

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, AUGUST 20, 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 4:35 p.m.

Presiding Officer:	Linda Baker, President
Board Members Present:	Dale Moss, Vice-President; Lynn Wilson, Treasurer; Mark Munzer, Secretary; Steven Palmquist; Margaret Shea, Hilda Kendrick-Appiah
Board Members Absent:	None
Staff Members present:	Lori Morgan, Barbara Gillenwater, and Debbie Beckham
Guests:	Amanda Hunsucker and Hal Kovert, Kovert Hawkins Architects John Kleinholter, DK Constructors Jessica Lynch and Caleb Klusman, Baker Tilly Municipal Advisors
Public Comments:	None

**CONSENT AGENDA**

**Approval of July 16, 2019 Board of Trustees Minutes**

**Approval of claims through July 31, 2019**

**Financial Report**

**Correspondence and Publicity**

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

**STAFF ASSOCIATION**

The staff association did not have a report.

**OLD BUSINESS**

**Bond Projects Updates - Clarksville**

Hunsucker reported that the exterior door alarm has been installed. The rain garden has been scoped and snaked; it appears to be draining properly now. Staff will keep an eye on it and notify Hunsucker if they see any changes.

### **Bond Projects Updates – Jeffersonville**

We have a proposal to add one additional security camera in the public computer lab. The lab currently has one camera which faces patron's faces. If the lab layout changes, the additional camera will give visibility in all angles in the lab. The proposal is for \$2420; it includes the camera, hardware, license and labor.

Hunsucker stated that based on the last two change orders, the balance of the contingency allowance is \$59,086. We have a few items which we may still do; those items total \$15,000 leaving \$43,900 in the contingency fund.

Kendrick-Appiah moved:            That we add one additional camera to the computer lab.

Seconded by:                            Shea

Motion:                                 Approved

The camera contractors will be coming back to finish up their exterior camera work.

Kleinholter stated that the following work is in progress:

- The countertop for Youth Services should be installed this Thursday.
- Keith Kleinholter has been doing a lot of drywall patching and touch ups, as well as paint touch-ups; those should be done by Thursday.
- The construction equipment should be cleaned out of the Makerspace by Thursday.
- The door to the new meeting room has been installed; they stained and finished it yesterday. It still needs the hardware.
- There is a problem with the hardware on the family restroom door. It needs a new strike that will allow it to function properly.
- Due to an error by the manufacturer, the sound control door came in incorrect. It took them 12 weeks to make it, but it came in with the wrong side opening. The supplier will bring a temporary door tomorrow morning and will take the incorrect door back. They will rush to get one made in five weeks. With the temporary door, the space will be secure, but not useable as a sound room.
- Everything else should be wrapped up by the end of next week, the end of August.
- The Makerspace should be ready to move in by Friday of this week; that includes having the final cleaning done.
- The sound panels for the recording studio in the Makerspace should come in about mid-September. These are acoustical panels that go on the concrete wall to absorb sound. They are hung with Velcro and are simple to install.
- All the holes have been drilled in the fountain area. Keith Kleinholter will patch the existing drain tomorrow. If it drains properly, it should be ready to fill with dirt and finish the landscaping.
- The TV mounts in the study rooms should be done tomorrow or Thursday. DK will provide the mounts.
- Touch-ups in the study room were done today; it should be painted by tomorrow.
- The tables are damaging the walls in the North Program Room. We have asked for a bumper to help protect the walls. Hunsucker stated that has not been ordered and we do not have the proposal for it.
- Morgan stated that one area outside of the center program room is very dark. We have asked Hunsucker for some additional lighting there.
- Morgan also stated we have asked for an estimate for some additional lighting on the wall where new materials are displayed.
- Except for items previously mentioned, Kleinholter felt the space would be ready for a big open house by September 6.

Some of the equipment still needs to be ordered for the Makerspace. It has not been ordered sooner due to lack of space to put it. Some of it is very big and would have been difficult to move. The sewing machine, serger, accu-cut, laminator, and button makers are already here. It will more likely be October before we could have an open house.

Kleinholter assured the Board that this work would be completed as stated. He said Fredrickson could move in her office as soon as it is cleaned.

#### **Approve Check for Payment**

We have one invoice that needs Board approval for payment. It is for work on one of the HDMI cables that Unified Technology started at Clarksville last April; it has just recently been completed. Fredrickson has approved the invoice amount of \$1,988.01 for payment.

Wilson moved: That we approve payment to Unified Technology for \$1988.01.  
Seconded by: Palmquist  
Motion: Approved

#### **Transfer between Appropriations**

##### Operating Fund Transfer

<b>Amount</b>	<b>From</b>	<b>To</b>
\$200.00	411.4 Salary, Part-time	414.1 Honoraria-Programs

##### Construction Fund Transfer

<b>Amount</b>	<b>From</b>	<b>To</b>
\$100,000.00	445 Equipment	442 Buildings

Munzer moved: That the two transfers be approved as presented  
Seconded by: Kendrick-Appiah  
Motion: Approved

#### **NEW BUSINESS**

##### **2020 Budget – Jessica Lynch**

Lynch introduced Caleb Klusman and stated that Umbaugh merged with Baker-Tilly in March of this year; the company will now be known as Baker-Tilly. The 2020 Budget booklet was given to the Board for review. As in previous years we will review the Budget Gateway forms first and then review the cash flows. The growth quotient is 3.5%.

##### Budget Form 3 - Notice to Taxpayers

The budget estimate for these funds are as follows:

Rainy Day	\$75,000
Debt Payment	\$466,913
General	\$2,564,600
Library Improvement Reserve	\$0

Lynch reviewed the remaining columns on this form.

This form will need to be submitted into Gateway no later than September 7, 2019 (10 days prior to the public hearing on September 17).

Budget Form 4 - Budget Ordinance –

This is the form that will be signed by the Board at the Adoption meeting on October 15. If there are any changes from the public hearing, prior to the adoption meeting, those changes will be made on this form. If Pollard is not back by the October meeting we will need to change her name on this form.

Budget Form 1 - Budget Estimate

This form is the detailed estimates of the 2020 budget. At the far right of the page there is a “Published” column and an “Adopted” column. The published column is what is on the notice to taxpayers; any changes made after the public hearing, prior to the adoption meeting, would be reflected in the adopted column. You cannot increase the amounts from what you publish on the notice to taxpayers, you can only reduce them.

Gillenwater stated a 2% cost of living increase was added to the payroll budget, should the Board want to approve that. More was added for worker’s comp insurance. The four other HVAC units will need replaced next year, so \$75,000 was put in the Rainy Day Fund. Morgan stated one employee may retire next year, so that was also factored in.

Page 5 of the Form 1’s shows the Registrar and Paying Agent Fees for the new bond; the previous bond did not have fees.

Budget Form 4A – Budget Report (Summary of Form 1’s)

This is a summary of the Form 1’s for each fund by major classifications. The form for the General Fund also include the property tax cap of \$406,000. This is a reduction of property taxes that you will receive and not an actual expense.

Budget Form 2- Miscellaneous Revenues

This is an estimate of any other money the library receives other than property tax money. It is based on historical activity. It includes items such as FIT, Motor Vehicle Tax, CVET, LIT, copy fees, fines, earnings on investments, and other receipts. In anticipation of going fine free, we have reduced the amount of fines that we expect to receive. The Interfund Loan amount is from the Clarksville Redevelopment Reimbursable Grant. We had to pay initially for the items covered in this grant and were later reimbursed for them.

Budget Form 4B – Budget Estimate, Financial Statement, and Proposed Tax Rate

This form shows a net assessed value of \$1,499,942,380. The Net Tax Rate on line 17 of the General Fund is 0.1227. This form also shows the Property Tax Cap Impact of \$406,000.

Current Year Financial Worksheets

These worksheets shows what has been spent through June 30, 2019 for each of the funds. The worksheet for the general fund shows the current year approved budget of \$2,466,910. The disbursements from January – June 2019 are \$992,414. The June 30 cash balance is \$1,263,908 and the taxes we anticipate to be collected in the December settlement of \$491,449.

Debt Worksheet

The Debt Payment Worksheet takes into account the amortization schedule and shows the upcoming payment amounts for the 2017 bonds. The line 1 amount of \$466,913 is the debt payment budget for 2020. The line 11A Amount of \$232,707 is what drives the ending balance that you are allowed to have in that fund.

