

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, MARCH 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 4:31 p.m.

Presiding Officer: Linda Baker, President

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

Board Members Absent: Margaret Shea; Kofi Darku

Staff Members present: Lori Morgan, Barbara Gillenwater, Debbie Beckham

Guests: Hal Kovert, Kovert Hawkins; Hope McKim, resident and patron

Public Comments:

McKim stated that she volunteers in the public computer lab at the Main and she has observed that the eight computers that were in the south end of the building have been removed. Since the twelve computers in the main lab are full much of the time, she wondered if we can move four of those eight computers into the lab area so people don't have to wait for a computer as often. Kovert stated he does not know what the plans for those computers are, but the question will be passed on to Amanda Hunsucker. McKim stated she was told those computers were not going to be relocated anywhere else. Morgan has talked to Fredrickson about this; she will look at the table configurations.

McKim's second concern was that there is a lot of equipment in Tim Bohannon's office that has been removed from the library because it is obsolete. She wondered if we could have students from a computer club work on them, making them operable again so they can be put back into service. It was explained to McKim that there is a process whereby items are declared surplus and some items are then sold through online auction. Morgan spoke with Bohannon earlier; he is going through the computers to see what parts he can reuse.

CONSENT AGENDA

Approval of February 19, 2019 and March 4, 2019 Board of Trustees Minutes

Approval of claims through February 28, 2019

Financial Report

Correspondence, Publicity

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

STAFF ASSOCIATION REPORT

Morgan reported that everyone has been busy moving various areas for the construction.

A concern has come up again about postal workers parking in our parking lot. We have talked to the postmaster about this in the past. The Board thought it would be okay for Morgan to speak to the postmaster, but encourages us to maintain a good relationship and be a good neighbor.

OLD BUSINESS

Bond Project Updates: Jeffersonville

Kovert had a handout for the Board. The following items are in progress at Jeffersonville:

- Working on wallcovering and carpet removal
- Installing insulation and hanging drywall in the recording studio and makerspace
- Security camera walk-thru with library staff last week
 - Added cameras in elevator and 360-degree camera below canopy at main entrance to cover parking lot and book drop. This will result in a change order.
- Review Indiana Room modifications RFP
 - Proposal from DK Constructors

Debra Kuempel	\$2850
Educational Furniture	\$4979
10% Profit	\$ 782
Total	\$8611

Demo four floor boxes and repair holes in floor to match level of existing floor.

Debra Kuempel	\$1300
10% Profit	\$ 130
Total	\$1430

This needs Board approval so the change order can be written.

Unified Technology is working directly for the library to change the computer network wiring and data drops in the Indiana Room. The price for that work is \$1941.96.

Hope McKim asked a number of questions in regards to the security cameras. Kovert explained that anyone with the proper access code can observe the cameras on a computer. The cameras activate when they detect motion. The data will normally be retained on-site for about thirty days; there will not be any backup.

Palmquist moved: That we approve RFP 005 from DK Constructors for \$8611 and \$1430 and Quote # 190121ROI from Unified Technologies for \$1941.96

Seconded by: Moss

Motion: Approved

There will be over 30 cameras and they will not be continually monitored at all times. We saw a preview of the video quality; these are better high definition cameras and you could clearly see faces. There are no monthly fees, this will all be in house.

Kovert Hawkins is working on a RFP for new door operators for the realignment of the gates for the self-checkout kiosks. More doors will be power operated.

The library will be closed the week of April 1 for installation of flooring and the new circulation desk. The security gates came down yesterday.

Bond Project Updates: Clarksville

The following items are in progress at Clarksville:

- Camera system installation beginning in April
- Final punch list has been put together by Kovert Hawkins staff; they will do final review with Kelien next week
- Kovert Hawkins Architects working on Duke Energy Lighting Rebate
- Kovert Hawkins Architects working on RFP for exterior door alarm.

Kovert stated he was very pleased with the way the Clarksville Library turned out. He feels they accomplished his main goal which was to retain the architecture of the original design, but to give it an all new look and feel. The colors and lighting really brighten it up.

A few weeks ago at the special meeting we approved some items to meet ADA regulations. It was asked if there is any grant money to help cover this cost. Kovert is not aware of any. He stated there have been some grants for security systems in schools, but he has not seen any for libraries. However, he will look into it.

Invoices for Construction Project

We have received some invoices that need approval to be paid now. They will be on next month's financial report.

Koetter Construction for work done at the Clarksville Library	\$101,809.00
C & C Services for work done at Jeffersonville	\$113,857.50
Payment to the escrow account	\$5,992.50

Unified Technologies finished some things on the punch list; Fredrickson is satisfied with the work they have done. Hunsucker has been asking about this invoice and we are ready to pay the second half. Kovert recommended the invoice be approved for payment subject to Kovert Hawkins inspection and approval.

