

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, FEBRUARY 19, 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 4:30 p.m.

Presiding Officer: Linda Baker, Vice-President

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

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

Staff Members present: Libby Pollard, Barbara Gillenwater, Debbie Beckham, Lori Morgan, Kimberly Jackson, Ellen Bolin, Michelle Sweeney

Guests: Amanda Hunsucker-Kovert Hawkins; Richard Bolin

Public Comments: None

**NEW BUSINESS**

**Twenty year Service Awards – Michelle Sweeney and Ellen Bolin**

Library Director Pollard gave a brief history of the 20 years of service that Ellen Bolin and Michelle Sweeney have given to the library. They were each presented with a 20 year service plaque by Pollard and Baker. Bolin thanked the Board for their role in keeping the library on track and steering it through some tough times. Sweeney also expressed her thanks to the library.

**OLD BUSINESS**

**Building Project - Clarksville**

Hunsucker reported that Koetter has been working on making final adjustments for the punch list. Since the last Board Meeting, the building exterior and site punch list has been issued. Kovert Hawkins and Koetter Construction are still working on the details of some of those items. Kovert Hawkins is still working with the Town of Clarksville to get the certificate of occupancy. The fire marshal and building inspector had a couple of items they wanted adjusted and a few extra emergency lights added. Koetter has been working on those items. At the last Board Meeting the Board requested quotes for some additional projects. Those are still in process. Pollard and Hunsucker would like to review those after we have all the quotes, so we can have a total price.

**Building Project - Jeffersonville**

Hunsucker stated that we had a construction meeting today; everything is coming along well. They are finishing electrical rough-ins and should start hanging drywall next week. All the materials have been ordered and flooring replacement should start towards the end of March. After that, the new shelving will be put in on the south end. Kovert Hawkins requested some prices for some additional work. They got some quotes back today, but they need more time to review them before making a recommendation. The quotes include work for wall covering removal, painting, modifications with automatic door operators that would tie in with the new security gates system, and a door operator for the new family restroom.

In order to keep everything on schedule, Hunsucker asked if we can hold a special meeting to review the outstanding proposals for both the Clarksville and Jeffersonville projects. The Board agreed and a special meeting was set for Monday, March 4 at 4:30 p.m.

Hunsucker also stated we have contemplated closing the first week of April, due to the work that needs to be done at the main entrance. This would include replacing the flooring in the main circulation area, installing the new circulation desk, getting power and data restored, and giving staff time to put things back in place. We would then open again to the public on Wednesday April 10<sup>th</sup>. The closing would be the week after spring break for the local schools, so it would not interfere with the activities planned for that week. Pollard has worked with the managers to develop a plan so that both full and part-time staff will be able to work. Some will watch webinars and visit other libraries in the area.

Jackson stated that we have not gotten any negative feedback from patrons in regards to the construction or days closed, but they are interested in knowing how long the project will take and what the layout and color scheme will be. Becky Kelien, the Clarksville Branch Manager, has stated that more people are visiting the Clarksville Library on Mondays and Tuesdays.

Shea moved: That we close the week of April 1 – 6 and the following Monday and Tuesday for the purpose of construction.  
Seconded by: Munzer  
Motion: Approved

(Hunsucker left at 4:50 p.m.)

Pollard stated that we have three invoices that need approval for payment; they will be on next month's financial report.

<u>Pay to</u>	<u>Amount</u>	<u>For</u>
C & C Services	\$38,475.00	Work done at Jeffersonville
	2,025.00	Escrow Account
Educational Furniture	\$39,779.75	Furniture at the Clarksville Branch Library
Educational Furniture	\$49,260.25	Furniture at the Clarksville Branch Library

Palmquist moved That these three invoices be approved as presented.  
Seconded by: Shea  
Motion: Approved

### **Fine Free Report**

Kimberly Jackson chaired the Fine Free Study Committee; Becky Kelien, Lori Morgan, Sarah Tackett, and Cara Burton served on the committee. Their mission was to take an objective look at the positive and negative effects of eliminating fines. Going fine free does not eliminate fees for lost or damaged materials, or fees charged by the collection agency, which is currently \$10 per library account. We collect \$25,000 – \$30,000 a year in overdue fines and spend about \$1500 a year in mailing overdue notices. Jackson reviewed the report with the Board. She stated the major negative impact would be the loss of revenue to the operating budget. One of the positive impacts is an increase in circulation, as experienced by other libraries that have gone fine free. After reviewing all the information the committee recommends going fine free for all library materials. This will encourage more families to visit and will keep the library relevant in the community. They believe it will increase circulation and lead to more positive interaction between staff and patrons. Pollard stated she thinks going fine free is something we should do and we will make it work. The Board would like to know the lost amount in materials on a yearly basis.

Pollard will get the information for the last two years, and then provide it on an annual basis. After further discussion, the Board gave their support in going fine free. Pollard will bring a policy to the next meeting.

### **CONSENT AGENDA**

#### **Approval of January 15, 2019 Board of Trustees Minutes**

It was noted that under the Director's Report the minutes should have used STEAM in all caps rather than steam, lower case.

