

BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

MINUTES

October 14, 2003

The Bullitt County Public Library Board of Trustees met Tuesday, October 14, 2003, at the Ridgway Memorial Library in Shepherdsville. Those present were Joyce Manning, Donald Cobb, Pam Polston, Randy Matlow, Judy T. Jackson, Dolorse Ashby, and Brenda Roberts. Mr. Cobb called the meeting to order at 5:30 p.m.

The minutes of the last meeting were read. Brenda Roberts made the motion to accept the minutes as written. Dolorse Ashby seconded the motion. The motion carried.

The Treasurer's Report was given. Pam Polston made the motion to accept the treasurer's report as given. Joyce Manning seconded the motion. The Treasurer's Report will be filed for audit.

Regional Director's Report:

Nelda Moore was not present.

Library Director's Report:

We have purchased a demo model Toshiba copier for Dorothea Stottman Library. We got it for \$1,600. This was a very good buy for the system.

We will need to do the GASB 34 for next year's audit. This is a list of our assets and a depreciation schedule for these assets. Randy proposed the "Bullitt County Public Library District's GASB 34 Inventory Reporting Policy" for this. We have talked to our auditor, and he suggested a monetary value of \$500. We will also need to set the lifetime of assets. We will have to take an inventory of all items in every library location, and set values for each. Mr. Cobb asked why this needs to be done, and Randy advised it's a form of governmental control. The state will probably come up with their own guidelines in a couple of years. We did get a quote from an outside firm to do this for us, and they gave us a quote of \$3,100, but it was based on \$5,000 limit. Pam Polston asked about the value of the buildings. Randy advised it would be the original cost. Pam Polston made the motion to accept the GASB 34 policy as written. Brenda Roberts seconded the motion. The motion carried.

We have had a portable microfilm reader donated to the library system. The person that donated it would like to have it checked out for public use. We feel it possibility will be used by our genealogy people. Randy proposed a policy for checking this microfilm reader out. We did not include any other equipment in this policy, because at the moment we do not have any other equipment that can be checked out. We also feel that we should look at each type of equipment separately if we ever do have other items. Dolorse Ashby made the motion to accept the Microfilm Reader Lending Policy as written. Pam Polston seconded the motion. The motion carried.

The wireless network at Mt. Washington and Dorothea Stottman are up and working well. The tower has been started on the Big Level. We now have temporary electrical service there also. We have decided there may be enough room behind our Lebanon Junction Library to put a tower, instead of going with a T-1 line. Randy has talked with the Mayor of Lebanon Junction and he said it would be okay for us to do this.

We have had contact with the airport person at Dorothea Stottman. He contacted Senator Tapp, and Senator Tapp contacted Jim Nelson at KDLA. Mr. Nelson called Randy and advised that the airport person wanted us to put a light on top of our tower. This will run between \$600 and \$1,000. They do not use the airport at night or in bad weather. Joyce Manning made the motion to have a light put on top of our Dorothea Stottman Library tower. Dolorse Ashby seconded the motion. The motion carried.

We would like to close the library system on December 3<sup>rd</sup> for our annual Staff Development/Christmas Dinner this year. Brenda Roberts made the motion to close the library system on December 3<sup>rd</sup> for the in-house staff development day. Pam Polston seconded the motion. The motion carried.

We would like to temporary change the hours at Lebanon Junction as an experiment. We would like to have Mondays and Thursdays open at 10:00 a.m. and close at 6:00 p.m. Pam Polston made the motion to temporary change the hours on Mondays and Thursdays to 10:00 a.m. to 6:00 p.m. at the Lebanon Junction Library. Brenda Roberts seconded the motion. The motion carried.

We usually do our rotating meeting locations this time of year. Pam Polston made the motion to have the November meeting at the Dorothea Stottman Library, the December meeting at Mt. Washington Library, and the January meeting at Lebanon Junction library. Dolorse Ashby seconded the motion. The motion carried. In case of bad weather, this meetings may be changed.

The KLA meetings were held last week at the Galt House in Louisville. Randy commented on how hard Joyce Manning worked. Randy and Joyce were the only two people from our library that attended.

The Lincoln Trail Regional Director's meeting was held at our Mt. Washington Library in September. Randy gave a presentation on websites.

Dolorse Ashby made the motion to adjourn the meeting. Pam Polston seconded the motion. The meeting was adjourned at 6:05 p.m.

The next meeting will be November 11, 2003, at the Dorothea Stottman Library in Hillview. The meeting will be at 5:30 p.m.

Respectfully submitted,

Pam Polston  
Secretary  
Board of Trustees  
Bullitt County Public Library

Donald S. Cobb  
President  
Board of Trustees  
Bullitt County Public Library