

BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

February 14, 2012

The Bullitt County Public Library Board of Trustees met Tuesday, February 14, 2012, at the Ridgway Memorial Library. Those present were Pam Polston, Chris Bischoff, Joyce Manning, Martha Underwood, Randy Matlow, Charlie Long, and Judy T. Jackson. One visitor, Allie Phillips was also present. The meeting was called to order at 5:00 p.m.

The minutes of the last meeting were read. Martha Underwood made the motion to accept the minutes as written. Joyce Manning seconded the motion. The motion carried.

The Treasurer's Report was given. Pam Polston asked about the payment to WAKY radio. Randy explained that it was for rent on their tower that we used to reach Lebanon Junction Library with the wireless radio. Charlie Long made the motion to accept the Treasurer's Report. Martha Underwood seconded the motion. The motion carried. The Treasurer's Report will be filed for audit.

Regional Director's Report:

Legislation Day is coming up March 7<sup>th</sup>. Chris asked the board to try to call their legislators to let them know how important libraries are to the community.

Library Director's Report:

Randy wanted to welcome our newest board member, Martha Underwood.

Randy discussed House Bill 44 challenges with the board. He also had some handouts explaining this house bill in more depth. The outcome of this bill could affect our next year's budget. Randy would like to make sure we keep at least two years budget in the bank until this issue is settled. Randy will keep the board informed of any new information he hears. There is also Senate Bill 49 that is of interest to the board. It addresses the way library board members are appointed.

Hillview Library construction is coming along really well. The carpet should be in this coming week. We have contacted Commercial Works for a quote on the move. We have used them before, and they understand how to move libraries and keeping the books in order. We are still thinking of moving the last of the books with a human chain if possible. Joyce Manning made the motion to accept the quote from Commercial Works for the Dorothea Stottman to Hillview building move. Martha Underwood seconded the motion. The motion carried.

We have received the bid documents for the front landscaping at Lebanon Junction. Charlie Long made the motion to start the bid process according to the bid documents for this landscaping project. Joyce Manning seconded the motion. The motion carried.

Lebanon Junction still has the roof leak. We are going to be sending pictures of the roof to the manufacturer. If the manufacturer is not able to identify the problem from the pictures, they will send someone to the site.

Randy introduced a new policy on fundraising in the library to the board. After discussing this policy, Charlie Long made the motion to accept the policy. Martha Underwood seconded the motion. The motion carried.

Our fiber optic is almost complete. We just have the Dorothea Stottman Library to do. It has been going well. We have had one time it was down, due to an equipment malfunction.

Randy's anime group wants to take the planning committee to Pittsburg for a Chiisacion. They have been doing some fundraising to help fund the trip. They had a Valentine's Otaku Ball this past weekend. Even with the fundraising, the trip may not be a possibility. Randy will keep the board informed.

We are planning to move our Technical Services Department and our Outreach Department to the Dorothea Stottman Annex after its renovation. We will also be looking at expanding the staff for the Outreach Department in next year's budget. We will also be looking at the Mt. Washington Library expansion next year.

The Pioneer News wants to do a special circular for the new library when it is done. They did one for the Lebanon Junction Library. They ask all the subcontractors if they would like to place an ad in the circular to help cover the cost. A representative from the Pioneer News brought a sample of the letter asking for this, but they made up a letterhead to look like the library's, and they plan to have Randy sign the letter. This would make it look like the library was soliciting the ads. After a brief discussion, the board decided they could solicit the ads, but not use our letterhead or Randy's signature. They wanted it to be clear that the soliciting was coming from the Pioneer News, not the library.

Information was passed out to the Board about the requirements KDLA will be requesting for all Library Board members. This is a volunteer program. When the program goes into effect, the members already on the board will be issued a Temporary Certificate. All fees will be covered by the library. The library will also keep up with the paperwork for the trustees.

We have received a certificate from the state library saying we are at the Essential Level for Library Standards.

Both Randy and Judy are going to have more vacation hours than is allowed by policy to carry over for next year. Both are requesting an exception from the board to be allowed to carry over the extra hours this year. Charlie Long made the motion to allow Randy and Judy to carry over the extra vacation hours this year. Joyce Manning seconded the motion. The motion carried.

We had a surprise audit from the Kentucky Unemployment Office last week. They select a small number at random to audit each year, and we happen to get selected. Everything checked out fine. No problems.

Joyce Manning made the motion to adjourn the meeting. Martha Underwood seconded the motion. The meeting was adjourned at 6:00 p.m.

The next meeting will be Tuesday, March 13<sup>th</sup>, at 5:00 p.m. at the Ridgway Memorial Library.

Respectfully submitted,

Judy T. Jackson  
Substituting Secretary  
Board of Trustees  
Bullitt County Public Library

Pam Polston  
President  
Board of Trustees  
Bullitt County Public Library