance for working directly with Educational Furniture and paying them directly rather than going through Koetter. This also allowed us to save the 10% markup that Koetter would have charged. This change order decreases the contract amount by \$154,210.

Palmquist moved: That we approve change orders #4 and #6 as presented, and #5 as revised.
Seconded by: Munzer
Motion: Approved

As we did the final walk through at the Branch we noticed several items that we might want to consider replacing. Before the remodel, these items looked okay, but now that other things around them have been updated, they look out of place. These items include:

- Replacing the entry mats in the two vestibules
- Window sill replacement throughout the building
- New benches for the vestibules
- Repair damage to the drywall ceiling in the men's restroom on the Triangle Drive side
- Add an alarm to the new exterior door in the addition.

The Board would like Kovert Hawkins to proceed in getting prices on these items; Kovert Hawkins will try to have some price proposals by next month's meeting.

Pollard stated we have an invoice from Koetter Construction for work done at Clarksville in the amount of \$150,196.90 that we need to pay. We also need to pay \$7,905.10 to the escrow account. These payments will be on the January financial report.

For work done at Jeffersonville, we need to pay C & C Services (the parent company to DK Constructors) \$29,450. We also need to pay \$1550 to the escrow account. Both escrow accounts are set up at the same bank.

Munzer moved: That we approve the expenditures to Koetter Construction and C & C Services, as well as to the two escrow accounts as presented.
Seconded by: Palmquist
Motion: Approved

At the end of the Clarksville project, we will have a final release of liens and certification for debts and claims before we release any of the retainage money.

January 24 Ribbon Cutting

As suggested by Lynn Wilson last month, we will be sending about 750 invitations to the two neighborhoods Beechwood Manor and Blackiston Heights. Budget Printing is printing the invitations and they will be going out in the next day or two. Extras are being printed so we can invite other special guests, such as those who have helped with funding.

(Kovert and Hunsucker left at 5:31 p.m.)

CONSENT AGENDA

Approval of December 18, 2018 Board of Trustees Minutes

Approval of claims through December 31, 2018

Correspondence, Publicity

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

FINANCIAL REPORT

Transfers

Temporary loans between funds have to be paid back by the end of the year unless the Board passes a motion allowing us to carry it forward to the next year. The only temporary loan we have out is from the Rainy Day Fund to the Clarksville Redevelopment Fund. We received a reimbursable grant from the Clarksville Redevelopment Commission. We did a temporary loan from the Rainy Day Fund for the whole amount of the grant. Once we have been reimbursed the entire amount of \$60,881.02, we will repay the temporary loan. We have already approved the temporary loan; today we just need authorization to carry the temporary loan to 2019.

Palmquist moved: That we carry over the temporary loan from the Rainy Day Fund to the Clarksville Redevelopment Fund to 2019.
Seconded by: Munzer
Motion: Approved

Gillenwater stated there was a mistake on the front page of the financial report that was mailed to the Board. The temporary loan was mistakenly taken from the Operating Fund rather than the Rainy Day Fund. The correction has been made and a new front page of the financial report was distributed. The totals are all the same, but the Operating Fund balance will be \$60,881.02 more and the Rainy Day Fund balance will be \$60,881.02 less.

Munzer moved: That we approve the Financial Report as corrected.
Seconded by: Moss
Motion: Approved

Pollard stated that after listening to a webinar from the State Board of Accounts we found out that transfers need to be done as a motion and resolution in a meeting, rather than being a part of the consent agenda. At the end of the year some transfers are usually needed.

