

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, JANUARY 18, 2022
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

CALL TO ORDER OF BOARD OF FINANCE

The Board of Finance was called to order at 4:30 p.m.

Presiding Officer: Mark Munzer, President
Board Members Present: Lynn Wilson, Vice-President; Hilda Kendrick-Appiah, Treasurer;
Linda Baker, Bethany Morrill, Dale Moss
Board Members Absent: Steven Palmquist, Secretary

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

Guests: None

Public Comments: None

Election of Board of Finance Officers [IC 5-13-7-6]

We need to elect officers for the Board of Finance. We generally use the same officers for the Board of Finance as we do for those serving on the Board of Trustees.

Baker moved: That the officers for the Board of Finance be the same as the officers for the Board of Trustees.
Seconded by: Kendrick-Appiah
Motion: Approved

Review of account balances and investments [IC 5-13-7-7]

The last page of the financial report contains the balances of all our accounts. The Board reviewed these accounts. It was noted that #11 Trust Indiana, which now has a \$0.00 balance, was the building fund. We may move some of our other accounts to this fund and rename it. We used to have a Ruth Engebretson fund for the Clarksville Library, but it has been used and no longer exists.

Review of investment policy [IC 5-13-7-75]

Copies of the investment policy were sent to the Board for review; no changes to the policy are needed at this time. The Board discussed adding a reviewed date to the document and decided rather than listing each reviewed date to only list the last reviewed date.

Wilson proposed: That we add the last reviewed date to the bottom of the investment policy.
Seconded by: Baker
Motion: Approved

Clear outstanding checks

We do not have any outstanding checks over two years old, so none need to be cleared.

The meeting of the Board of Finance closed at 4:38 p.m.

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

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

Presiding Officer: Mark Munzer, President

Board Members Present: Lynn Wilson, Vice-President; Hilda Kendrick-Appiah, Treasurer; Linda Baker, Bethany Morrill, Dale Moss

Board Members Absent: Steven Palmquist, Secretary

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

Guests: None

Public Comments: None

CONSENT AGENDA

Approval of December 21, 2021 Board of Trustees Minutes

Approval of claims through December 31, 2021

Financial Report

Correspondence & Publicity

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

New Bookkeeping Rule

Gillenwater stated that she and Seckman attended the bookkeeping workshop in November. Prior to this workshop, she had always been told that you could not have a negative fund balance at the end of the month. The State Board of Accounts now says that if you have reimbursable grants, you can go ahead and charge items to that fund, and you can have a negative balance until you receive the grant funds. Two accounts on this month's financial report show a negative balance, and most likely, there will be other funds in the future. According to the latest bookkeeping information, this is now okay.

Actual Annual Receipts vs. Budgeted Receipts

We got our income from property taxes, and we received 108% of what we were estimated to receive after the circuit breaker. Overall, we averaged getting 105% of the budgeted receipts. We have a good fund balance; we spent 81% of our appropriations. We should have enough funds to get us through the first half of the year. We also got an increase in our Local Income Tax; we will now be getting about \$1400 more per month.

STAFF ASSOCIATION REPORT

After almost 22 years with us, Andrea Amy is retiring; her last day will be Thursday, January 20. We had a get-together for her last Friday. She was given a plaque that was made in the Makerspace.

OLD BUSINESS

HVAC

As mentioned last month, we have quotes from Perfection for both preventative and comprehensive plans. Comprehensive may not be the most cost-effective since we have a new system. The concern is with the increase in the electric bill at Clarksville, as it is sometimes higher than the bill at Jeffersonville. Based on the size of the two buildings, Clarksville should not have a higher electric bill. The control operation at Clarksville is from the Trane company, and they have proprietary software. We do not have a service agreement with them, so they are not monitoring the system unless we have a problem and call them. The last time we did this, they wanted to charge us \$1400, which did not seem right since it was a new system. If we went with the comprehensive plan for Clarksville, Perfection says they are licensed to monitor the Trane system. DeBra Kemple says that can't be done due to the proprietary nature of the Trane software. The next step is for Seckman to talk to Trane to see if a service contract is available for the controls system.

Car Grant

As stated at the November Board meeting, we received a grant for a new hybrid Ford Escape car. Seckman got a quote from Carriage Ford for \$25,250.98, which is the government discount rate. If the Board approves a check for the car, we can go ahead and get it ordered. The charging station has already been purchased; it cost about \$700.

Moss moved: That we approve a check for \$25,250.98 to Carriage Ford to purchase the hybrid Ford Escape. The library will be reimbursed through the grant.
Seconded by: Wilson
Motion: Approved

This will be a January check, and it will show up on the January financial report.

