

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, NOVEMBER 19, 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; Mark Munzer, Secretary; Steven Palmquist; Hilda Kendrick-Appiah

Board Members Absent: Lynn Wilson, Treasurer; Margaret Shea

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

Guests: Hal Kovert, Kovert Hawkins; Marian West, Insuramax

Public Comments: None

**CONSENT AGENDA**

**Approval of October 15, 2019 Board of Trustees Minutes**

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

**Financial Report and Transfers**

**Correspondence, Publicity**

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

**STAFF ASSOCIATION REPORT**

The Staff Association met to discuss a holiday party. They decided to have it in January as we did last year and to “Make it a Maker Night.” It will be held at the main location, allowing the Branch staff to visit and see the renovations at the main library. Staff will be able to explore the equipment in the Makerspace. Pizza will be served.

**OLD BUSINESS**

**Bond Project Updates**

- Hal Kovert reported that the final cleaning is completed in the Makerspace, Fredrickson’s office, and the recording studio. The final cleaning of the study rooms and LVT is still to occur.
- Additional signage will ship on 11/27; the signage company will bring it here and install it sometime after Thanksgiving.

- The exterior planter is complete except for the crushed granite mulch which will go around the bicycle racks. The mulch was ordered today.
- Everything has been installed for the HVAC system. The Test and Balance will be scheduled for the first week of December. It may take a couple of days on each floor.
- Uses of contingency money under consideration:
  - Window shades in the 2<sup>nd</sup> floor art gallery. Hunsucker is working on a proposal request.
  - Repairs to storefront windows. Some of the insulation seals are broken and a few leak when the wind blows a certain direction. Windows in the new area would be paid for under the bond contingency fund. For other parts of the building, it would be covered through operating expenses. Kovert recommended that Burton contact Wolf Glass in New Albany or Stanley Schultz in Louisville. They can itemize by each window needing work.
- Some discussion took place about the best way to proceed with the north fountain behind the elevator.
  - The demo and cleaning are complete and the backer board has been installed; it is ready for tiling.
    - Hunsucker found some tile that was about \$2000.
    - If we are going to close the fountain, we would probably go with cheaper tile.
    - If keeping the fountain open, we would like to have a side access panel to the mechanics of the fountain.
    - We may eventually need a newer pump.
  - Though an expense is involved in the upkeep of the fountain, it makes a huge sound barrier between the floors. The white noise that it creates blocks sound transmission.
  - The fountain is a favorite feature of patrons; we are on the art walk and the fountain enhances the visual impact.
- Kovert stated that the south fountain was included in the alternate bids for the bond project at the main library. DK won the overall bid, but their alternate bid for the south fountain was much higher than the other companies. For that reason, we decided not to do work in the south fountain area as part of the bond project.
  - The south fountain was closed because chlorine fumes were bothering some staff.
  - We had discussed using ultra-violet treatment rather than chlorine.
  - Most of the public seating takes place on the south side of the building and it is where more conversations take place. This fountain also helps create a sound barrier.
  - Kovert would like to get a bid from Stemler for ultra-violet treatment on the south fountain.
- The greater problem with the fountains was with the outside fountain where weather played a role and the lights and pump were underwater. The interior fountains are designed better.
- The time frame for using bond money is usually three years.

Munzer moved: That we finish the fountain by the elevator using the tile that was selected by Hunsucker at an approximate cost of \$2000, which will be covered by the contingency fund.

Seconded by: Palmquist  
 Motion: Approved

Palmquist moved: That we explore alternatives for the water treatment for the south fountain  
 Seconded by: Kendrick-Appiah  
 Motion: Approved

- Proposal for the additional exterior camera: Kovert presented a proposal to remove and relocate an existing exterior camera from the library building to a parking lot light pole; it would require a transmitter and receiver. The proposal was for \$5,137.