Transfers – Operating

Amount	From	To
\$ 25.00	435.2 Utilities, Electricity	435.3 Utilities, Water
\$ 10.00	435.2 Utilities, Electricity	435.4 Utilities, Sewer
\$100.00	436.5 Repairs-Vehicle	437.2 Rentals-Equipment
\$400.00	439.2 Dues	438.3 Fees-Bond
<u>\$ 35.00</u>	447.2 DVD	447.1 Microforms/Periodicals
\$570.00 Total		

Transfers - Construction

Amount	From	To
\$2400.00	436.1 Repairs-Building & Structure	437.2 Rentals-Equipment

Munzer moved: That the Operating and Construction Transfers be made as presented.
 Seconded by: Moss
 Motion: Approved

Pollard stated that we spent 81% of our annual appropriation, which is a little higher than the 75% – 80% that we shoot for. We had not budgeted for K4 Security.

The regular Board of Trustees Meeting was closed at 5:42 p.m.

The Board of Finance was called to order at 5:42 p.m.

CALL TO ORDER OF BOARD OF FINANCE

Election of Board of Finance Officers [IC 5-13-7-6]

We need to elect officers for the Board of Finance. Generally, we use the same officers for the Board of Finance as those serving on the Board of Trustees.

Palmquist moved: That the officers for the Board of Finance be the same as the officers serving on the Board of Trustees.
 Seconded by: Munzer
 Motion: Approved

Review of Account Balances and Investments [IC 5-13-7-7]

The last page of the financial report lists our bank accounts and their balances. The Board reviewed these accounts. The investments that we have are with Trust Indiana; each of those accounts and their account numbers are also listed on that page. This page also lists our new accounts with New Washington State Bank. Some accounts have been closed and are showing a \$0 balance.

Pollard reported that we started Trust Indiana in 2018 and we made \$52,283 in interest. The interest rate is up to about 2.5%.

Review of Investment Policy [IC 5-13-7-75]

A copy of the investment policy that was adopted January 23, 2018 was given to the Board. No changes have been made to that policy. Pollard reviewed the policy with the Board. We have three accounts with

Trust Indiana one for Rainy Day, one for Construction, and one for LIRF. The law changed that you don't have to go to the bank to make a deposit every day, but you have to go when you have \$500 on hand.

Clear Outstanding Checks

We do not have any checks over two years old, so there are none to clear.

The meeting of the Board of Finance closed at 5:49 p.m.

The regular meeting of the Board of Trustees was called back to order at 5:49 p.m.

NEW BUSINESS

Nepotism Policy

The policy currently in effect is overly restrictive. The nepotism policy for most libraries allows members within the same family to be employed as long as they do not report to the same supervisor or to each other. Pollard polled the ADOLPLI Library Directors and that was the policy those libraries followed. This new policy expands on what we had before. The Board decided that relatives of a Foundation Board member should be excluded from employment by the library, along with family members of the Board of Trustees or the library director. This policy does not address people that are dating. The Board will table further consideration of this policy until next month. Pollard will get wording from Steve Palmquist to consider including dating in the policy.

Going Fine Free

A committee was formed to research the pros and cons of going fine free. They have prepared a report which Pollard summarized. She stated that a lot of libraries are doing this. They are trying to introduce policies and practices that are more patron friendly because our numbers are down. Fines penalize people that have late materials; parents frequently don't let children check out materials because they might accumulate fines. Fines create animosity between patron and staff who have to collect the fines.

The committee consisted of Kim Jackson, the Public Services Manager; Becky Kelien, Branch Manager; Lori Morgan, Youth Services Manager; Sarah Tackett, Technical Services Manager; and Cara Burton, Senior Library Clerk, Outreach. We collect about \$30,000 a year in fines; when Pollard first came to the JTPL it was about \$60,000 a year. We have reduced the fines by reducing the fine structure. We use a collection agency for those who have \$25 or more in fines. Doing away with fines is a good thing to do if you can afford it. Pollard would like to try it. It will change some practices. An area, such as travel, might need to be reduced to make up for loss of funds. Some libraries eliminate fines just for youth. New Albany recently went fine free; Charlestown-Clark County has never charged overdue fines. Even with a fine free policy, you still charge for materials that are not returned. There is usually a grace period. After a 21 day loan, you would be given a week and then a notice would be sent to bring back the materials or you will owe a designated amount of money. A \$10 processing fee is added. Patrons are blocked from checking materials out if they owe \$5 or more or if their card is expired.