- The Foundation raised about \$1202 with their Giving Tuesday campaign and awarded that to purchase STEAM kits which will be used for programming.

#### **Approval of claims through January 31, 2019**

#### **Financial Report**

Gillenwater stated that when she printed the Financial Reports for the Board packets, she was not able to print the list of receipts for the operating fund, so they were not included in the packet. A copy of the receipts was distributed to the Board at the meeting.

#### **Correspondence and Publicity**

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

### **ELECTION OF OFFICERS FOR 2019**

For the past several years new officers have been put in on a rotation basis. Due to the paperwork involved in getting a new treasurer, Wilson has agreed to stay on as Treasurer, if that is the desire of the Board. Following this method the officers would be as follows:

President:	Linda Baker
Vice-President:	Dale Moss
Secretary:	Mark Munzer
Treasurer:	Lynn Wilson

We have been notified that Kofi Darku will be moving to Indianapolis this summer. We hope he will still be involved between now and then. Shea suggested that Hilda Kendrick be asked to come back on the Board. Pollard has contacted her and Kendrick will let her know by the end of the week.

Shea moved: That the proposed slate of officers be accepted.  
Seconded by: Palmquist  
Motion: Approved

### **STAFF ASSOCIATION REPORT**

The Staff Association hosted a holiday game party in January at the Clarksville location with 45 in attendance. Staff and their guests had an opportunity to look at the newly renovated Branch Library. Staff were also able to meet other staff members and get to know each other better.

Staff Institute Day will take place on Thursday, March 21 this year. The library will be closed to the public.

**OLD BUSINESS, continued**

**Nepotism/Fraternization Policies**

Pollard stated that last month we talked about the Nepotism Policy, but did not vote on it at that time. A few minor changes were made since then: cousin was added to the list of relatives, and a statement that the employee is required to notify administration of any changes that would affect this policy was added.

We think a Fraternization Policy should be separate from the Nepotism Policy and want to talk with managers about it. We hope to have a Fraternization Policy to present next month.

The Nepotism Policy will take effect when we pass it.

Palmquist moved: That we adopt the Nepotism Policy as presented.  
Seconded by: Munzer  
Motion: Approved

**NEW BUSINESS, continued**

**Inclement Weather Policy**

Pollard stated that she has posted on the Indiana Public Library ListServe to get information from other libraries about their inclement weather policies; she has gotten several responses. She is working on the policy and would like to have something ready for next month.

**DIRECTOR'S REPORT**

**Surplus**

We did not have enough items for another surplus list this month. Lincoln Crum's initial fee was \$750 to pick up, store, and auction the items from Clarksville, as well as the items from Jeffersonville that have already been declared surplus. An online auction is going on now and we will at least break even. We were able to dispose of a lot of materials in a short amount of time.

**Dumpster Enclosure - Clarksville**

We received a letter from the Town of Clarksville stating that by the end of this year, the dumpster must have a masonry enclosure. We will get quotes. Munzer recommends the MARR Company, in New Albany. Pollard and Burton are scheduled to meet with Neal Turpin in regards to this on Friday. We anticipate this being costly, perhaps \$10,000.

**Alley Plumbing Project - Jeffersonville**

The plumbing work is complete, but we cannot pave until the weather gets warmer. We are keeping the alley closed off until the paving can be done. The huge gas meter still needs to be replaced by Vectren. The work was being done on January 21 when we were closed due to the Martin Luther King Jr. holiday. The library was closed to the public on January 22 due to construction, but staff were not able to work that day since we did not have water or restroom facilities available. For the same reason, the library also had to be closed on January 23, to both staff and public, but the plumbing portion of the work was completed on that day.

Burton has notified Pollard that we are going to need to replace the hot water heater before long.

Pollard stated that due to ongoing back problems, she may need additional medical procedures in the future. She will keep the Board posted.

## **FOUNDATION REPORT**

Munzer gave a report summarizing the work of the Foundation in 2018.

- Total Receipts \$9,229.24
- Total Expenses \$4,688.78
- Net Gain \$4,540.46
- Number of different donors 52
- Events / Projects
  - Family Fun Day – Foundation Birthday Party
  - Giving Tuesday (\$1200 for STEAM kits)
  - Book Bike
  - Website Updated – jefflibraryfoundation.org
- Currently 14 Board members
- Foundation Board Members were instrumental in getting the following grants for the library in 2018
  - WHAS Crusade Grant (Throckmorton) \$4,000
  - Duke Energy (Yates) \$15,000
  - Clarksville Redevelopment (Lewis) \$75,000

The Foundation Board is looking forward to the big event for this year. Pollard will notify Hunsucker of the change of date.

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

Moss commented about the terminology we use when referring to the Clarksville Library. We will take these thoughts into consideration.

A special meeting of the Board will take place on Monday, March 4 at 4:30 p.m. The next regular meeting of the Board of Trustees will be on Tuesday, March 19, 2019 at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:38 p.m.