

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, APRIL 21, 2020
4:30 P.M. – NORTH MEETING ROOM / ZOOM
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

The regular meeting was called to order at 4:38 p.m.

Presiding Officer: Dale Moss, President

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

Board Members Absent: Margaret Shea

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

Guests: Amanda Hunsucker, Kovert Hawkins

Public Comments: None

CONSENT AGENDA

Approval of March 17, 2020 Board of Trustees Minutes

Approval of claims through March 31, 2020

Financial Report and Transfers

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

OLD BUSINESS

HVAC Replacements Update

One of the HVAC units did not come in with the others. To prevent the crane company from having to come twice, the project was delayed. The remaining unit is expected to arrive on Friday, so installation should take place before much longer.

Bond Project Update

Hunsucker reported we are officially at the end of this project. According to Barry Hartlage, Alpha Solutions will submit the proposal for the HVAC Test and Balance directly to the library once the new roof-top units are installed. Hunsucker has not been able to get a proposal on the final cleaning of the luxury vinyl tile, but she has estimated the cost to be about \$1500.

Hunsucker reviewed Change Order 7, which is a part of the closeout documentation. Change Order 7 did not change the contract amount. The items on this list were all adjustments to the contingency allowance

and everything has already been complete. Part of the items had been previously approved and some were approved for DK Constructors to go ahead with on a time and material basis. The Contingency Allowance Adjustment Log shows \$18,450.14 is remaining in the contingency allowance. Kovert has not done anything about the outside parking lot camera. Once we do the final change order, we can still spend the \$18,450 in the contingency allowance on items related to the project.

Change Order 8 is a list of items that were removed from DK Constructors' contract. Gillenwater has received an invoice from Kovert Hawkins for the additional time Kovert and Hunsucker spent overseeing DKs' subcontractors. This amount will be deducted from DKs' contract. The amount for Change Order 8 is a decrease of \$22,632.25 to the contract amount. DK is aware of all of these changes except the amount for Project Management from Kovert Hawkins.

Hunsucker hopes to process Change Order 9 and get it sent out soon. It will allow for the amount left in the contingency fund to be returned to the library. Hunsucker has the closeout documents on a flash drive and she will get those and the change orders to Morgan once DK looks at and approves them. Hunsucker needs to get the Certificate of Substantial Completion from Morgan. As this brings this project to a close, Hunsucker stated this will be her last meeting with us for a while. The Board thanked Hunsucker for all her hard work during this construction project.

NEW BUSINESS

Security Services

In March we received a letter from K4 Security saying they would no longer be providing us with security services and their last day would be April 10. Nighthawk Security has been in touch with us. They are less expensive. An officer equipped with a Taser is \$21 per hour. They provide their own Worker's Comp insurance and do not charge a monthly administrative fee. The Board felt we need to continue to have security in the library as it has lessened the number of incidents.

Palmquist moved: That we employ Nighthawk Security to provide security services for the library.
Seconded by: Baker
Motion: Approved

Library Updates

COVID-19

Morgan stated we have been doing a lot to prepare for when we open to the public with all the new COVID-19 health precautions in mind.

- We have ordered sneeze guards for the public service desks.
- We have face masks and gloves available for staff.
- We spoke with an employee at Samtec; they may be able to make some sneeze guards and donate them.
- We may need a person in the lobby to track how many people are in the building, as patrons go in/out.
- We will order two subscriptions to Zoom, as we anticipate doing more programming and meetings through Zoom.
- We will send postcards out to our top 1000 patrons who check out books, stating we miss you and look for curbside services to come soon.
- People are using the parking lot for WiFi.
- We have been having APT meetings on Mondays to make plans.
- We will start bringing staff back in with staggered schedules until approximately May 16.
- We anticipate having two additional weeks of curbside service starting May 18 – May 30.
- June 1 we hope to start in/out service. People come in, get what they want, and leave.