Inner library loans usually have a two week loan period. If the material is not returned, we get billed for it and we then pass the cost on to the patron. Most libraries are understanding and we try to work with patrons, but there is no renewal policy for ILL.

If we were to go fine free, most likely we would wipe the slate clean and forgive all current fines, but patrons would still be charged for lost materials. We think the system can separate out fines and lost materials.

The New Albany library did not do a global announcement that they were going fine free; the patrons who did not come in because they owed money would never find out. Pollard would want to get the word

out that we had gone fine free. Pollard will see how much we lose from materials that are never returned. We would still use Unique Management for lost materials. It costs \$10 to place an account with Unique, even if we don't get our materials back. We can accept monetary donations from patrons. Some libraries use auto renewal, the system automatically renews your checked out materials for another loan period. Pollard will send the fines report to the Board members who are not here today. We will vote on the Fine Free Policy next month after everyone has had more time to read and review it. If it is approved, we will review it after a year. Pollard will check on how far back this report goes. She will also try to get the net amount collected--the amount collected less the cost to collect it, as well as the fines per year and lost materials for last year.

STAFF ASSOCIATION REPORT

Elizabeth Zelivetz is the Staff Association secretary. She reported:

- The Staff Association met in December.
- Keith Conn has left the library and the Staff Association had a going away party for him.
- The Staff Party will be Saturday, January 26 from 6:00 – 8:00 at the Branch. The Board is invited. We will have New Albanian pizza, salad, cupcakes and a game night.
- It is time to pay staff dues.

(Zelivetz left at 6:19 p.m.)

OLD BUSINESS, continued

January 24 Ribbon Cutting

Invitations are being sent. We have ordered and received the ribbon, the big scissors, and the stanchions. We will have cookies from Williams Bakery, library punch, and nuts. Morgan will decorate. Staff members will be stationed at different places in the library. Speakers include: Kofi Darku, Mark Munzer, a representative from the Clarksville Redevelopment Commission, and Lisa Huber, from the Duke Energy Foundation. Each person will speak 3 – 5 minutes. The Open House will begin around 4:30. Refreshments will be set up in the hallway of the new addition.

Staffing

We will table until next month.

(Moss left at 6:25 p.m.)

Snow Closing

Palmquist asked what the policy is and how we decide when to be closed. Pollard will look at policies from other libraries. Following school closings may be too lenient and following state of emergency for the area, may be too far the other way. We will discuss further next month. We want to error on side of safety, but also be aware of the public perception of how tax dollars are used.

FOUNDATION

Munzer reported that Andy Burdsall from RiverBend Financial came to the January Foundation meeting. He gave us the news that our account is down. We are in index funds, which is a relatively conservative approach. As of January 8 our account balance was \$71,828.68. Our checking account balance at WesBanco on January 8 was \$36,937.41, making our total \$108,766.09.

Next month Munzer will have a report and summarize the highlights of the year. The special event, Books, Bourbons, and Bluegrass, that was originally being planned for June has been moved to September 7. This gives us extra time to plan and will help insure that the library is ready. We need sponsorships and donations, as this is a fundraiser for the library.

Pollard stated the library originally gave \$100,000 to the Foundation; \$75,000 was to be invested, and \$25,000 was for operating.

DIRECTOR'S REPORT

Jennifer Harl, the Public Services Librarian at the Branch has written two grants recently that she has received money for.

- The Foundation raised about \$1202 with their Giving Tuesday campaign and awarded that to purchase STEAM kits which will be used for programming.
- The Indiana State Library Foundation grant was for \$1000 for Playaways, which are pre-loaded educational software.

It was noted that Luke Burton has a construction background.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, February 19, 2018 at 4:30 p.m.

As there was no further business, the meeting adjourned at 6:42 p.m.