

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, JULY 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 4:34 p.m.

Presiding Officer: Linda Baker, President

Board Members Present: Dale Moss, Vice-President; Steven Palmquist; Margaret Shea; Hilda Kendrick-Appiah

Board Members Absent: Lynn Wilson, Treasurer; Mark Munzer, Secretary

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

Guests: Amanda Hunsucker, Kovert Hawkins
John Kleinholter, DK Constructors
Jeffrey Griffith, Greater Clark County Schools Administration
Gary Green, School Safety Specialist
Officer Anderson, Greater Clark County Schools School Resource Officer

Public Comments: None

Hilda Kendrick-Appiah was welcomed back to the Board. This was her first meeting under her new appointment by the Clark County Commissioners.

CONSENT AGENDA

Approval of June 18, 2019 Board of Trustees Minutes

Approval of claims through June 30, 2019

Financial Report

Correspondence and Publicity

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

The Board would like the financial records to either show the % left or the % spent, but not one report showing it one way and another the opposite way. Gillenwater made a phone call earlier today to check on doing this.

STAFF ASSOCIATION REPORT

- Summer is going very fast with programming and construction.
- We are getting a lot of complements on the building.

OLD BUSINESS

Bond Projects Updates - Clarksville

Hunsucker stated the original scope of work is completed. Last month the Board approved the proposal for door hardware and an alarm on the new exterior door. That hardware has been ordered and the project should be completed by the end of the month. We are sorting through a rain garden drainage problem. Evan Koetter pumped the water out today and moved some gravel; a contractor will come tomorrow to help determine the cause of the problem. Koetter thinks the geotextile fabric is covering the drain, but whatever it is, Koetter will take care of it. The rain garden is designed to drain naturally through the ground. A special top soil and plants that help soak up moisture were used. Hunsucker stated it was designed properly, but something is not working. The decorative ornamental grasses have been replaced as they did not survive the winter. They are under warranty for a year from the time they were planted. Becky Kelien is keeping Kovert Hawkins updated.

Bond Projects Updates - Jeffersonville

We are getting close. We had a progress meeting today and scheduled our first punch list walk through for next week for the areas that have been completed. Building materials are stored throughout the first floor and they will be put in one area so staff can take ownership of the completed area.

Hunsucker had the following proposals to share:

RFP 007 is to furnish and install a 6” rubber base in the lobby and fountain area and install one protective corner guard in the lobby. The proposal amount is \$600 and can be covered by the contingency allowance; the contract amount does not need to be increased.

RFP 009 is for vinyl graphics at the self-check and greeter kiosks for a total of \$342.64. Additional digital graphics would be done in the form of a perforated vinyl window film for the south doors. From within the building, it allows one to see out, but anyone outside of the building cannot see in. The committee chose the design. We have purchased the copyright and will have it printed locally; it will then be installed on the glass. We had a \$2000 digital graphics budget. The combined cost for the two projects is \$1747, so it is covered by the budget amount.

Shea moved: That we accept the two proposals as outlined.
Seconded by: Kendrick-Appiah
Motion: Approved

Kleinholter reported:

- The exterior fountain work is underway. Currently demolition is taking place and the plants will go in before long.
- The new furniture was installed about two weeks ago in the Makerspace, the office area, and the study rooms.
- The coil and grill will be installed on Thursday; it should take two days. Some dry wall work and painting will be done afterwards so it should be finished by next Monday or Tuesday.
- The window shades will be here Monday, July 22.
- The security gates will be installed Monday, July 29; the self-check kiosks can be installed after that.
- The door for the recording studio will not be here until August 8, but we can do a temporary door that can be locked.
- The TV's in the study rooms will be installed on Thursday and Friday of this week.
- We are working on stain colors for the doors. They will be stained in place and then the hardware installed. They should be finished by the first of next week.

Hunsucker stated that outside of the new meeting room there is a shelf which is designed to be a power bar or charging station area. Computers could be added there in the future if we want.

Morgan added that the security gates are to be installed on July 29 and after that the self-check kiosks can be installed.

Approve Checks for Payment

We have a claim for payment #06 for DK Constructors for \$226,575 and the deposit to the retainage escrow account for \$11,925.

We also have a claim for Educational Furniture in the amount of \$58,005.55.

These payments will be dated for July and will be on the next financial statement.

Kendrick-Appiah moved: That we approve the expenditures to C & C Services (DK Constructors) and Educational Furniture as outlined.

Seconded by: Palmquist

Motion: Approved

Transfer Between Appropriations

Operating Fund Transfer

Amount	From	To
\$20,000.00	432.6 Internet Access	436.1 Repairs-Building & Structure

Construction Fund Transfer

Amount	From	To
\$100,000.00	436.1 Repairs, Buildings & Structure	444 Furniture

Palmquist moved: That the transfers be made as presented

Seconded by: Moss

It was clarified that the Operating Fund 436.1 and the Construction Fund 436.1 are two different accounts from two different funds.

