

BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

January 12, 2016

The Bullitt County Public Library Board of Trustees met Tuesday, January 12, 2016, at the Ridgway Memorial Library. Those present representing the library were Darlene Mann, Joyce Manning, Sherry Parker, Bernice Davis, Joe Schweiss, and Bessie Davis. Also attending were Judy T. Jackson, Chris Bischoff, Magistrate Dennis Mitchell, Magistrate Joe Rayhill, Senator Dan Seum, Representative Russell Webber, Diane Lamorte, Lori Puchino, Councilman Greg Gentry, Mayor Barry Armstrong and Councilwoman Alice Harris. Sherry Parker called the meeting to order at 5:07pm.

The minutes from the last regular board meeting were read. Joyce Manning made the motion to accept the minutes as written. Darlene Mann seconded the motion. The motion carried.

The Treasurer's Report was given. Bernice Davis made the motion to accept the Treasurer's Report as given. Darlene Mann seconded the motion. The motion carried. The treasurer's report will be filed for audit.

Public Comments:

Mt. Washington community members and elected officials discussed with the board their concerns about the upcoming construction of the Mt. Washington new library building. Nichols community members and elected officials also attended the meeting to encourage the board to build a new library in Nichols. The board will discuss the above matters at the February board meeting.

Library Regional Consultant's Report:

Chris Bischoff reviewed KDLA's Monthly Report and Trustee Tip.

Library Director's Report:

Mt. Washington Update:

The construction costs for the Mt. Washington new library increased between 2%-3% from the initial bid from October of 2014. Our architect reviewed the price increases and determined them to be below average for typical construction cost increases from the same time period.

Greenbaum Associates came to the Mt. Washington's construction site for further soil testing. Soft spots in the soil were found and subcontractors were called in to dig out the dirt and add approved fill. This was done ahead of the rain and snow to minimize construction delays.

Building Issues:

Joe discussed roof options for Lebanon Junction with area contractors. Cliff Ballou with Balcor Architectural Sheet Metal does not recommend installing another metal roof on the LJ library building. He reviewed the roof and the building plans and recommended the roof be redone in architectural asphalt shingles due to the ways the roof lines intersect and push some rainfall across the roof rather than down. He projected an estimated expense of between \$30,000 to \$60,000 to remove the old roof and install the new.

Rich Lansky from Mr. Roof recommends installing a rubberized shingle for durability or an asphalt shingle roof for cost. The costs could be between \$35,000 to \$60,000 depending on choice of material.

Bernice Davis made the motion for Joe to move forward with hiring a contractor to install an asphalt shingle roof and coordinate the bidding to install the asphalt shingle roof. Joyce Manning seconded the motion. The motion carried.

Prospective Trustee Members Update:

Joe reviewed with the board trustee applications that he received from Lauren Clark, Patricia Collins, Steven Masden and Lea Ann Johnson.

Joe gave the board a copy of the below policies to review and make recommendations while the attorney is reviewing and making changes to the policies.

Volunteer Policy Handbook Policy

Personal Leave Policy

Sick Leave Policy

Disability Leave Policy

Leave of Absence Policy

Meeting Room Policy and room use fee/deposit

Sherry recommended that the meeting room policy be revised to ensure everyone has equal access to the meeting rooms.

Bernice Davis made the motion to increase the key deposit from \$25 to \$50 and to remove the wording "key deposit" and replace it with the wording "damage and cleaning deposit". Joyce Manning seconded the motion. The motion carried.

The board agreed that weekend maintenance is needed to ensure the library restrooms and meeting rooms are kept tidy.

Check out limit (DVD limits per patron requests):

Bernice Davis made the motion to increase the number of DVDs patrons can check out from 2 to 4 DVDs. Joyce Manning seconded the motion. The motion carried.

Joe reviewed with the board a patron account with excessive fines, possibly due to items checked out by another person after the card was deemed missing. The larger issue calls for us to review the process in which we notify patrons in regard to overdue materials. The board agreed that the fees should be waived, because the patron likely checked out one of the items on the account.

HR Issues Update:

Bessie updated the board on some of the personnel matters.

Closed Session:

Bernice Davis made the motion to go into closed session at 7:20pm under KRS 61.810(1)(f) to discuss a personnel matter for the library. Joyce Manning seconded the motion. The motion carried.

Bernice Davis made the motion to leave closed session at 7:35pm. Darlene Mann seconded the motion. The motion carried.

No final decision was made concerning the personnel matter for the library.

Adjournment:

Bernice Davis made the motion to adjourn the meeting. Darlene Mann seconded the motion. The motion carried. The meeting ended at 7:37pm.

Next Board Meeting:

The next board meeting will be February 9, 2016 at 5pm at the Ridgway Memorial Library.

Respectfully submitted,

Sherry Parker, President

Date:

Bernice Davis, Secretary

Date: