

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, OCTOBER 15, 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. Baker thanked Moss for presiding at the September meeting.

Presiding Officer: Linda Baker, President

Board Members Present: Dale Moss, Vice-President; Lynn Wilson, Treasurer; Mark Munzer, Secretary; Hilda Kendrick-Appiah

Board Members Absent: Steven Palmquist; Margaret Shea

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

Guests: Amanda Hunsucker, Kovert Hawkins

Public Comments: None

CONSENT AGENDA

Approval of September 17, 2019 Board of Trustees Minutes

Approval of claims through September 30, 2019

Financial Report

Correspondence, Publicity

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

OLD BUSINESS

Resolution to Adopt the 2020 Budget

Baker read the Resolution for Appropriations and Tax Rates. The 2020 Budget is ready to be adopted as outlined.

Fund Name	Adopted Budget	Adopted Tax Levy
Rainy Day	\$75,000	\$0
General	\$2,564,600	\$1,841,000
Debt Payment	\$466,913	\$464,000
Library Improvement Reserve	<u>\$0</u>	<u>\$0</u>
	\$3,106,513	\$2,305,000

Kendrick-Appiah moved: That we adopt the Budget Resolution for Appropriations and Tax Rates as presented
Seconded by: Wilson
Motion: Approved

The Budget Form was passed around for signature by the Board. Baker and Gillenwater will post it to Gateway.

Bond Project Updates

Hunsucker stated the contractors have made good progress; they had a meeting this morning and the following work was reported:

- The recording studio sound door has been installed.
- The acoustical panels, corner guards and bike racks are coming in tomorrow and will be installed this week.
- Additional signage is still in progress and awaiting final production drawings.
- The exterior planter materials have been ordered and should be installed by the end of this month.
- Security Cameras have been installed and aimed, and staff have been trained.
 - A tree blocks a 360-degree camera; we have asked for a price for another camera to put on a pole in the parking lot.
- The HVAC system Test & Balance needs to be completed.
- Kovert Hawkins will schedule final cleaning for next week, if possible, so we can start moving Makerspace equipment into place and get staff trained on the equipment.
- Working on proposal requests for window shades in art gallery and repairs to storefront window.
- We still don't have lockset cores; we will follow up with them again.

After the last few items are finished, we will do another walk-through.
(Hunsucker left at 4:44 p.m.)

Fine Free Updates

The Board was notified of preparations that have been made for when we go Fine Free. A copy of the brochure and press release was given to the Board. Morgan stated that the fines will be removed from the record tomorrow and Innovative will take everything off of the patron files. On November 1st at both locations, we will have balloons to celebrate and draw attention to our being Fine Free. Going Fine Free will be discussed at the Thursday morning staff meeting so staff will be informed of the coming changes. A poster has been designed and will go to the printer soon.

Audit Review

The audit was done a lot differently this year as most of it was done by computer. The auditor would send requests for various documents and Gillenwater would scan and send them to her. She was here for about 1½ days and then came back for an exit interview. The report was good and no problems were brought up. She was very complimentary of Gillenwater.

Tomorrow is the worker's comp audit. K4 Security does not have worker's comp, so we have to cover it. They compare what we have paid to what we need to pay and bill us for the remainder. A third-party company audits the worker's comp premiums to make sure the company gets all that it is supposed to.

Baker and Kendrick-Appiah got a survey about fraud. They were asked what processes we have in place for an employee to report something suspicious. It is something to think about and to make sure we have

a process in place for reporting matters of this nature. The survey also asked what we as a Board do to convey to the staff the importance of ethical behavior.

Something new that is being done is to have the Board Treasurer sign the bank statement reconciliation worksheets. Our staff watches the internal controls training as part of their onboarding procedure.

NEW BUSINESS

Opening Reception for Jeff Building Project

We are hoping to finish the Makerspace and get it cleaned soon so we can start moving things into this area. We want to have a reception to celebrate and bring awareness of the Makerspace to the community. The afternoon of December 14 has been selected as the day for the reception.

Items have not moved into the Makerspace as work is still being done that creates a lot of drywall dust. The vinyl printer is huge and we want it to be set in place upon arrival. We think a lot of people will use the Makerspace.

Job Description Update

We have an opening for a Clerical Assistant. Due to some new services at the library, such as Hoopla and the self-check kiosks, we need to make a few updates to the job description to keep it current. The Board members were given a copy of the job description with the proposed changes in red.

Wilson moved: That we approve the updates to the Clerical Assistant job description as presented.

Seconded by: Munzer

Motion: Approved

DIRECTOR'S REPORT

- We are anxiously waiting for the building project to be finished.
- Morgan will be going to the ADOPLI meeting in November; she went to the regional meeting last month at the Galena Branch of the Floyd County Library.
- We are doing a lot of community outreach; we have to turn some down, due to not enough hours for staff to cover all of them.

FOUNDATION REPORT

- Munzer stated that the Foundation Board had a good meeting on October 1.
- Munzer is stepping down as president at the end of 2019.
- Whitney Bishop from Nonprofit Leaders Network did a strategic planning session with the Foundation Board.
 - Bishop will provide us with some strategy for the next 60 – 90 days.
 - We will hit the pause button for now.
- Kornberg is willing to serve in an interim leadership role, as acting president, as long as we scale things back.
- Linda Kemper resigned from the Board; we now have ten on the Board.
- A lot of questions still need to be answered.
 - Does the library need a development person?
 - Can the library support that position?
 - How much time can the Board devote to fundraising?
- The Foundation has made a number of accomplishments.
 - The cash on hand has increased from \$25,000 to \$40,000
 - We have received grants due to the influence of Board members.

- We purchased the Book Bike.
- We need to step back and set some reasonable expectations and goals in 2020.
- Munzer thanked the Library Board as well as Beckham and Morgan for their support.

OTHER BUSINESS; BOARD MEMBER COMMENTS

With the extended absence of the Director, the Board discussed options for the future. Morgan and Baker will make a phone call to the Indiana State Library Development Office on October 28 to see what guidelines might pertain to this situation.

The next meeting of the Board of Trustees will be on Tuesday, November 19, 2019, at 4:30 p.m. As there was no further business, the meeting adjourned at 5:42 p.m.