

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, JUNE 18, 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, Kofi Darku

Board Members Absent: None

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

Guests: Amanda Hunsucker, Kovert Hawkins; John Kleinholter, DK Constructors; John Ashton, Community Action of Southern Indiana

Public Comments: None

This is Kofi Darku's last meeting as a Board member, as his term expires on June 30. Baker thanked him for his years of service and stated we hope to see him in other venues. We know we can count on his support. Darku expressed his gratitude for the opportunity to serve on the Board and stated he will continue to be an advocate for the library.

CONSENT AGENDA

Approval of May 21, 2019 Board of Trustees Minutes

Approval of claims through May 31, 2019

Financial Report

Correspondence, Publicity

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

STAFF ASSOCIATION REPORT

Morgan reported:

- Everyone is busy with summer reading.
- The food truck is going very well; we have 50 – 65 kids come every day for lunch.
- We have Cultural Passes and are giving out a lot of them. A lot of people from Clark County are coming here to get their passes.

OLD BUSINESS

Bond Project Update - Clarksville

Hunsucker stated that she, Burton, and Kelien have met several times with Evan Koetter and have tied up all the loose ends. Hunsucker gave Gillenwater Koetter's final pay application and they have handed over all of their closeout documents.

A request has been made to change out the door hardware in the new meeting room corridor, so that the door to exit the building will have an alarm on it and will be used for emergency egress only. Koetter was not interested in doing that work, but Hunsucker has a proposal from Mid-West builders for \$4115. Compared to the expense to do two doors at the Main, the price seems to be in line.

The Board asked if we have money to spend on this project. Gillenwater stated since we have not spent a lot on repairs we have money available in the operating fund. The Operating Budget for 2019 has 66% remaining and there is \$70,000 in the Rainy Day Fund.

Shea moved: That we accept the bid from Mid-West builders for \$4115 to install the Door Alarm Hardware on the new exit door.
Seconded by: Palmquist
Motion: Approved

Wilson stated that she has recently seen the steps at Clarksville and they really need attention. Library staff have been looking into getting bids for concrete work at the Branch. Hunsucker stated the steps were built to code when it was constructed, but they would recommend bringing it up to current code by extending the upper landing area and make the stairs normal height.

Bond Project Update - Jeffersonville

Hunsucker had several proposals to look at. They can be covered out of the contingency allowance and would not increase the contract amount.

RFP 8 is to get electrical power to the new HVAC unit for the Board Room and Director's office. The mechanical units have already been installed, but we need the power to them. The total cost is \$2832.

RFP 10 is for painting one wall in the Makerspace. It is the wall that used to be the exterior wall; it is currently covered in elastomeric coating. Previously we did not think it needed to be painted, but now compared to the other walls it looks a little worn. We would like for it all to look new and fresh. Keith Kleinholter has already done an adhesion test to make sure the recommended paint will adhere. The total cost for this project is \$2035.

RFP 12 is to replace the existing diffusers and grilles in the Makerspace and Lobby with new ones. The original plan was to use the existing ones, but they are not in as good shape as we thought. The total cost to replace them is \$1197.

The contingency allowance currently has a balance of \$70,769. If we move forward with all three of these proposals it would bring the contingency balance to \$64,705.

Hunsucker stated that we have not started on the fountain work yet, and it has the most unknown factors at this point. A couple of windows in the existing makerspace are leaking. We will have DK assess them, so we can get them repaired. But she feels there is still a sufficient amount in the contingency balance to cover these items.

Wilson moved: That we accept all three proposals as outlined for a total of \$6,064.
Seconded by: Darku
Motion: Approved

Construction Update

The new construction areas are close to being complete with the study areas, Makerspace, and new meeting room coming along well. They had a couple of issues with the storefronts. When the doors came in, they were the wrong size. Also, the wrong sink was put in the new family bathroom. The correct one should be in by the end of the week. They don't have the wood door for the family bathroom, but they do have a temporary door to put in. Once the sink goes in, some tile work is redone, and the door is installed, it will be a useable space.

The LVT flooring has been installed in the Makerspace and they are working on the carpet in the office and sound booth. There is a hole in the ceiling of the Makerspace where an open grill will be installed. It will be two to three weeks before it arrives. Framing and hood work will need to be done after the grill is installed. We are still working on how to get the new furniture in and installed without being in the way of the grill work that will be done. The furniture may be delivered late next week.

The movers came yesterday and emptied the remaining offices so the wallpaper can be removed, the painting done, and new flooring installed in them. That phase has just begun and we anticipate it being complete around the end of June. Everything else, except the grill and motorized window shades in the Makerspace and new meeting room, should be mostly done. By the next Board meeting we hope to have the final punch list.

Morgan stated that we have signed the paperwork for the new security gates. After we get those in, the self-check machines can be installed. The public is eager to use them.

Approve Checks for Payment

Some items were submitted today that need to be paid before the next Board meeting. Koetter Construction has completed their work at the Clarksville Branch and we need to release to them the amount in their escrow account as well as the amount for change orders 7, 8, and 9. The balance of the escrow account is \$70,143.21 and change orders 7, 8, and 9 total \$7399.

Wilson moved: That we approve the final payment to Koetter Construction, which includes the release of the escrow account in the amount of \$70,143.21 and \$7,399.00 for the change orders.
Seconded by: Munzer
Motion: Approved

We have the bill for DK Constructors for \$240,702.50 and the deposit to the retainage escrow account for \$10,246.75. These two checks will show up on the next financial report.

Darku moved: That we approve payments to C & C Services (DK Constructors) for \$240,702.50 and deposit \$10,246.75 to the retainage escrow account.
Seconded by: Palmquist
Motion: Approved

Construction Fund Transfer

Amount	From	To
\$7000.00	436.1 Repairs, Buildings, & Structure	431.2 Engineering/Architectural Svcs.

Palmquist moved: That the transfer be made as presented.
Seconded by: Darku
Motion: Approved

Approve Credit Card Order

We need to purchase TVs and wall mounts for the two study rooms using a credit card. The purchase amount is \$1999, which is over the \$1500 credit card limit set by the Board.

Shea moved: That the credit card limit be raised for this purchase.
Seconded by: Munzer
Motion: Approved

NEW BUSINESS

Imagination Library Proposal

John Ashton is with Community Action of Southern Indiana (CASI). They are working on starting the Dolly Parton Imagination Library for all of Clark County. This is a book gifting program for children from the ages of 0 – 5; the children receive in the mail one free book a month until they age out of the program. CASI is a 501(c)3 partner and they are in the process of fundraising and forming an advisory board. They are reaching out to form some community partnerships. The program frequently works with libraries to help with enrollment and the promotion of it. They are working with the Rotary Club in Clarksville to help with fundraising.

The cost is \$2.10 per child per month, or \$25 a year or \$125 for one child for all five years. There are no income qualifiers. Scott, Harrison, and Floyd counties in Indiana have the program, as well as a number of areas in Louisville. Ashton has talked with metro United Way and others who have looked at launching it in Clark County but failed due to the cost. Total operating cost is approximately \$100,000 a year. CASI is fundraising for it; they are in need of a corporate sponsor.

Ashton sees the library’s primary role as making it part of their youth education program, helping get kids signed up for it, and getting the word out in the community. Studies show that having kids start school having read the same books and having a common knowledge and background is helpful. The books have guides to help parents increase learning and comprehension for their children. Two books a year are bilingual, in English and Spanish. They are also offered in Braille, if needed. Disney just launched a similar program that is need based. All their books are Disney products. The email address for this initiative is Clarkcoimaginationlibrary@gmail.com. The next meeting is July 11 at Community Action at 2:00 p.m. They are working on Facebook and Instagram pages that will have a “Donate” button.

They will continue to work on fundraising. They need \$30,000 – 50,000 in bank before they can start enrolling. The Board suggested they talk to PNC and see if this could work with their “Grow Up Great” program. They thanked Ashton for the work he is putting into this.

June Settlement

The library has received its June settlement.

The Library General Fund received:	\$758,785.41
The Debt Payment Fund received:	<u>\$246,195.92</u>
Total Deposit	\$1,004, 981.33

DIRECTOR’S REPORT

- We have received a lot of complements on the building. We have a lot of tutors, and finding places for them to go is difficult; the study rooms will be used a lot. People are also excited about the self-check machines that will be going in.
- Youth Services is averaging 3 – 5 programs every day; adult programming has been busy as well.
- Pollard continues to have problems with her recovery.
- HVAC units on the roof need to be replaced. We need to put them in the budget for next year. If one goes out it could overload the others. We have been getting quotes on them.
- The Board would like to see a plan for how we are going to sell the public relations for the Makerspace. We have to make the public aware of it. We will try to bring a plan to the July or August meeting. Staff are getting word out, by word of mouth, as they talk to groups and individuals, but we will develop a masterplan to market it.
- A discussion took place about the positive impact the library has in the community and how we will continue to change and adapt.
- The question was raised if we would want to have lockers in the makerspace where people could store their projects and come back to them.

FOUNDATION REPORT

Munzer reported that the Foundation Board met on June 4; we did not have a quorum. The group discussed the event that was being planned for September. It was not voted on, but the consensus was that we do not have the capacity to put this event on in the manner we would like. Due to the 4th of July holiday, the next meeting was scheduled for June 25. This meeting will focus on what we can do and what is our purpose and mission. The hiring of a Development/Grant Writer as a library employee was discussed. We may need to cut back on the size of the Board. One of the missions for the Foundation was to set up the financial side to invest money. We now have Trust IN that did not exist when the Foundation was started. Munzer will report back after next Tuesday's meeting.

OTHER BUSINESS; BOARD MEMBER COMMENTS

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

As there was no further business, the meeting adjourned at 5:57 p.m.