NEW BUSINESS

Encumbrances for 2021

Last month we discussed the need to fix the EFIS (stucco) on the terrace. We want to encumber funds from the 2021 Rainy Day Fund and 2021 Operating Fund to do this. To do the encumbrance, we must have a purchase order with the contract from Mark Swank's company, Modern Exteriors, Inc. The Purchase Order number is A21-032 for \$14,330. We don't have the full amount needed in the Rainy Day Fund, so the remaining \$755 will come out of the Operating Fund.

Kendrick-Appiah moved: That we encumber \$13,575 from the 2021 Rainy Day Fund and \$755 from the 2021 Operating Fund to have Modern Exteriors, Inc. fix the EFIS on the terrace using Purchase Order A21-032 for \$14,330.
Seconded by: Morrill
Motion: Approved

ARPA Grant Credit Card Purchase

According to the library's credit card policy, any credit card purchases over \$1500 per transaction need prior Board approval. We would like to purchase all the technology equipment for the ARPA grant at one time. The total for that equipment is \$7,067.91. The equipment being purchased includes a green screen kit, laptops, tablets, and hotspots. Most of this equipment will be loaned out to customers. A discussion took place about measures that will be taken to get the equipment back. We are asking for Board approval to exceed the \$1500 per transaction limit for this purchase. Our credit card limit is \$12,000.

Wilson moved: That the Board approves using the credit card for this one-time purchase of the technology equipment for the ARPA grant totaling \$7,067.91
Seconded by: Morrill

Motion: Approved

Temporary Loans

Before we were allowed to show a negative balance in our funds, we sometimes borrowed from our endowment fund to pay for items that we would later get reimbursed for through a grant. Since we are now allowed to have a negative balance in our reimbursable grant funds, we moved the money we had borrowed for them back to the endowment fund. On the financial report, account numbers 280 and 281 now show a negative balance.

Items for Surplus

We have about ten computer chairs from Clarksville that are structurally weak. Since they are not safe, we need to declare them surplus. We would also like to surplus two art prints of cats. These were part of the art prints that used to be checked out to customers. Several of those pieces were sold at auction many years ago.

Baker moved: That the computer chairs from Clarksville and the art prints be declared surplus.
Seconded by: Kendrick
Motion: Approved

The art prints have been on Andrea Amy's office wall, and they will be given to her as a retirement gift.

FOUNDATION REPORT

Munzer reported that McCarthy is now President of the JTPL Foundation. She has worked on the bylaws, and the Board made some amendments to those bylaws. The promotional flyer that the Foundation Board has been working on should be mailed out in the first quarter of 2022. Library Giving Day is coming up in April. The Foundation Board is exploring some fundraising goals for the pocket park. The next meeting will be on February 1.

DIRECTOR'S REPORT

Melissa Noseworthy is an Ivy Tech student in their Library Technical Assistant program. She is going to do a practicum with us. She will be with us for 9 hours a week for 16 weeks. She will work in various departments and at both library locations.

We now have a social worker from the Homeless Coalition of Southern Indiana at both library locations. This group will have office hours at the library on Tuesdays. They will be at one location in the morning and then go to the other location in the afternoon. The following week, they will reverse their starting location. We are glad to provide this service.

We will be meeting with Kovert Hawkins next week; they should have some preliminary plans for the Pocket Park. This will help us know what other funding resources we might need.

Starting in February, we will sponsor a computer program through United Way called Unite Us. Through it, we will be able to assist people who are looking for help with particular needs such as food, shelter, addictions, etc. We get their information and make a referral to another organization. It happens in real-time, the information goes immediately to the organization, and they will make contact with the person needing help. The United Way monitors the system and keeps it current.

We have been conducting interviews for the Librarian position at Clarksville and hope to have good news regarding that soon.

OTHER BUSINESS; BOARD MEMBER COMMENTS

After reading the incident report summary from the last quarter, Baker stated she has a renewed appreciation for the variety of incidents that we have and the way our staff relates to people in the community. The Board expressed concern for a staff member mentioned in one of the incidents. They feel the staff does an excellent job of dealing with these situations.

Munzer stated we want to be good stewards of what we have and all the technology equipment we will be getting. We want to be responsible and carefully monitor its usage.

The next meeting of the Board of Trustees will be on Tuesday, February 15, 2022, at 4:30 p.m.

Baker moved: That the meeting be adjourned.

Seconded by: Wilson

Motion: Approved

As there was no further business, the meeting adjourned at 5:20 p.m.