



BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

October 14, 2014

The Bullitt County Public Library Board of Trustees met Tuesday, October 14, 2014, at the Mt. Washington Library in Mt. Washington. Those present were Pam Polston, Joyce Manning, Martha Underwood, Sherry Parker, Joe Schweiss, Martha Underwood Renee Morgan and Judy T. Jackson. Pam Polston called the meeting to order at 5:00 p.m. Several guest were also present.

Dale Salmon had asked to be put on the agenda. His "Youth Cops" group from Bullitt East had a presentation of their findings for the rain runoff at the new Mt. Washington site. It was a very interesting and informative presentation.

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. Renee Morgan 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.

Sherry Parker had also asked to be put on the agenda to talk to the board about her Women's group being able to schedule a year's worth of dates to our meeting room calendar. They would like to have it the second Monday of each month from 6 p.m. to 9 p.m. After much discussion, Pam Polston stated she thought that would be a policy decision instead of a board decision. Regional Director, Bessie Gray stated we should take a look at our policy and decide what would be best for the library community. Between now and the next meeting, Joe and Judy will investigate the use of the meeting room, and come back with recommendations.

Regional Director's Report:

Bessie Gray went over the October monthly report from KDLA. She pointed out some of the key aspects of the report. She also mentioned the section on the back concerning the law as it pertains to special called meetings.

Another guest, Brent Wheeler wanted to let the board know the Mt. Washington City Council's interest in the new building. They would like to be involved with the process. Fellow member, Greg Gentry was also present. They expressed the request that the architects and Joe come to the next city council meeting on October 27th, to talk to the council about our plans. Joe said he would try to make that happen.

Library Director's Report:

We had the bid opening for the construction of the new Mt. Washington Library this afternoon. We received six bids. The lowest bid was from Redlee Construction, from Louisville, KY, at \$2,603,000. Our representatives from Studio Kremer has worked with them before, and also called references. The company has a very good reputation, and a A+ rating with the Better Business Bureau. Herb Schulhafer has signed a letter of recommendation for the company. Martha Underwood made the motion to accept the bid from Redlee for the construction of the new Mt. Washington Library. Joyce Manning seconded the motion. The motion carried.

We are planning to put out the bid soon for the snow removal.

We have received quotes from Bluegrass Net for our IT service. The up-front cost might run as much as \$19,000 to being with. Martha Underwood made the motion to accept the quote from Bluegrass Net as our IT company. Sherry Parker seconded the motion. The motion carried. Renee made the motion to give Joe the authority to buy the equipment necessary to upgrade the network. Joyce Manning seconded. The motion carried.

We passed out three new job descriptions. The first one was for an Assistant Director. Sherry Parker made the motion to accept the job description as written. Renee Morgan seconded the motion. The motion



carried. Martha Underwood made the motion to post this position in-house for one week. If after interviews and considerations the position is not filled, it would then be advertised outside the library. Joyce Manning seconded the motion. The motion carried.

We also presented a new job description for a Public Relations Coordinator. Sherry Parker made the motion to go into executive session according to KRS 61.810(f). Joyce Manning seconded the motion. Pam Polston called executive session at 6:40 p.m.

Martha Underwood made the motion to come out of executive session. Sherry Parker seconded the motion. Pam Polston called the board out of executive session at 7:00 p.m. No action was taken.

Sherry Parker made the motion to accept the Public Relations Coordinator job description. Martha Underwood seconded. The motion carried.

The third job description is for Bookkeeper/Human Resources Administration. It will be at the Clerk II pay scale. Sherry Parker made the motion to accept the Bookkeeper/Human Resources Administration job description. Martha Underwood seconded the motion. The motion carried.

The circulation stats for the month were passed out. There has been a small improvement in the numbers.

Sherry Parker asked on the progress of the tablets for check out. They are in our technical services department right now. They are working through the logistics of how we will handle the downloading of materials and the checking the devices out. We hope to have them out for public use soon.

Joe passed out an informative fact sheet about the library. This would be a good tool for the board to use if approached with questions from the public.

We are working on a new logo design. Joe showed the board the one that would be available for purchase. We could also do changes to make it our own.

We would like to have a Staff Development Day on December 3rd. In order to do this and have all the staff in attendance, we would need to close the libraries for the day. Martha Underwood made the motion to close all the libraries on Wednesday, December 3rd for Staff Development Day. Sherry Parker seconded the motion. The motion carried. Renee Morgan made the motion to provide lunch for the staff on that day. Joyce Manning seconded the motion. The motion carried.

The audit has been completed. A copy of the audit was given to all board members, and a copy will be filed with the minutes.

Pam Polston read to the board the letter of resignation of Judy Jackson. Judy has been with the library system for 28 ½ years, and will be retiring December 31st.

Joyce Manning brought up the subject of having another board member put on the signature cards for the bank accounts. This would be very helpful since right now, she and Joe are the only two able to sign checks. The board will consider this and discuss at the next meeting.

Sherry Parker made the motion to adjourn the meeting. Martha Underwood seconded the motion. The motion carried. The meeting was adjourned at 7:26 p.m.

The next board meeting will be November 11th, at 5 p.m. at the Hillview Library

Respectfully submitted,

Martha Underwood
Secretary
Board of Trustees
Bullitt County Public Library

Pam Polston
President
Board of Trustees
Bullitt County Public Library