- Computers will be available by appointment.
- In July, we hope to be back to full opening.
- We don't know what the governor is planning, but we are making preparations and want people to be safe.
- We are working on a pandemic policy.
- A map is being submitted to ILF; it will be compiled and given to the governor to show all the libraries that have WiFi inside and/or outside of their building.

Solar Energy

In other items of business, last year we received a notice about going to solar energy. Gillenwater submitted our bills to Duke. They were checking to see if we should apply for a grant. We are not sure if the grant covers the entire cost or a portion of it. The Board would like us to pursue this and find out more about it.

Clarksville Branch Trash Enclosure

The trash container enclosure at the branch still needs to be done. We have been given an extension, we do not have any estimates yet.

Employee Pay

Morgan stated that while we have been under Governor Orders to stay-at-home we have been paying our employees. That order is currently scheduled to be lifted on May 1. Morgan asked how the Board would like us to proceed with paying employees at that time. If we bring all the staff in, it would be a lot of staff in the building at once, especially at the Branch. She said we could have staff work 50% of their regular schedule in the building and 50% of their schedule from home and we would continue to pay employees. Another alternative is to bring all employees in, but stagger their hours in the building. Morgan asked if staff are not comfortable coming in, would they have to use vacation time or have time off without pay.

The Board would like to have the employees work half their time at the building and half of their time at home. If they do not want to come in they would have to use leave time or they would not get paid. Morgan stated there are a variety of tasks staff can do from home such as webinars, book orders, grants, recording our storytimes, postcards, work on summer programs, and get supplies ready. When working at the building, some staff could help departments other than their own.

New Procedures

Morgan reviewed the procedures that will be used when the stay-at-home order is lifted and the Book drops are opened. After May 1, when curbside service starts back up, we will start circulating our DVD and VHS collection and will allow holds on them for the first time.

We have not heard any more from Workforce Development and have heard they are no longer asking libraries for that help. Libraries are being asked if they would be willing to fill out unemployment forms for people over the phone. There are some pros and cons to doing this. The Board feels it would be good to provide this service to the community if we can. ILF has training videos to teach employees how to go about it. The Board would want to make sure employees would not be held liable for receiving personal information.

June Settlement

Morgan called the auditor's office to find out how many people pay their property taxes through an escrow account and found out only 20% of people do so. Gillenwater spoke to the auditor's office and was told property taxes will still have the normal due date, but there will not be a penalty on taxes if they are paid within 60 days of the due date. She was also told we will still get our settlement check on time; it

will be based on the money received by the due date. Our portion of what is received after the due date will be received in the fall settlement check.

Bond Payment

We may have to take out a small loan to pay the bond payment by June 30. We know the amount of the payment and how much we have now, but we do not know how much we will get in the June settlement. If we borrow from ourselves, we would not have to pay any interest but would just lose interest that we would have earned from the bank.

We would not have to get it approved if we borrow in-house and we could borrow from the Rainy Day Fund. If we determine we need to, we could borrow from the Indiana Bond Bank next year. We are spending less money right now. Other libraries have had to furlough employees and we are grateful we have not had to do so.

Resolution Allowing Meetings by Electronic Means

Moss stated we have received a Resolution from our lawyer Mike Gillenwater that he felt we needed to have on record. It deals with electronic meetings and the approach we are taking to pay employees during the current public health emergency. Mike Gillenwater encouraged us to approve it. Palmquist agrees we need it and he did not see any problems with it. He noted that it includes a provision that employees cannot work for anyone else while being paid by the library. Employees also have to be available as the Director requests. It automatically terminates when the public emergency is ended. This document will be kept at the library as part of its records.

Palmquist moved: That we approve the resolution allowing meetings by electronic means and paying library employees during the public health emergency.
Seconded by: Wilson
Motion: Approved

Morgan stated that she has asked the staff to do an assignment and to keep a record of the work they are doing from home.

Wilson moved: That the meeting be adjourned.
Seconded by: Palmquist
Motion: Approved

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, May 19, 2020, at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:33 p.m.