

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, APRIL 16, 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; Margaret Shea

Board Members Absent: Kofi Darku

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

Guests: Amanda Hunsucker, Kovert Hawkins

Public Comments: None

OLD BUSINESS

Computer Lab Update

Fredrickson informed the Board that on April 1 she, Bohannon, and Jones met with McKim about her concerns in regards to the computer lab. They decided they needed the advice of Hunsucker and the four of them met with McKim on April 3 to consider the feasibility of adding additional computers to the lab. Hunsucker has just gotten some information, but has not been able to review it yet. Fredrickson had gathered statistics for computer usage at both the main and branch locations. The statistics showed that the main computer lab was completely full only six times during 2018. So far in 2019, the lab has only been completely full twice. The Reference computer lab closed in January, and that could have some impact on computer usage in 2019. Fredrickson also reviewed some historical trends with the computer labs. She wanted the Board to know that McKim's comments were taken seriously and we are addressing them.

CONSENT AGENDA

Approval of March 19, 2019 Board of Trustees Minutes

Approval of claims through March 31, 2019

Financial Report

Correspondence, Publicity

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

OLD BUSINESS

Bond Project Updates: Clarksville and Jeffersonville

Hunsucker reported that at Jeffersonville they are working on painting and priming the staff offices, the Indiana Room and the Gates computer lab and prepping for new flooring which is to start next week. Following that, the week of April 29 shelving should go back in the Indiana room in a new configuration. It will have double sided islands rather than perimeter shelving. The plan was to relocate the computers along the back wall. When they removed the drywall to do the electrical work, it was discovered that there are not actually studs behind the drywall and not enough space to put the electrical boxes in the wall cavity. The electricians are pricing two options, to have floor boxes or wall mounted electrical outlets. Drywall around the new meeting room, study rooms, and the family restroom is being worked on. Ductwork modifications and lighting replacement is also being done. When the security camera walk through took place last month, it was requested that we add a couple of cameras to cover the parking lot and the elevators. Hunsucker has the proposal for that. A 360 degree exterior camera placed under the soffit would cover most of the parking lot areas. Pricing for the cameras is as follows:

Exterior camera	\$1,463
2 Elevator cameras	<u>\$8,657</u>
Total	\$10,120

The Board felt the elevator cameras are too expensive for the benefit we would get. Morgan stated we do not have a lot of problems in the elevators. It could be put out to bids and added later if it was decided the need justified it.

Shea moved: That we approve doing the 360 degree exterior camera for \$1,463 and not do the elevator cameras at this time.
Seconded by: Wilson
Motion: Approved

Hunsucker stated the north meeting room closed yesterday and will remain closed through June 3. This area will be used for staging as we work on the north end of the building. The offices of Jackson, Bohannon, Jones, and the circulation office will be vacated for renovation; those people will temporarily work out of the north meeting room.

Some new layouts are being considered for the computer lab; this would require some new furniture. Hunsucker is trying to match the present tables and chairs. She does not have any exact prices, but it would probably be about \$10,000. Computer tables are expensive, due to the power and data that is integrated into them. We might be able to get tables without those features. The electrician is doing some flow testing to see if additional computers can be added without blowing circuits. If floor boxes need to be added, that would add some additional expense.

Clarksville Branch

- Security cameras have been installed at the Branch.
- Duke Energy notified the library yesterday that a rebate for the LED lighting that was added at the Clarksville location has been approved. They will be sending a check for the rebate amount of \$2,763.
- Koetter Construction is continuing to work on the punch list items.
- We are getting a price for some additional electrical outlets in the meeting rooms that correspond with the technology plans.

We have not received an invoice for either of the construction projects, but we do have an invoice from Innovative for Polaris software that we need to go ahead and pay. The invoice amount is \$24,583.65. This will be on next month's check register.

Palmquist moved: That we approve payment of the Innovative Invoice for \$24,583.65.
 Seconded by: Munzer
 Motion: Approved

Fines and Fees Report

A couple of months ago the Board requested a report on lost items for the past few years. That information is summed up in the table below.

Year	# of lost items	Total Price of lost items	Total Received from Lost Items	Net Loss
2017	1179	\$20,166.25	\$4,046.06	\$16,120.19
2018	1116	\$17,295.71	\$3,894.87	\$13,400.84

Books and movies are the items lost most frequently. Under the fine free program, if you lose something, you still have to pay for the lost item to get to check materials out. You would not accrue fines or have to pay a fee for items returned late. We would still use Unique Management, but we would not have as many accounts being sent to them. The plan is to put the fine free policy in place when Pollard returns.

NEW BUSINESS

Transfer

Pollard found out transfers are not to be put on the consent agenda; they need to be a separate motion. This is not transfers between funds, but transfers between appropriations within the same fund. This transfer is for benches for the Branch and is a transfer within the Rainy Day Fund.

Amount	From	To
\$1,818.00	443 Improvements Other Than Buildings	444 Furniture

Wilson moved: That the transfer be made as presented.
 Seconded by: Shea
 Motion: Approved

Library Aide Salaries

Our Work Study students receive \$10.15 per hour {from Indiana University}. Our Library Aide/Page hourly rate is \$9.22. Pollard would like to raise the salary for our pages to \$10.28 per hour {Grade 1, Step 6}. At the present time, this would affect four people and the annual cost increase would be \$2,541.52. It is within our budget to make this change.

Palmquist moved: That the wage for our Library Aide/Page positions be raised for an annual increase of \$2,541.52.
 Seconded by: Munzer
 Motion: Approved

DIRECTOR'S REPORT

Morgan reported that we have some trees that need trimming at both locations. We are getting estimates from Eager Beaver. The Board recommends that we also get estimates from other tree trimming services.

We have been having problems with our water heater for some time. We have asked for a quote for a 50 gallon, commercial grade water heater. Alpha Mechanical's quote on a 60 gallon water heater was \$10,359. DeBra Kempel's quote for a 50 gallon water heater was \$4600. We had a few other quotes that were in the \$10,000 range. We plan to let DeBra Kempel replace the water heater.

Upcoming events:

- Summer Reading takes place May 20 – August 3.
- The summer free lunch program offered by the schools runs from June 3 – July 26. The food truck will make a daily stop at the library.
- The Cultural Pass program will be from June 1 – August 10.

STAFF ASSOCIATION REPORT

- Paige Mosson has been doing a volunteer internship with us; Saturday will be her last day.
- The Staff Association sent flowers to Laura Conner before she passed away.
- In celebration of Library Worker's Day, the Staff Association recently provided lunch for staff.
- Morgan read a card from Pollard thanking the Board for the flowers they sent.
- We received two checks from Kappa, Kappa, Kappa. One is for the summer reading program and one is for the makerspace. Each check is for \$100.
- Morgan reviewed the checks received.

FOUNDATION

- Lewis and Munzer met with Dan Williamson with Pro Media to help us put a marketing plan together for the Foundation event which takes place on September 7. Pro Media hopes to have a proposal ready for the May meeting. The Foundation's goal is to generate \$15,000 - \$20,000 with this event.
- The Foundation has already received \$275 in donations for Laura Conner and \$50 for Verna Roggenkamp Traub.
- The Library Foundation has been asked about helping with the Dolly Parton Imagination Library.
- We will conduct an annual membership drive at the end of the year.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, May 21, 2019 at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:19 p.m.