- After some discussion, the Board decided to have Kovert get a proposal for taking out the river birch tree that is blocking the camera and replacing the tree with a low-growing tree or bush.
- Signage for the Tom and Mary Frances Koetter Makerspace will be installed in the Makerspace above the sink. Hunsucker has been in communication with Brian Koetter; Koetter Woodworking is willing to pay for the signage. A drawing was submitted and Hunsucker is working on getting a proposal.
- Kovert stated the door hardware locks are still an issue. Hunsucker is still working on a resolution and she is trying to get a representative from the manufacturer to come here.

(Kovert left at 5:05 p.m.).

**Clarksville Zoning Board updates**

About a year ago the City of Clarksville sent us a notice that we have to enclose the trash containers with a concrete structure. Morgan asked to meet with them and to get an extension. She also asked if we could use an alternative plan to use wood rather than concrete. They approved both the extension and the alternative plan. They suggested that we move the trash container in a different direction so that when it is emptied, it doesn't take down the structure. We should get a follow-up letter with instructions on what we need to do.

**NEW BUSINESS**

**Health Insurance Proposal 2020**

Marian West from Insuramax reviewed the health insurance proposals for 2020. She gave the Board the information that was presented to the insurance committee and approved by them. The plans are very similar to what was offered in 2019. The proposed plan for medical insurance has the library paying the same percentage amount, but the dollar amount will increase due to higher plan rates. A Health Reimbursement Arrangement (HRA) will still be used paying a maximum of \$1000 on the PPO plan and \$1250 on the HDHP. The dental and vision plans had the same coverage and very slight changes to the rate. There was no change to the LTD/STD and life insurance rates offered by the library. This proposal falls within the amount budgeted for 2020.

Kendrick-Appiah moved: That we accept the proposal for health insurance and other benefits as presented.

Seconded by: Palmquist

Motion: Approved

(West left at 5:15 p.m.).

**Clerical Assistant Salary Increase**

At a previous meeting this year, page salaries were increased. We discussed at that time that we would need to increase the rate for the clerical assistants next year to keep things fair and equitable. The clerical assistants have a lot more duties than the pages and their salary rates should reflect that. Beckham prepared a chart showing the proposal for the new pay rate for the clerical assistants. The percentage rate between the two jobs is the same as it was under their old rates and would move the Clerical Assistants from a Grade II, Step 1 to a Grade II, Step 5. This proposed increase was taken into consideration when the 2020 Budget was prepared.

Moss moved: That we accept the salary increase proposal for clerical assistants to a Grade II, Step 5 to be effective with the first pay in 2020. Currently, that salary rate is \$12.26 per hour.

Seconded by: Kendrick-Appiah

Motion: Approved

### **Meeting and Study Room Update**

We have updated the Meeting Room Policy, but have not completed the Study Room portion of it. We have purchased Dibs, a software program that allows people to register to use a study room or to reserve a room. It helps control the amount of time patrons can be in there. The program costs \$1000. After we get the Dibs software, we will develop and put the new Study Room rules into the policy and bring the policy to the Board for approval. The study rooms are currently being used and we have posted rules for use on the doors of the study rooms.

### **Holiday Closings 2020**

A list of holiday closings for 2020 was presented. It includes nine holidays that the Library will be closed and five days that we will close early.

Moss moved: That the Holiday Closings 2020 be approved as presented.

Seconded by: Munzer

Motion: Approved

### **Approval for Makerspace Equipment Down Payment**

The cost of the vinyl printer is \$18,692.94. The company we are purchasing from wants us to pay in advance, but the SBOA does not allow that. Gillenwater asked the auditor about it and she said it would be okay if the Board approves it in advance. The company finally agreed to let us write a check and have it ready to pay on delivery. With Board approval, we would like to go ahead and order it and pay for it when we receive it. It will be a November check. This was included in the Budget for the Makerspace.

Kendrick-Appiah moved: That we approve the procedure to produce the check and pay for the vinyl printer upon delivery.

Seconded by: Palmquist

Motion: Approved

### **Approval for Petty Cash at the Branch**

We have \$500 in petty cash at the main library. The Branch does not have any petty cash. Gillenwater proposes to send \$50 out of the petty cash at the main to the Branch, so they can get change for their cash register as needed. A safe is available at the Branch to keep it in.

