

BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

January 13, 2015

The Bullitt County Public Library Board of Trustees met Tuesday, January 13, 2015, at the Ridgway Memorial Library. Those present were Joyce Manning, Martha Underwood, Sherry Parker, Renee Morgan, Pam Polston, Joe Schweiss, Judy T. Jackson, Mike Higgins and Bessie Davis. Pam Polston called the meeting to order at 5pm.

The minutes from the last regular board meeting were read. Sherry Parker made the motion to accept the minutes as written. Martha Underwood seconded the motion. The motion carried.

The Treasurer's Report was given. Martha Underwood made the motion to accept the Treasurer's Report as given. Sherry Parker seconded the motion. The motion carried. The treasurer's report will be filed for audit.

Library Regional Consultant's Report:

The Library Regional Consultant was not present. Bessie Davis reviewed the Monthly Report and Trustee Tip with the board.

Library Director's Report:

Joe Schweiss reviewed the following **Employee handbook policies** with the board.

Welcome:

Sherry Parker made the motion to accept the Welcome Policy as written. Martha Underwood seconded the motion. The motion carried.

Receipt of the Employee Handbook:

Martha Underwood made the motion to accept the Receipt of the Employee Handbook Policy as written. Renee Morgan seconded the motion. The motion carried.

Organization Chart:

Sherry Parker made the motion to accept the Organization Chart as written. Renee Morgan seconded the motion. The motion carried.

Orientation

Martha Underwood made the motion to accept the Orientation Policy as written. Renee Morgan seconded the motion. The motion carried.

Classifications and Salaries

Sherry Parker made the motion to accept the Classifications and Salaries policy as written with corrections. Martha Underwood seconded the motion. The motion carried.

Job Descriptions

Martha Underwood made the motion to accept the Job Descriptions policy as written. Renee Morgan seconded the motion. The motion carried.

Certification

Joyce Manning made the motion to accept the Certification policy as written with corrections. Martha Underwood seconded the motion. The motion carried.

Timesheets and Payroll

Sherry Parker made the motion to accept the Timesheets and Payroll policy as written. Renee Morgan seconded the motion. The motion carried.

Overtime and Compensatory Time

Martha Underwood made the motion to accept the Overtime and Compensatory Time policy as written. Renee Morgan seconded the motion. The motion carried.

Grievances

Sherry Parker made the motion to accept the Grievances policy as written with corrections. Joyce Manning seconded the motion. The motion carried.

Performance Appraisals

Martha Underwood made the motion to accept the Performance Appraisals policy as written. Sherry Parker seconded the motion. The motion carried.

Construction Updates

Joe Schweiss updated the board on the progress of the Hillview and Mt. Washington construction projects. Hillview may need a larger dumpster and outdoor garbage receptacles for the walking trail. Also, the asphalt has not been completed. Joe Schweiss will continue to work with the architect and contractors to resolve the remaining issues with the grounds and vegetation at Hillview. Mt. Washington needs a dumpster for the new building. So Joe Schweiss is working with the architect to identify the appropriate dumpster needed for the new Mt. Washington library building. The City Inspector must give the final clearance to start on the new construction project in Mt. Washington.

Martha Underwood suggested that the board considers building a new library facility in Nichols.

Network/Internet project update

Joe Schweiss informed the board that there is not a definite time frame for the implementation of the new network/internet.

Names to submit for board vacancy

The board agreed to submit Mike Higgins and Judy Jackson's names to KDLA to fill a board vacancy.

Elect a new secretary

Renee Morgan made the motion to elect Sherry Parker as the new board secretary. Martha Underwood seconded the motion. The motion carried.

Miscellaneous

Credit Cards

Sherry Parker made the motion to approve Bessie Davis and Rhonda Kinser to be issued credit cards and to be authorized to handle all aspects of the library accounts not including signing checks. Martha Underwood seconded the motion. The motion carried.

Leasing Copiers

Sherry Parker made the motion to approve the leasing of xerox copier machines. Joyce Manning seconded the motion. The motion carried.

Martha Underwood made the motion to adjourn the meeting. Renee Morgan seconded the motion. The motion carried. The meeting ended at 6:15pm.

The next board meeting will be **February 10, at 5pm** at the Ridgway Memorial Library.

Respectfully submitted,

Pam Polston, President

Sherry Parker, Secretary