

BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

February 10, 2004

The Bullitt County Library Board of Trustees met Tuesday, February 10, 2004, at Ridgway Memorial Library. Those present were Joyce Manning, Donald Cobb, Pam Polston, Brenda Roberts, Dolorse Ashby, Randy Matlow, and Judy T. Jackson. Nelda Moore arrived at 5:45 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. Joyce Manning made the motion to accept the Treasurer's Report. Pam Polston seconded the motion. The Treasurer's Report will be filed for audit.

Regional Director:

Nelda advised the Board of the Outstanding Board Award that is coming up. She suggested our board nominate themselves for their fine work. The board said they would think about this.

HB 120 is being considered. This will take the selection of trustees out of the hands of the Board, and put it solely in the hands of the County Judge Executive. We need to keep this from happening. If it were to come up for a vote, we will need contact representatives to stop it.

The Director's Retreat is held every two years on the even year. This is the year for it. It will be March 5th and 6th at Pumpkin Lake Part. The topic will be "Improving Director's PR Skills."

Library Director:

After trying the change of hours at our Lebanon Junction Branch, we feel we need to return to the original set hours of noon to 8 p.m. on Mondays, and Thursdays. We feel like the time to do this would be March 1st. Dolorse Ashby made the motion to return to the noon to 8 p.m. hour at Lebanon Junction on Mondays and Thursdays starting March 1, 2004. Brenda Roberts seconded the motion.

We closed the library a couple of hours on a couple of days due to the bad weather. Several situations came up that Randy wanted to ask the Board on how to handle. If an employee comes in before the closing is announced, do we pay for the time they should have been off plus the time they worked, making this a double pay situation. The Board advised staff should only get paid for the hours they actually worked. If the library is closed for weather or emergency, and the staff person doesn't feel comfortable coming in when the library reopens, they can use either vacation time, personal time, and take it without pay. The Board advised Randy to draft an Emergency Closing Policy, and a Bad Weather Policy. Both policies should read that if the library is closed, personnel will only get paid for hours actually worked. Vacation and personal time may be taken for hours not worked. Randy felt one policy to cover both would be sufficient. He will draft a policy and return to the board with it at the next meeting.

Greg White came out to talk to Randy and Judy about the possible renovation of Ridgway Memorial. He will be taking a personal leave for approximately 4 months. He suggested the Board start planning on the renovation at the first of next year. We discussed several issues with him. We would have to go toward 2nd Street, and the foundation will have to come up to the Flood Plan specs. He suggested that we would want to leave the front door in the area it is, but make it more attractive. We could possibly add a second floor to the new addition.

Bill Saltsman and Kenny Dearmond have finished the new meeting room that this Board was sitting in. They did a really great job with the project. The room looks very good.

We have placed the help wanted ad for the new part time Outreach, Program, and PR Librarian. We are now looking at the applicants for possible interviews.

We still have not gotten the lights on the tower at Dorothea Stottman Library. Larry Malone, the person going to do the project, is just waiting for the weather to turn better for climbing a tower. He is hoping he will be able to do it soon. All locations are now on wireless and have been running good. Our website is now living on our internet provider's server. We will start moving forward bringing Lebanon Junction up on the wireless network.

Judy and Randy asked if they could carry over a little more than the one year's worth of vacation that the policy states for just this year. It is hard to work in all the vacation with their responsibilities and this year they both have extra hours. Judy would like to use hers when her new grandchild is born in May. Brenda Roberts made the motion to allow Randy and Judy carry over more than one year's worth of vacation time this year only. Pam Polston seconded the motion. The motion carried.

We had a motor on a furnace in Mt. Washington go out. Bill Saltsman will be able to repair it. We are now out of warranty on the equipment there. Pam Polston asked if the Board should acknowledge Bill's skills and his helpfulness with the library system. Randy will research this matter and get back with the Board at the next meeting.

Dolorse Ashby made the motion to adjourn the meeting. Joyce Manning seconded the motion. The meeting was adjourned at 6:25 p.m.

The next meeting will be March 9th, 2004, at Ridgway Memorial Library, at 5:30 p.m.

Respectfully submitted,

Pam Polston
Secretary
Board of Trustees
Bullitt County Public Libraries

Donald Cobb
President
Board of Trustees
Bullitt County Public Libraries