

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, DECEMBER 17, 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; 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 Architects

Public Comments: None

CONSENT AGENDA

Approval of November 19, 2019 Board of Trustees Minutes

Approval of claims through November 30, 2019

Financial Report and Transfers

Correspondence, Publicity

2020 Board Meeting Dates

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

OLD BUSINESS

Bond Project Updates

Kovert gave a progress update:

- Final cleaning completed in Makerspace; final cleaning of Study Rooms and LVT still to occur.
- Punch list walk-thru took place on December 12; most items are complete.
- Recording Studio door was painted with incorrect paint system and is peeling; will be cleaned off and repainted.
- Tilework is complete on the interior north fountain. Final cleaning will be completed by the end of the week.
- Additional signage has been installed (Restrooms, Directional/Wayfinding)

- Exterior planter is complete except for crushed granite mulch. Estimated lead time is 2-3 weeks.
- Request for proposal for window shades in the art gallery have been sent; will have for review at January board meeting.
- Requested quote for signage for the Tom & Mary Frances Koetter Makerspace; it ships Friday.
- DK is preparing close-out documents, which includes warranty information and maintenance instructions (Palmquist arrived at 4:37)

Proposals

Stemler is preparing a proposal for ultraviolet treatment systems for the indoor fountains.
 Kovert is looking at another option for the outdoor security camera that is being blocked by a tree.

Additional Invoices

Morgan stated that we have two invoices that were not included in the checks that were approved, but we would like Board permission to go ahead and pay them now. One is for the signage from Takeform for \$1810.41. The other is for RotoRooter for work they did at the Clarksville Branch in the amount of \$878. Koetter Woodworking is paying for the signage for the Makerspace.

Munzer moved: That the invoices for the signs from Takeform and for plumbing work done by RotoRooter be paid now. They will show up on the next financial report.
 Seconded by: Kendrick-Appiah
 Motion: Approved

Makerspace Grand Opening

Morgan stated that we have set Thursday, February 6 from 4 - 6 p.m. as the day for the grand opening of the Makerspace. The computers for photo editing are on order and being shipped. The equipment for the sound studio is being ordered. As mentioned by Kovert, the door for the sound studio was painted with an oil based paint and then they went over it with an acrylic paint. The acrylic paint was popping off and has to be stripped and re-done. A lot of the equipment is in place and we are getting ready to train everyone on the equipment. We are getting started on the policies for the Makerspace. We plan to back off on the use of greeters at the greeter station and let them take that time to learn about the equipment in the Makerspace. We will serve cookies and have water bottles for the opening and plan to invite the mayor. We will have a soft opening on Monday, February 3.

NEW BUSINESS

Transfer Between Appropriations

Gillenwater stated the following transfers need to be made:

Operating Fund Transfers

Amount	From	To
\$ 750.00	432.6 Internet Access	431.5 Bank Service Charges
2,000.00	435.4 Utilities, Sewage	435.3 Utilities, Water
5,000.00	436.4 Repairs-Computer Software	438.2 Interest-Bonds
1,500.00	446.5 Book Leases	446.1 Print Materials, Books
<u>2,000.00</u>	446.5 Book Leases	446.2 Books-Serials & Continuations
\$11,250.00		

Construction Fund Transfers

Amount	From	To
\$ 519.00	429.2 Technical Processing Supplies	442 Buildings
324.52	429.6 Branch Library Supplies	442 Buildings
4,551.42	431.1 Consulting Services	442 Buildings

94.60	431.3 Legal Services	442 Buildings
18.86	432.5 Freight & Express	442 Buildings
910.00	434.9 Other Insurance	442 Buildings
24,054.89	436.1 Repairs, Building & Structure	442 Buildings
<u>778.47</u>	437.2 Rentals, Equipment	442 Buildings
\$31,251.76		

In the construction fund, most everything is being moved to buildings so we can see what we have left in this fund.

Kendrick-Appiah moved: That the transfers to the operating fund and construction fund be made as presented.
 Seconded by: Moss
 Motion: Approved

Report on Financial Workshop (changes)

Gillenwater reported the State Board of Accounts wants the financial reports for libraries to look like everyone else’s financial reports, so they are giving us new fund numbers. We have to have these changed by the end of the year. Gillenwater added a new column to the financial report, so that for now you can see both the old and new number.

For the capital assets spreadsheet, we now have to determine an end of life for our capital assets. Later, we will have to start depreciating everything.

Personnel – Approval of Salary Schedule and Personnel Chart

When working on the 2020 budget, we budgeted a 2% salary increase, should the Board wish to approve that. It would be effective for the pay period with a pay date of January 15, 2020, which is the first pay in 2020.

