

BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

November 10, 2015

The Bullitt County Public Library Board of Trustees met Tuesday, November 10, 2015, at the Hillview Library. Those present representing the library were Pam Polston, Joyce Manning, Sherry Parker, Bernice Davis, Joe Schweiss, and Bessie Davis. Also attending were Judy T. Jackson, Senator Dan "Malano" Seum, Dolores Ashby, and Chris Bischoff. Pam Polston called the meeting to order at 5:00 pm.

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

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

Library Regional Consultant's Report:

Chris reviewed the monthly report and trustee tip with the board.

Library Director's Report:

Application for state Aid:

Pam signed the Application for State Aid. Joe will send the application to KDLA.

Construction Update:

The Mt. Washington branch library building permit has been received. The ground breaking ceremony for the Mt. Washington branch library will be Friday, December 4, 2015, at 11:30am. The library's construction is scheduled to start on or before December 15, 2015.

Project Updates:

- Joe mentioned to the board that the current phone system is inadequate for our patron's needs. The outdated PBX system for Ridgway and the Annex is not worth the time it takes to keep it running and the branches only have single lines and are often busy. Joe researched potential replacements and provided them to the board. The board gave Joe the approval to move forward with purchasing the phone system that will meet the library's needs.
- Joe informed the board that the library logo is almost finished.
- Joe told the board that the EnvisionWare PC reservation system and print manager is now installed at all branch locations. The library should be able to provide laptops for patrons to borrow as soon as a policy is approved.

- Joe recommended that a Bookmobile be purchased to provide library services to the Nichols community until a decision is made to build a Nichols branch library.

Building issues:

- Joe updated the board on the lighting issues at the Lebanon Junction, Hillview and Ridgway libraries. Some of the lighting fixture issues have been fixed, and the remaining lighting fixtures will be fixed soon. There is a back order on LED bulbs.
- Joe told the board about the furniture upgrades at the Ridgway Library.
- Joe informed the board about the Lebanon Junction Library roof damage, and he told the board about the various options to fix the roof damage. Also, Joe mentioned that there is not a roof warranty that covers this damage, because the roof was not installed according to the roofing specifications.
- Joe recommended replacing the library's current camera system. Once he receives the price options, he will give them to the board to review.

Land Discussion:

Joe told the board that the realtor has not given to him any update on land options. Sherry said that she would contact the realtor to get an update on the land options.

Snow and ice removal RFP:

Joe reviewed the snow removal request for proposal with the board.

Sherry Parker made the motion for Joe to move forward with the snow removal request for proposal. Joyce Manning seconded the motion. The motion carried.

Laptop Borrowing Policy:

Joyce Manning made the motion to accept the "Laptop Borrowing Policy" as corrected. Sherry Parker seconded the motion. The motion carried.

Joe told the board that the credit cards given to staff as collateral would be locked in a secure location.

Volunteer Policies and Forms:

The board will review the "Volunteer Policies and Forms" at the December board meeting.

Assistant Director Job Description update:

Bernice Davis made the motion to accept the revised Assistant Director's job description as written. Sherry Parker seconded the motion. The motion carried.

Organization Chart Update:

Bernice Davis made the motion to accept the updated organization chart. Sherry Parker seconded the motion. The motion carried.

MLS Scholarship:

The board will review and vote on the MLS scholarship at the December 2015 board meeting. Bessie will tell the board how many staff are interested in obtaining the MLS scholarship.

Director review update:

Pam signed the Director reviews.

Sherry Parker made the motion for Joe to receive a 5% annual pay increase. This pay increase will be retroactive, so the increase will be effective as of July 1, 2015. Joyce Manning seconded the motion. The motion carried.

New Trustee Discussion:

Bernice Davis made the motion for Joe to submit the names of Lynn Martin and Darlene Mann to the State Librarian. Sherry Parker seconded the motion. The motion carried.

Review of Circulation Figures:

Joe told the board that the library door counters were not working properly, so he was working on a solution. Joe will provide the board with possible solutions for the door counter issues during the December board meeting.

Vacation rollover question:

The board agreed that Judy Noe has until December 30, 2015 to use her accumulated vacation leave.

HR Issues:

Bessie updated the board on some personnel matters.

Closed Session:

Sherry Parker made the motion to go into closed session at 6:32pm under KRS 61.810(1)(f) to discuss a personnel matter. Bernice Davis seconded the motion. The motion carried.

Sherry Parker made the motion to leave closed session at 6:45pm. Bernice Davis seconded the motion. The motion carried.

No final decision was made concerning the personnel matter.

Miscellaneous:

Pam announced her resignation as the board president. November 2015 will be the last board meeting that she attends.

Joyce Manning made the motion for Sherry Parker to serve as the interim board president. Bernice Davis seconded the motion. The motion carried.

Sherry Parker made the motion for Bernice Davis to serve as the interim secretary. Joyce Manning seconded the motion. The motion carried.

The board agreed to elect new board officers, once the new board members start serving on the board.

Adjournment:

Sherry Parker made the motion to adjourn the meeting. Pam Polston seconded the motion. The motion carried. The meeting ended at 7:01pm.

Next Board Meeting:

The next board meeting will be December 8, at 5pm at the Ridgway Library.

Respectfully submitted,

Sherry Parker, President

Bernice Davis, Secretary
