

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, MAY 21, 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, President

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

Board Members Absent: None

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

Guests: Amanda Hunsucker, Kovert Hawkins; John Kleinholter, DK Constructors

Public Comments: None

CONSENT AGENDA

Approval of April 16 and April 30, 2019 Board of Trustees Minutes

Approval of claims through April 30, 2019

Financial Report

Correspondence, Publicity

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

STAFF ASSOCIATION REPORT

Morgan reported that everyone has been very busy with the move and getting everything back on the shelves and ready to go for our reopening tomorrow.

OLD BUSINESS

Bond Project Updates - Clarksville

Hunsucker reported that she has a proposal from Koetter Construction for the installation of some additional electrical outlets in the new meeting rooms. We need to add duplex electrical outlets directly below all the new TVs so a presenter can plug their own device directly into it and connect to the TV. A fourth device will be added in the wall cabinet that has all the technology components that will drive all the TVs and provide the connectivity that we need.

Wilson moved: That we accept the bid from Koetter Construction for \$540 for additional electrical work at the Branch.
Seconded by: Munzer
Motion: Approved

Koetter is making good progress on the final punch list items. They are getting subs on site. Last week they redid the handicap ramp in the Triangle Drive parking lot, but they did not put it in per their details. They did not put in the tactile warning area at the bottom of the ramp and there is too much height difference between the parking lot and the ramp up. It needs to be flush with the parking lot. The additional work that we contracted for has been completed. The new windowsills are installed, the men's restroom ceiling has been repaired and repainted, and the walk-off carpet in the two vestibules has been installed.

The Triangle Drive steps are not a part of Koetter's contract, but they are in need of repair. Library personnel will look further into it. It was also noted that the air handler unit that is so close to the Triangle Drive entrance is quite noticeable. The handicap ramp work was done due to a patron complaint.

Bond Project Updates - Jeffersonville

A lot of progress has taken place in the last 2½ weeks. DK Constructors and the staff have worked very hard to put the library back together. The library will reopen tomorrow. The focus has been on the public areas where the stacks are. In that area, 90% of the walls and flooring are done and the wall base is being put down. The next focus is to continue working in the Makerspace, meeting rooms, and the study rooms. The goal is to turn over the North Program Room by June 3 and to turn over all other public spaces by June 17.

Four staff areas still need to be completed. This will require moving the furniture out, removing the wallcovering, prepping and painting the walls, and installing the new floor coverings. Once the new meeting room is completed, we would like to move furniture from the four staff offices into that area for two to three weeks. The new meeting room could be available for reservations and programs around the first week of July. The Board agreed by consensus to use the new meeting room as a storage space for office desks while construction is being done in the remaining office areas.

At the construction progress meeting which took place at 2:00 p.m. today, we discussed that the new study rooms and new meeting rooms will have the new storefront windows installed during hours that the library is open. It will be necessary to partition off these areas with plastic or some other barrier while the installation takes place.

June 17 is the target date to turn over the Makerspace area. It will not be ready for the public yet, but the construction should be complete and we can get started setting it up.

At the March 4 Board meeting, the Board requested that we get a proposal for an automatic door operator that would simultaneously open both of the exterior double doors. That proposal came in at a total cost of \$9,724. Our current door meets codes requirements, but larger motorized wheelchairs still have some difficulty getting in. The proposal was to add an automatic door operator that would open both leaves of the exterior doors. Morgan felt it would be used. Gillenwater stated we have funds available to cover this expenditure. Gillenwater also reported that we have received \$2,763.83 from the Duke Energy rebate grant for updating the lights at Clarksville. We should get another rebate grant from Duke Energy for updating the lights at the Jeffersonville location. That rebate is expected to be more than the one for Clarksville.

Wilson moved: That we accept the proposal from DK Constructors for \$9724 to provide and install auto power door operators as presented in RFP 006.
Seconded by: Munzer
Motion: Approved

Gillenwater stated that we have some bills that came in after we closed out April; they need to be paid before next month. We request approval to pay:

DK Constructors (C & C Services)	\$97,616.25
Deposit to the escrow account	\$7,558.75

The public services desk at the Branch had a minor flaw. Educational Furniture gave us a \$1000 credit for it. Hunsucker thinks that was fair and felt the flaw was insignificant enough and it is better to leave it alone rather than make an attempt to repair it. Two invoices from Educational Furniture have been approved by Hunsucker and we request approval to pay:

Educational Furniture	\$27,056.00
Educational Furniture	\$22,940.00

Pollard has qualified for a medical reimbursement that we offer through our HRA (Health Reimbursement Arrangement) and she has requested payment.