Kendrick-Appiah moved: That we approve the 2020 Salary Schedule and Personnel Chart, with a 2% salary increase.
 Seconded by: Munzer
 Motion: Approved

Director Job Description

Baker called Beckham this morning and made a few editorial changes to the director job description. After some discussion among the Board, a few other changes were suggested.

- Increase salary range to \$75,000 - \$90,000
- Change Bullet under Community to read:
 Acts as Advisor to and assists with fundraising efforts for the Friends of the Library and JTPL Foundation
- Add bullet under Administrative:
 Interacts with staff and patrons on a regular and ongoing basis

Munzer moved: That the director job description be approved with the suggestions stated above and that the director work a minimum of 40 hours per week.
 Seconded by: Kendrick-Appiah
 Motion: Approved

Technology Services Manager Job Description

Beckham stated that in September 2018 a new job duty was added to the Technology Services Manager job description, currently held by Fredrickson. Along with the new duty she was given a step increase to her salary.

The additional duty was to serve as a liaison to the Foundation Board and its committees. That duty is no longer relevant and it was felt it should be removed from her job description and Fredrickson would return to the same pay grade and step that she was at previously. Beckham spoke to Fredrickson about this change and she agreed the change should be made.

Moss moved: That the Technology Services Manager job description be changed with the removal of the duty in regards to the Foundation and that the pay grade return to Grade IX, Step 4.
Seconded by: Munzer
Motion: Approved

Director Search Committee

Moss, Wilson, and Baker were selected to represent the Board of Trustees on the search committee. Beckham, Kelien, and Jackson were selected to represent the staff, if they are willing to serve in this capacity.

Retirement Reception

The staff association is hosting a retirement reception for Pollard on December 30, 2019 from 4 - 6 p.m. The staff are giving her an engraved silver jewelry box. The Board is invited to join us for the reception. The Board also plans to do something for Pollard on their own.

Clarksville Redevelopment Grant Reimbursement

During the Clarksville renovation, we received a technology grant from Clarksville Redevelopment. This was a reimbursement grant; we have recently been reimbursed for the remainder of that grant. This was put into the Construction Fund as the items purchased with the grant were initially paid for from the Construction Fund. The reimbursement was used to pay back the temporary loan from the Rainy Day Fund.

Meeting and Study Room Policy

Morgan stated the staff discussed this policy in detail recently, but we did not have the guidelines for the study rooms finalized. Recently, we purchased software called D!bs for reserving study rooms and have completed the study room portion of the policy. A few small changes were made to the policy after it was mailed to the Board, those changes were presented to the Board.

Palmquist moved: That the Meeting and Study Room Policy be approved as revised.
Seconded by: Munzer
Motion: Approved

DIRECTOR'S REPORT

- We received our December tax distribution; a copy of Form 22 showing a total distribution of \$782,577.32 was given to the Board. The funds should be in the bank tomorrow.
- A copy of the Actual Annual Receipts vs Approved Revenue Estimates spreadsheet was also given to the Board. Gillenwater reviewed the spread sheet. A column was added to show the circuit breaker. We received a little more than was estimated in property tax receipts, but received a little less in other areas.
- We received a bill for \$3413 from the State of Indiana for our audit; payment will be taken out of our property taxes.
- The fountain tiling is finished in the north lobby area. Morgan sent some concerns to Hunsucker; many are having problems with the dust.
- We are revamping the welcome station time and using it for training on the Makerspace equipment.
- The hours the makerspace will be open to the public have been set.
- Not as many patrons have been coming into the library during the last couple of months.
- We still have a payment to make to the contractor; they have not billed us for the past several months.

- The people who work on the outside doors came in to do some work; there is a big gap between the south doors and some doors were dragging on the tile.
- Alpha Mechanical is to come to the February meeting with a proposal for the remainder of the units.
- We received a notice from the Department of Workforce Development that our unemployment rate was 0.5%.

FOUNDATION REPORT

- Josh Kornberg will take the lead as interim president for the Foundation at the beginning of year.
- The Foundation is taking a pause period, until after a new director is appointed.
- We will be meeting quarterly for the time being; our next meeting will be in February and it may be done electronically.
- A holiday greeting and an appeal for donations went out through the website; a few cards were mailed to prior donors. A few donations have been received. Wes Scott put something out on social media.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Baker stated it is important for us to take the necessary time to get the right person to be our next director.

The next meeting of the Board of Trustees will be on Tuesday, January 21, 2019 at 4:30 p.m. As there was no further business, the meeting adjourned at 6:32 p.m.