Palmquist moved: That \$50 be taken from petty cash at the main library to be held as petty cash at the Clarksville Branch.

Seconded by: Munzer

Motion: Approved

### **Transfer from Cash Register Change Fund to Operating Fund**

When we got the self-check kiosks we put \$450 from the operating fund into the cash register change fund so people could get change back when paying fines. Now that we are fine free, we are not taking any money in on the self-check kiosks, so the money has been removed from the kiosks and put back into the operating fund.

### **Transfers Between Appropriations**

We used to have accounts for Circulation Supplies and Adult Services Supplies. They are now grouped together as Public Services, so we don't need the two different accounts. Gillenwater changed the name of the Circulation Supplies account to Public Services Supplies. She also moved the money out of Adult Services Supplies to Public Services Supplies. After January 1 she will transfer the appropriation for the 2020 budget.

Gillenwater also set up an account for Makerspace Supplies and transferred \$7000 from Internet Access for this new account.

### **Job Description – Custodian**

Sondra Morris, our full-time custodian at the main library turned in her resignation. She is going to work at the Census Bureau. When Sondra was hired she also did the Branch run; those duties are now covered by another position, so we have updated the job description by removing those duties.

Kendrick-Appiah moved: That we accept the updated Custodian job description as presented  
Seconded by: Munzer  
Motion: Approved

### **Audit Report**

Gillenwater has a copy of the SBOA Audit report available to look at. We did not get written up for anything.

### **Bank Check Signers**

Pollard and Wilson are the only two who currently can sign checks on the bank accounts. It only takes one signature on a check, but it is always good to have two people who could do it. Since Pollard is not available, the Board was asked if they would like to have someone else to be a bank signer on a temporary basis.

Palmquist moved: That Morgan be appointed as a second signer on the bank accounts.  
Seconded by: Kendrick-Appiah

Some discussion took place as to whether or not we should have two people sign the checks rather than just one. Since the SBOA does not require two people to sign checks, it was decided we would not require it.

Motion: Approved

### **DIRECTOR'S REPORT**

The Makerspace is not going to be ready for a grand opening in the second week of December. We will shoot for January, as that looks more realistic.

Morgan went to the ADOLPLI meeting in Elkhart. A lot of people are building or getting new HVACs.

People are asking about the availability of eBooks. MacMillan is one of the big five publishing houses, and they are making it harder for libraries to get copies of popular eBooks. Initially, they will only let you purchase one eBook of a particular title and you have to wait six months before you can get another copy. We are waiting to see what other publishing houses will do.

### **FOUNDATION REPORT**

Munzer reported the Foundation is going to put things on pause until we know who the Director is going to be. McCarthy and Munzer will go through the by-laws and make adjustments as needed. They will meet quarterly rather than monthly. Josh Kornberg has agreed to be the interim president. Munzer will step down as president at the end of the year. The group will put out some type of appeal for donations between now and the end of the year. The next meeting will take place in December, followed by a meeting in February, and then quarterly. The Foundation will get the word out on their website and social media when we decide on a grand opening date to showcase the new Makerspace.

### **OTHER BUSINESS; BOARD MEMBER COMMENTS**

The Board has received notice from Pollard that she plans to retire at the end of the year.

Kendrick-Appiah moved: That we accept the retirement of the Library Director Libby Pollard, effective December 31, 2019

Seconded by: Palmquist

Motion: Approved

A discussion took place as to what the Board's next steps will be.

- Methods to get staff input were discussed.
- We need to review the job qualifications.
  - Beckham will send an updated job description to the Board.
  - Staff and the Public want to see the Director more.
  - The Director needs to be involved in organizations.
- The Board employs the Director, but they would like to have a staff person who is not going to be a candidate on the committee.
- We can promote the job opening on ILF and ALA websites.
- More specifics will be discussed in December.
- The Board needs to plan a celebration for Pollard's service.
- December agenda item: Discuss Director salary and determine the Search Committee

The next meeting of the Board of Trustees will be on Tuesday, December 17, 2019 at 4:30 p.m. As there was no further business, the meeting adjourned at 6:00 p.m.