

BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

Special Called Meeting

October 13, 2015

The Bullitt County Public Library Board of Trustees met Tuesday, October 13, 2015, at the Lebanon Junction Library. Those present representing the library were Joyce Manning, Sherry Parker, Bernice Davis, Joe Schweiss, and Bessie Davis. Also attending were Judy T. Jackson, Charlie Long, Rebecca Dabney and Lynn Martin. Sherry Parker called the meeting to order at 5:05pm.

The minutes from the last regular board meeting were read. Joyce Manning made the motion to accept the minutes with one correction. Bernice Davis 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. 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. Joe review the monthly report and trustee tip with the board.

**Library Director's Report:**

**Application for state Aid:**

Pam will sign the Application for State Aid at a later date

**Construction Update:**

The Mt. Washington Mayor would like to purchase the current Mt. Washington branch library, once the new Mt. Washington branch library is built. A new pavilion will be built by the city nearby the new Mt. Washington branch library.

**Project Updates:**

- Joe informed the board that the library logo is almost finished.
- The EnvisionWare PC reservation system and print manager is now installed and being used by the Hillview library patrons. The EnvisionWare PC reservation system and print manager will be installed at each of the other branch locations by the end of this week ending 10/16/2015.
- The Nichols Fire Department will allow the library to use areas of their fire stations for library programming. Joe recommended also purchasing a bookmobile that would be

available during programming at the fire stations. Also, the bookmobile would be used to travel throughout Bullitt County serving homebound, schools, and other community patrons.

**Building issues:**

Joe called in Henderson Services to fix lighting issues at the Lebanon Junction, Hillview and Ridgway libraries. Retrofitting some of our large fixtures to house LED lighting would lower our electric costs.

**Land Discussion:**

Joe and Sherry told the board that they spoke to several people (county CFO and Real Estate Agent) about available land for sale in Shepherdsville to purchase for building a new Main library location. Joe also mentioned 4 acres would be needed to ensure space for growth.

**Page job description**

Joyce Manning made the motion to accept the revised page job description as written. Bernice Davis seconded the motion. The motion carried.

**Pricing updates:**

Joyce Manning made the motion to accept Joe's recommendation to lower the pricing for color copies from \$1 to .50 for patrons and .25 for staff. Bernice Davis seconded the motion. The motion carried.

**Programming policy:**

Bernice Davis made the motion to accept the programming policy with one correction to add an opt-out form for patrons not willing to let the Library use their photos for promotional purposes. Joyce Manning seconded the motion. The motion carried.

**Director review update:**

Sherry Parker read the Director's compiled performance review to the board.

**New trustee discussion:**

Joe thanked the trustee candidates for attending the board meeting.

**Review of circulation figures:**

Joe reviewed the circulation report with the board. He also mentioned that furniture had been ordered for several of the library branches so that the Library could house more of the items that are gaining in popularity.

**HR Issues:**

Bessie updated the board on the various personnel matters and discussed new hiring procedures.

**Closed Session:**

Bernice Davis made the motion to go into closed session at 6:21pm under KRS 61.810(1)(f) to discuss a personnel matter. Joyce Manning seconded the motion. The motion carried.

Bernice Davis made the motion to leave closed session at 6:37pm. Joyce Manning seconded the motion.

No final decision was made concerning the personnel matter.

**Adjournment:**

Bernice Davis made the motion to adjourn the meeting. Joyce Manning seconded the motion. The motion carried. The meeting ended at 6:52pm.

**Next Board Meeting:**

The next board meeting will be November 10, at 5pm at the **Hillview Library**.

Respectfully submitted,

Pam Polston, President

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Sherry Parker, Secretary

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