We also need to make payment to Louisville Photo Biennial for \$300. We are participating again this year and will have exhibits at both Jeffersonville and Clarksville. There is a \$150 fee for each location.

Wilson moved: That the invoices to Koetter Construction, C & C Services, the escrow account and Louisville Photo Biennial be approved for payment.

Seconded by: Munzer
Motion: Approved

Munzer moved: That the invoice to Unified Technologies be paid once the office of Kovert Hawkins verifies the work is complete.

Seconded by: Palmquist
Motion: Approved

Stemler Sewer Updates

In January we had work done in the alley to take care of some sewer problems. This work was done on a time and material cost. We have recently been given the amount for the work that has already been done; that amount is \$9054.20. The final asphalt work will be done when the weather gets warmer. At this point we are just giving an update on the cost. Stemler is not asking for payment yet.

Auction of Surplus Items

We used Lincoln Crum for two online auctions for items that were declared surplus at the Clarksville Branch and at the main library. After paying a fee of \$750 and Lincoln Crum's percent of the commission, we had a net gain of \$595.50. They have issued us a check for this amount. It is possible that we will have another sale after the building is complete.

DIRECTOR'S REPORT

Kelien and Morgan attended Library Day at the Statehouse. They talked to Representative Rita Fleming, Sen. Ron Grooms, and Senator Chris Garten about House Bill #1343. This bill would allow a fiscal body to take money away from the library and disburse it elsewhere. The bill has already passed the House and then went before the Senate. Kelien and Morgan told them we oppose the bill and asked for their support in not passing it. Melissa Merida, Director from New Albany, also attended and vocalized her thoughts.

Diane Stepro from the Indiana Room has applied for a couple of grants. She received word today from the American Creed grant that she has received the rights to show this film and will be given \$300 for a speaker. The point of the grant is to foster good civic behavior. Stepro is also working with the U of L and the IUS national writing program, which is a nice honor for her. She has also received an Indiana Genealogical Staff Scholarship, which gives \$500 to the library for genealogy material, and \$500 for professional development. It also gives the library free membership to the Genealogical Society.

Other items of interest:

- The last day for our work study students is May 4. One of them is interested in our summer page position.
- The reception for Penny Sisto's artistic quilt display will take place on March 30 from 2:00 – 4:00 p.m.
- The south side of the first floor has been barricaded off.
 - We hired a mover to move the desks and file cabinets from the reference offices, the Indiana Room, and the Gates lab.
 - The furniture is being stored in the South area and we have made work stations for staff there.
 - The cost to move the furniture out and back in is \$2012.
 - The wallpaper is being removed in the Indiana Room and the south side walls.
 - We will not have any more computer classes in the Gates lab from now to the end of April
- Some staff are going to visit some libraries in the Harrison County system on Friday, April 5.
- Staff Institute Day takes place on Thursday, March 21 from 8:15 – 4:45. We will be having some classes on safety.
- Morgan got a phone call from John Ashton. Community Action is trying to get the Dolly Parton Imagination Library started in Clark County.
- Due to weather conditions last week, we put the tornado drill into effect. Staff and patrons went to the basement. We have a lot of new staff and we will do a practice drill in the near future.

FOUNDATION

Munzer reported that the Foundation Board is focusing on the Books, Bourbon, and Bluegrass event which is coming up on September 7. We have started reaching out to sponsors. Mark your calendars now; we will start promoting it in the near future. Munzer is meeting with Fredrickson tomorrow. They are both on the Facilities Committee and will walk through the building to get ideas where different segments of the evening will take place. The Foundation Board would appreciate any help that this Board can give to raise money and awareness for this event and they would appreciate your input and support.

NEW BUSINESS

Appointment of Acting Director and Compensation

Our guest and Morgan were asked to leave the room for this discussion. Morgan has been serving in the capacity of Acting Director since Pollard has been on medical leave. The Board wants to officially appoint Morgan to serve as Acting Director and to fairly compensate her for the extra duties she is assuming, primarily due to the renovation project.

Wilson moved: That Morgan be appointed as Acting Director and be compensated at the same bi-weekly rate as the Director, with an effective date of February 21 and continuing until Pollard returns.

Seconded by: Palmquist

Motion: Approved

Morgan was brought back into the room to be notified of the Board’s decision. Morgan accepted the position and appreciated the generosity of the Board. She stated that she had not been involved with the renovation project until recently, so she is getting caught up with what has been going on and how the project is moving forward. Morgan should be the one to disburse information to patrons who have questions, and not individual staff members. Morgan stated she is trying to keep staff informed and she will do her best while serving in the capacity of Acting Director.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, April 16, 2019 at 4:30 p.m.

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