

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, FEBRUARY 18, 2020
4:45 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 4:50 p.m.

Presiding Officer: Linda Baker, President

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

Board Members Absent: Margaret Shea

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

Guests: Amanda Hunsucker, Kovert Hawkins; Barry Hartlage, Alpha Energy Solutions

Public Comments: None

OLD BUSINESS

HVAC Replacements Phase II

Barry Hartlage, from Alpha Energy Solutions, stated the work done last year to replace the first half of the rooftop HVAC units at the main library is working well. As discussed last summer, the plan was to replace the second half of the rooftop units in the spring of 2020. Hartlage submitted a proposal that was sent to the Board members. The lead time on getting the equipment in is 4 – 6 weeks. If approved, April 16 is a potential install date. Hartlage stated the quote is \$14 per ton less than last year’s price even though crane costs on this half of the project are much greater. Replacing the remaining units will impact the heating and cooling on the second floor. Hartlage feels this is a smart capital investment. Last year, two new Samsung supplement units were added to the Director’s office and Board Room to make those two areas easier to heat and cool. The proposed units are more efficient than the old units and have a higher SEER rating. When preparing the budget for 2020, plans were made to fund this project through the Rainy Day Fund. The test and balance are done later to fine-tune the system.

Munzer moved: That we accept the proposal of \$74,185 from Alpha Energy Solutions to replace the four remaining rooftop units, noting that we will not pay a 50% deposit in advance.

Seconded by: Palmquist

Motion: Approved

(Hartlage left at 5:00 p.m.).

Bond Project Update

Hunsucker stated that miscommunication between Alpha and DK is holding up the test and balance of the HVAC system. It is included in the contract, so Hunsucker suggested to Kovert to let Alpha go ahead and

do the test and balance, then subtract the amount for that work from the amount due on DK's contract. They have not been paid because the contract is not complete.

Palmquist moved: That we subtract the amount of the payment due to Alpha Energy Solutions for test and balance work from the balance to be paid to DK Constructors.
Seconded by: Kendrick-Appiah
Motion: Approved

Additional Progress Update:

- Kovert Hawkins is reviewing the close-out documents from DK and will be handing the thumb drive with this information on it over to Morgan soon.
- Kovert Hawkins has received the invoices for the work on the North Fountain. It is just under \$15,000. We have enough to cover that in the contingency allowance.
- Kovert Hawkins is preparing final change orders and a certificate of substantial completion.

Last month we talked about getting a proposal for an ultra-violet treatment system for the south fountain. While cleaning the fountain, we discovered that in the past too many chlorine tablets were being used, and they were put directly into the water, rather than in the tube that was designed for the chlorine tablets. We made these changes and it is working well at this point; we no longer think we need the ultra-violet system. The representative from Stemler also felt it was ok to go without the ultra-violet system.

We have a proposal for blinds for the west-facing windows in the 2nd floor art gallery for \$2818.40. This will be a direct contract with Best Blind and it will not go through DK Constructors.

Wilson moved: That we to accept the proposal from Best Blind and Shade for \$2818.40 to purchase and install blinds on the west windows in the 2nd floor art gallery.
Seconded by: Munzer
Motion: Approved

Kovert is still working on a solution for the parking lot security camera.

The luxury vinyl tile in the Makerspace needs another cleaning. Water and drywall dust got into the fine grooves. The company that was used to clean before the ribbon-cutting ceremony has a floor scrubber with a soft pad. This cleaning will be covered by DK's contract, with no additional cost to us.

A punch list item that remains is three lamps are out in the Indiana Room. Keith (from DK) will send someone out to fix them.

(Hunsucker left at 5:19 p.m.).

CONSENT AGENDA

Approval of January 21, 2020 Board of Trustees Minutes

Approval of Claims through January 31, 2020

Financial Report

Correspondence / Publicity

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

ELECTION OF OFFICERS FOR 2020

For the past several years new officers have been put in on a rotation basis. Due to the paperwork involved in getting a new treasurer, Wilson has agreed to stay on as Treasurer, if that is the desire of the Board. The slate of officers proposed is as follows:

President: Dale Moss
Vice-President: Mark Munzer
Secretary: Hilda Kendrick-Appiah
Treasurer: Lynn Wilson

The Board agreed by acclamation to accept the proposed slate. The new officers will become effective on March 1.

NEW BUSINESS

Transfers

We normally don't need to do transfers this early in the year, but due to a technicality in the supply category, the amounts were off by one line. The total is the same.