Libby Pollard	\$ 1,050.00
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Palmquist moved: That we approve these additional invoices and expenses for payment now, knowing they will be on next month's financial statement.
Seconded by: Darku
Motion: Approved

NEW BUSINESS

2019 Supplemental LIT Distribution

We received notice that we will be receiving an extra LIT (Local Income Tax) distribution. The Indiana Department of Local Government Finance estimates how much we will get in a year, but sometimes they receive more than they anticipated and they will then issue a supplemental distribution. Gillenwater handed out a spreadsheet showing the Jeffersonville Township Public Library should receive \$64,159. This money is to be put in the same fund that we put our monthly LIT distribution, so it will go into the operating fund. We cannot spend it until it is appropriated; we can appropriate it for 2020. It will help with cash flow.

Job Position Change and Job Description

Morgan stated that at the last Board meeting we talked about a pay increase for the library aide (page) positions. We have one page (Janet Williams) that has been with us for a number of years; she does a number of duties that are beyond what a page typically does. She works at the desk and does programs; she is good with patrons and is a great worker. We failed to point out last month, that her salary is higher than the other pages, but her rate was included in the total increase we stated. Because of her extra duties, we think it is more appropriate to change her job title to clerical assistant. We created a new job description for Clerical Assistant – Youth Services. Her salary which was changed last month is at the rate it needs to be. We request approval of the new job description and that Williams' job title be changed to Clerical Assistant – Youth Services.

Wilson moved: That we approve the new job description for Clerical Assistant – Youth Services and change Janet Williams’ job title to this position.
Seconded by: Darku
Motion: Approved.

DIRECTOR’S REPORT

We have been busy in the schools. Harl has been in the schools in Clarksville. We have been at Spring Hill and Riverside and have been attending literacy nights. Summer reading started Monday. We will have cultural passes again this year. Morgan attended a meeting for the food truck today and met with Aramark. They have some new ideas they will be doing this summer. We have been saving free books and some donations, so the children who come for lunch can take a book home with them.

Morgan informed the Board about our Hoopla policy and that the free downloads are only for those within our township.

Morgan encouraged the Board to visit the newly renovated areas of the library. The staff has worked very hard. We were still putting books up on the shelves this afternoon. We had a pitch in on Friday and staff were provided pizza for lunch today. The contractors have been working late. They have been working very hard on the walls. Due to the primer used when the wallpaper was put up years ago, the wallpaper came down without damaging the drywall, but the new finish coats of paint were having trouble adhering. They had to apply three coats of primer and three coats of finish paint. The Computer Lab was put back together today.

Pollard still has good days and bad days but is remaining hopeful.

FOUNDATION REPORT

Munzer reported that the group is struggling to come together on the event scheduled for September. The next Foundation meeting is on June 4 and it is going to be a decisive meeting, whether or not we are going to move forward or move in a different direction. We have a proposal from a local group to do the marketing. It was over \$4000 to promote the event and assure us we would have people to attend. If you know anyone with marketing expertise that would like to help us, please get that information to Munzer. We are also struggling to get a quorum at our meetings, so the group needs to do some soul searching. We want to make it a successful event. Munzer will get feedback at the June 4 meeting.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Fredrickson attended the meeting in case there were any questions about the Makerspace. The furniture is ready to go in, but the equipment has not been ordered due to not having space to store it. Today is the first day we have been given a date of when the space would be available to us. We will see if it is feasible to have the next Board Meeting in the Makerspace. We definitely want the Makerspace functional when we have our open house. All the spaces should be turned over to us by the end of June. We will still have punch list items to take care of after that. We might want to align the open house with the new school year. The Board feels many people will come to the library to use the Makerspace.

Morgan stated that Cunningham, who is currently the principal at Spring Hill Elementary, will be the principal at the new downtown school. All the teachers have been placed. Cunningham is excited about being in close proximity to the library. Darku is advocating for the library to be on the path of knowledge and he feels the Makerspace could be very good for the new school. Morgan stated she met with Dawn Spyker and we will be involved with a fairy tale project that she is working on. Jeffersonville is on a positive trajectory. We need to make sure the Mayor gets on Board with what is going on at the library so he can promote it. The Board suggested giving him a personal tour of the library after the renovation is complete.

Morgan stated she is doing okay filling dual roles as Acting Director and Youth Services Manager. She stated they have had problems with the Cultural Pass program this year as communication has been very limited. With summer reading and the food truck, it has been a lot all at once, but everyone has been pitching in. The Board stated they want to have a good transition when Pollard returns and may need Morgan to continue helping out until Pollard is able to return full-time.

Darku knows John Clayton, who is trying to bring the Dolly Parton Imagination Library to Clark County. He would like to come to our next Board meeting to discuss how we can partner together for the mutual benefit of all. Sponsorship is the biggest barrier. It is very expensive, as a five-year commitment just for our Township is approximately \$100,000. It would be much higher for all of Clark County. CASI wants to be involved. Previously, we have tried to get it through the Ogle Center, the Community Foundation, and Horseshoe Southern Indiana. Morgan stated we would like to work with him, but we don't have the funds. Darku will talk to him further and possibly invite him to the next Board meeting. The role we could play is to receive and hold paperwork and send it off as needed.

The next meeting of the Board of Trustees will be on Tuesday, June 18, 2019, at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:31 p.m.