### Budgeted Cash Flows

The Budgeted Cash Flows for 2019 and 2020 show what we actually anticipate to happen. We are on track for what we have spent in the first half of the year. The second page, Budgeted Cash Flows for 2020, shows the actual maximum property tax for the operating fund is \$1,673,931. Lynch reviewed the remainder of this worksheet which shows even if we spent everything that was budgeted we would still have a cash balance at the end of the year in the amount of \$146,679. This is an operating balance of 5.72% and 15 – 20% is recommended. DLGF will approve the budget if you show you still have cash at the end of the year.

Shea moved: That the 2020 estimated Budget be approved for advertising purposes  
Seconded by: Wilson  
Motion: Approved

Board members were asked to bring the 2020 Budget booklet to the September meeting.

### **E-rate Resolution**

We get internet service through a consortium managed by the Indiana State Library. Each year the board has to approve us to join the consortium. The state technology fund also helps pay for our internet service.

Palmquist moved: That the library be a member of the Indiana State Consortium for public library internet access.  
Seconded by: Kendrick-Appiah  
Motion: Approved

The Board members approved and signed the motion.

### **Amendment to Meeting Room Policy**

This was tabled for a future meeting.

### **Director's Report**

- We received notice that we are up for an audit with the State Board of Accounts. Due to her absence, Pollard asked if we could be put at the bottom of the list. They have asked for a number of items to be sent to them electronically; Gillenwater has been sending them the requested information. The audit will most likely occur near the end of September.
- Three of our HVAC units have come in; we are still waiting on one unit. The brand was going to be Carrier (what we have now), but Alpha thought the York system might work better with our control system, so they upgraded to York and did not charge us the difference. The crane should bring all 4 units in on the same day. Two units should be installed on one day, and the other two the following day.
- The parking lot at the Branch is being sealed and striped. The striping took place today, but there is still a little more work to do. They are going to paint the steps over again.
- We are interviewing for a part-time Clerical Assistant position and for a work-study student at the Clarksville Branch.
- Staff are getting ready for Library Card Sign-up Month for September.
- Self-checks are now installed. We had some trouble with the coin-ops and a new part had to be ordered. It came in today and they are now fixed.
- Stemler completed the irrigation and flower boxes at the Clarksville Branch. A few more tweaks need to be made.

- Shirley Rice, who has been the adult education teacher for a number of years, has given her resignation. She will be moving to Chicago. Work Force One will be finding a new teacher to fill this role.
- Tomorrow night is the Brian Somerville closing reception.
- Our numbers for the Summer Reading program were down a little bit, but overall it was pretty good. Morgan will have more information next month.
- Baker noted that it was nice to see someone manning the information booth as soon as you enter the library.

### **Foundation Report**

Munzer stated that the Foundation Board voted to do a strategic visioning session with Whitney Bishop. She is a change agent for Nonprofit Leaders Network and has done work for the Falls of the Ohio Board. Lynn Lewis has worked with her. We hope to have this session sometime in October. This will be a SWOT analysis to help us determine what we can do as a Foundation to accomplish things. Three board members have resigned since they were not able to attend meetings. We now have eleven board members and need six to have quorum at the meetings.

### **Other Business; Board Member Comments**

Kovert stated that both he and Hunsucker have been very frustrated with the contractor on this job. They had a 180 day contract, which was up in April. We are now over 300 days. Kovert discussed the Board's options and course of action that can be taken to complete this job. Morgan and Hunsucker will meet next Monday to re-evaluate the work that was promised to be completed this week. In the event further action needs to be taken, a special called Board Meeting was scheduled for Thursday, August 29 at 4:30 p.m.; it will be advertised in the newspaper.

Moss expressed his thanks to Morgan and all the staff for the great job they have done during Pollard's absence to keep the library functioning in a seamless manner.

The next meeting of the Board of Trustees will be Thursday, August 29 at 4:30 p.m. The next regularly scheduled meeting will be Tuesday, September 17, 2019 at 4:30 p.m. Baker, Munzer, and Shea all stated they will not be able to attend the meeting on September 17.

As there was no further business, the meeting adjourned at 6:05 p.m.