Operating Fund Transfers

Amount	From	To
\$7,000.00	423.3 Repair Parts	429.2 Technical Services Supplies
\$10,000.00	429.1 Public Services Supplies	429.2 Technical Services Supplies
\$700.00	429.4 Adult Services Supplies	429.2 Technical Services Supplies
\$2,000.00	429.5 Media Services Supplies	429.2 Technical Services Supplies
\$6,000.00	429.6 Branch Services Supplies	429.7 Computer Services Supplies
<u>\$7,000.00</u>	429.6 Branch Services Supplies	429.8 Makerspace Supplies
\$32,700.00		

Construction Fund Transfers

\$5,000.00	445 Equipment	431.9 Other Professional Services
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Wilson moved: That we accept the seven account transfers as presented.
Seconded by: Kendrick-Appiah
Motion: Approved

Succession Planning (Linda Baker)

Baker stated that as we plan for the future of the library, it would be helpful to know the goals and aspirations of current employees. As we see positions that might open up, current employees could be prepared to fill some of the vacancies. Baker suggested that Debbie Beckham begin to have those conversations with staff members and begin the process of succession planning. The Board agreed by consensus to have Beckham do this.

Professional Recruiter

Baker asked the Boards permission that, if needed, the Director Search Committee be authorized to utilize the services of a professional recruiting agency.

Wilson moved: That if the Search Committee determines the Library will be best served by extending our Director Search through the use of a recruiting agency, that they are authorized to do so.
Seconded by: Munzer
Motion: Approved

Invoices Needing Approval for Payment

Gillenwater stated the Annual Report is almost complete. She needs to insert the names of the officers elected today and then it will be ready for submission. She also stated we have two invoices that came in after the Board packets were sent out that we would like to go ahead and submit for payment, rather than waiting until next month. One is a renewal for the Library Aware database. It is for \$5104. Fredrickson is changing the renewal dates for databases from one company so they all come due at the same time. This amount covers February 1, 2020 – May 31, 2021.

Before the Makerspace opening, Fredrickson purchased supplies for the Makerspace using her personal credit card. The amount was \$148.80. Staff members do not normally use personal credit cards to make library purchases and the Board stated they would prefer that not be done. These two items will be in next month's financial report.

Kendrick-Appiah moved: That these two invoices be approved for payment.
Seconded by: Palmquist
Motion: Approved

DIRECTOR'S REPORT

- Approximately 100 people attended the ribbon-cutting ceremony and open house. Reporters from the newspaper and TV station were here. A lot of people have returned to use the Makerspace.
- Grants in progress:
 - Diane Stepro is applying for an LSTA grant to digitize about 60 years of film of the Jeffersonville High School Band. After it is converted, the digitized copy will go to the State Library.
 - Stepro is also working on a grant to get a poet to come in for a program for Black History month next year.
 - Jen Weidner received a grant to do oral histories. She will go in April to pick up the check.
- State reports are almost completed.
- Last month a question was raised about insurance for the Makerspace; our agency reported we are okay and do not need any additional coverage.
- Morgan and Kelien will be attending the Public Library Association (PLA) Conference in Nashville, TN February 25 – 29.
- Morgan attended a Directors Meeting in Batesville on February 14. The Director's Meeting will be held here on April 3.
- At his request, we sent publicity from the ribbon-cutting ceremony to Representative Trey Hollingsworth's office.
- Morgan and Fredrickson attended a Cultural Pass meeting today. Sixty-seven venues are participating this year. The dates will be June 1 – August 8.
- We received notice of Munzer's re-appointment to the Board; the terms for Baker and Wilson expire June 30, 2020. They are both eligible for reappointment.
- The Youth Services department has applied for a \$7500 grant from Crusade for Children. They have been asked to present a proposal in two weeks. If awarded, they plan to buy items for sensory storytimes, Launchpads, new play equipment, and Wonderbooks.

FOUNDATION REPORT

Munzer reported the Foundation Board met on February 11 via a conference call. They are meeting quarterly for now. At the request of Morgan, the Foundation is making a donation of \$1200 for the library gift fund. This fund is used to host such things as art show receptions. Since donations are now going directly to the Foundation, the gift fund has gotten low. The operating budget is not used for items such as this.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The retirement dinner for Pollard will be delayed, but we will come back to it when the time is right.

The next meeting of the Board of Trustees will be Tuesday, March 17, 2020 at 4:30 p.m. As there was no further business, the meeting adjourned at 5:47 p.m.