

# BULLITT COUNTY PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

November 9, 2004

The Bullitt County Public Library Board of Trustees met Tuesday, November 9, 2004, at the Dorothea Stottman Library. Those present were Donald Cobb, Randy Matlow, Judy T. Jackson, Dolorse Ashby, Nelda Moore, Joyce Manning and Brenda Roberts. The meeting was called 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 for September was given. Dolorse Ashby made the motion to accept the September's Treasurer's Report. Joyce Manning seconded the motion. The Treasurer's Report for October was given. Joyce Manning made the motion to accept the October's Treasurer's Report. Dolorse Ashby seconded the motion. The motion carried. The September and October Treasurer's Report will be filed for audit.

### Regional Director's Report:

We should have received our State Aid check by now. Judy confirmed this. Nelda advised that it was computed on the 2000 census this year instead of the 1990 one. Therefore we received an increase. The check was for \$51,702.

Nelda held a New Staff Orientation on 11-3-04. Bullitt County had four people attend.

Nelda reported that Belinda Bunnell attended the SALTY meeting on November 1<sup>st</sup>.

### Library Director's Report:

Randy reminded the board that they were to elect new officers at this meeting. According to the Trustee by-laws, this needs to be done every two years. Mr. Cobb also feels like since he will be going off the board in July, 2005, a new president should be in place for the Ridgway renovation. Joyce Manning made the motion to accept the new board member offices as follows: President: Dolorse Ashby, Vice-President: Pam Polston, Secretary: Brenda Roberts, Treasurer: Joyce Manning, and member: Donald Cobb. Brenda Roberts seconded the motion. These appointments will take effect at the January, 2005, meeting.

Randy passed out a diagram of two proposed ideas for the Ridgway construction. The construction cost will dominate the size of the addition. We will possibly need to move out of the library during the construction. Randy also handed out a listing of what he would like to see us add to the building. We held community meetings before the Mt. Washington construction to get the community's input. We should do the same for Ridgway. Since we do not need to bid out the architects, Randy will touch base with Greg White. Brenda Roberts suggested we wait until after the holidays to hold a community meeting. Randy feels we should have the funding for a range of \$1 million to \$1.1 million. Donald Cobb asked if we have a tentative start date. We will contact Greg immediately.

We are applying again for the E-rate discounts. We won't have much to apply for this time. We also need to get a FCC number to be able to file.

We have checked with the auditor about the 1099's and the travel reimbursement. If we do business with someone that is not incorporated, we will have to send them a 1099 at the end of the year. If we are in doubt that they are incorporated, we need to send them a W-9 form to fill out.

The Auditor stated that if we have a Staff Accountability Policy in force, travel and meal reimbursements are not taxable. Randy has drafted up a Staff Accountability Policy. Dolorse Ashby made the motion to accept this policy. Brenda Roberts seconded the motion. The motion carried.

Randy advised that we would like to have our annual Staff Development Day on December 15<sup>th</sup> this year. Joyce Manning made the motion to close all the libraries on this day so that all the staff can attend. Brenda Roberts seconded the motion. The motion carried. Randy advised that we will spend more time on staff meeting issues, with a review of the reference sources. In the future, we may need to have two meetings a year instead of just one.

We have received a matching grant to upgrade our circulation equipment. The total we can spend will be \$12,600. We will be ordering a CRT 21" monitor also, but this will not be part of the grant money. Mr. Givhan gave money for this monitor and we will put it at Dorothea Stottman Library. The machines we specified for circulation has a 3-year warranty with the first year being on site. We received three quotes on this equipment. TigerDirect was the best. Brenda Roberts made the motion to purchase this equipment from TigerDirect. Joyce Manning seconded the motion. The motion carried. Randy advised that the quote was so good that we might have to amend the grant to include a higher number purchased.

Bullitt County Genealogist has a small museum in the front of the new courthouse. Nick Simon has underwritten the cost. They would like to have our collection to add to theirs. Library policy states once it's donated to the library, it becomes the library property. We need to keep the oral history project, so that someday we might convert them to a more secure format. Dolorse Ashby made the motion to donate these items to the museum. Joyce Manning seconded the motion. The motion carried.

Dr. Viola has a buyer for the old Mt. Washington building. He has asked the Board if he could sell it. Joyce Manning made the motion to let him sell the building and pay off his note to us. Dolorse Ashby seconded the motion. The motion carried.

The radio tower at Belmont was vandalized recently. None of our equipment was damaged, but the 911 people would like to place a wireless camera to monitor the situation. They will have to tap into our network.

We have purchased a movie license so we can show movies legally at programs. This license covers several companies.

Dolorse Ashby made the motion to adjourn. Joyce Manning seconded the motion. The meeting was adjourned at 6:50 p.m.

The next meeting will be December 14, 2004 at the Ridgway Memorial Library, at 5:30 p.m.

Respectfully submitted,

Judy T. Jackson  
(Substituting for Pam Polston)  
Secretary  
Board of Trustees  
Bullitt County Public Library

Donald Cobb  
President  
Board of Trustees  
Bullitt County Public Library