Motion: Approved

NEW BUSINESS

Safety Point

Jeffrey Griffith has talked to Morgan about the Safety Point program set up in the Greater Clark County Schools (GCCS). The school administration is in the process of establishing rally points for all their schools. The library has worked with Corden Porter in the past on different projects. Griffith would like to work with us on their Safety Point project. Under this program, in the event of an emergency, the library would be used as a rallying and reunification point for students and staff from Corden Porter School, which has a maximum of 35 students. The students would be escorted to the library by school and/or emergency staff who would be with them the entire time. The school would issue a Memorandum of Understanding (MOU), which would state if any damage is done to our building, it would be covered by the school insurance. Training would be done with library staff so they would know what to expect.

If the Board approves the idea, GCCS would make the plan and talk to the Director to get it worked out specifically to this building. If needed, the library would typically be used during the school hours of 8 – 1:40; this school doesn't typically have evening activities.

Kendrick-Appiah moved: That the library be used as a Safety Point for relocation of Corden Porter School students in the event of an emergency.
Seconded by: Shea
Motion: Approved

The Board was encouraged to contact GCCS staff if they have more questions. Griffith will bring MOU to Morgan in the morning. We may want our lawyer to look it over.

HVAC Units

Morgan stated we have been talking about the condition of our HVAC units for some time. We have one unit on the roof that is out; it needs to be repaired once again or replaced. The repair cost is \$6000, and that comes with no guarantees. If we don't replace the units, they could go down at an inopportune time. We have a quote from Alpha Mechanical to replace four roof top units at a cost of \$71,544. There are a total of eight roof top units which will need replaced.

If we replace, we would recommend doing four units now and four next year. Previously the Board had made a motion to use a portion of the Rainy Day fund for construction. If it is decided to replace four units now, we recommend using the Rainy Day Fund for this purpose rather than for construction. In order to do that we would need to reverse the previous motion. It may not be necessary to use all of the construction contingency fund, but if we do and later need more funding for the bond project, we can borrow from the Rainy Day or Endowment fund. If there is money left in the contingency fund there are other projects that it could be used for including concrete work at the Clarksville Branch, to replace flooring in the youth activity room, or irrigation for the fountain area which is being converted to a planted bed.

Shea moved: To rescind the motion to allocate money from the Rainy Day fund to the Construction Fund and to allocate the money from the Rainy Day Fund to accept the bid from Alpha Mechanical for \$71,544 to replace the first four HVAC units.
Seconded by: Palmquist
Motion: Approved

Morgan will ask Hunsucker to start getting an estimate of how much may be left in the Contingency Fund.

Tree Proposal – Clarksville

Some low hanging and dead limbs need pruned in some of the trees at the Clarksville Branch. Burton got two estimates. The estimate from Curry Tree Service was for \$2500; the estimate from Limbwalker Tree Service was for \$2,677.50. Though their bid was slightly higher, Burton felt Limbwalker was more professional and they have trained arborists. He recommends that we use Limbwalker Tree Service.

Shea Moved: That we accept the bid from Limbwalker Tree Service for \$2677.50 to do the tree work at the Clarksville Branch.

Seconded by: Palmquist

Palmquist asked which account the funding for this project would come from. Gillenwater stated it would most likely be taken from Lawn Services (431.6), but if funding ran low there it could be charged to other professional services (431.9).

Motion: Approved

2020 Budget Calendar

Jessica Lynch from Umbaugh is coming Thursday to start the budget process. Gillenwater has received a proposed time table for the budget, which was handed out to the Board. It will be especially important that we have a quorum at the next three meetings. Baker stated she will not be able to attend the September meeting. In preparation for the budget, Morgan stated that notices were given to department heads to see what new things they would like to do. She and Gillenwater did some preliminary work on the budget yesterday. We plan to put

\$75,000 into the Rainy Day account for next year. They tried to give all of the managers something new, we are hoping to send some staff to conferences next year, and we would like to increase the Hoopla budget as a lot of patrons are using it. The growth quotient is 3.5%, which is 0.1% higher than what it was for this year.

2019 Estimated vs Actual receipts

Last month we received our June settlement and gave out the 2019 Estimated vs Actual receipts spreadsheet. We received 44% of our estimated property tax revenue with our June 2019 tax settlement. The Bond Payment Fund is a protected fund so there is not much circuit breaker used on it. Gillenwater will add a column to show the circuit breaker amounts on future reports. Bond payments are a little less than last year; they typically go down each year. Because our budget got cut for 2019, in December we will have to pay about \$4265 on our Bond out of the operating fund.

DIRECTOR'S REPORT

- We received a note from the Indiana State Library that we were compliant with the Public Library Standards for 2018.
- Brian Somerville will be setting up a sculpture display in our Art Gallery.
 - One of his sculptures will be featured near the fire museum.
 - He will be doing a program for us on Thursday evening in which he will be talking about his project.
 - He will do some children's programs on Aesop's fables.
- There was an article about the Food Truck in the News and Tribune.
- Morgan has been gathering ways to promote the Makerspace.
 - The News & Tribune wants to do a piece featuring the Makerspace.
 - Fredrickson is ordering the equipment and supplies.
 - Maker 13 wants to work with us on some projects.
 - It is important to get information out about this that will define what is a makerspace, how is it different, what do I have to provide, what will the library provide, what types of equipment will be in it.
 - We need to prepare handouts, develop policies, provide training for staff and patrons, and open as soon as possible once construction is complete.
 - Gillenwater will set up a Makerspace supply account and will need to transfer appropriations to get it going for this year.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, August 20, 2019 at 4:30 p.m.

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