

BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

March 10, 2015

The Bullitt County Public Library Board of Trustees met Tuesday, March 10, 2015, at the Ridgway Memorial Library. Those present were Joyce Manning, Mike Higgins, Sherry Parker, Pam Polston, Joe Schweiss, Judy T. Jackson and Bessie Davis. Pam Polston called the meeting to order at 5pm.

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

The special called meeting minutes from the last regular board meeting were read. Joyce Manning made the motion to accept the minutes as written. Sherry Parker seconded the motion. The motion carried.

The Treasurer's Report was given. The informational sheet that displays receipts and disbursements had issues due to a change in reporting methods that took place midmonth. The General Ledger still balanced to the bank statements. Sherry Parker made the motion to accept the Treasurer's Report with the added disclaimer that the informational sheet had issues that could be explained by looking at the General Ledger. Pam Polston seconded the motion. The motion carried. The Treasurer's Report will be filed for audit.

Library Regional Consultant's Report:

The Library Regional Consultant was not present. Bessie reviewed the Monthly Report and Trustee Tip with the board.

Library Director's Report:

Joe Schweiss reviewed the following **Employee handbook policies** with the board.

Internet and Email Use

Joyce Manning made the motion to accept the Internet and Email Use Policy as written. Sherry Parker seconded the motion. The motion carried.

Personal Social Networking and Online Accounts

Joyce Manning made the motion to accept the Personal Social Networking and Online Accounts as written. Pam Polston seconded the motion. The motion carried.

Family and Medical Leave Act

Sherry Parker made the motion to accept the revised Family and Medical Leave Act as presented. Joyce Manning seconded the motion. The motion carried.

Sick Leave

Sherry Parker made the motion to accept the revised Sick Leave Policy as presented. Joyce Manning seconded the motion. The motion carried.

Vacation Leave

Sherry Parker made the motion to accept the Vacation Leave Policy as revised. Pam Polston seconded the motion. The motion carried.

Leave of Absence

Sherry Parker made the motion to accept the Leave of Absence Policy as written. Joyce Manning seconded the motion. The motion carried.

Staff Development

Pam Polston made the motion to accept the Staff Development Policy as written. Sherry Parker seconded the motion. The motion carried.

Voluntary Separation

Joyce Manning made the motion to accept the Voluntary Separation Policy as written. Sherry Parker seconded the motion. The motion carried.

Layoff Policy

Sherry Parker made the motion to accept the Layoff Policy as written. Joyce Manning seconded the motion. The motion carried.

Incident Report

Sherry Parker made the motion to accept the Incident Report Policy as written. Joyce Manning seconded the motion. The motion carried.

Public Attendance of Meetings

Joyce Manning made the motion to accept the Public Attendance of Meetings Policy as revised. Sherry Parker seconded the motion. The motion carried.

Staff Development Day

Joyce Manning made the motion to approve the 2015 Spring Staff Development Day, May 20, including paid lunch for staff. Sherry Parker seconded the motion. The motion carried.

Building Project Updates:

Joe did not have any current updates.

Internet Safety Policy for E-rate:

Joe did not have any current updates concerning the Internet Safety Policy for E-rate. He will report to the board in April.

Names for Board Vacancies:

The board will provide two names for the June board vacancy in April. Sherry Parker will be listed as one of the names. The fiscal court has not selected a name for the current board vacancy.

Manager/Supervisor Training:

Bessie reviewed the Manager/Supervisor training with the board.

Staff Positions Being Filled:

Joe told the board about the current staff vacancies and when interviews would be held to fill the current vacancies.

Miscellaneous:

Joyce Manning made the motion to place Attorney Spainhour on retainer to represent the BCPL. Sherry Parker seconded the motion. The motion carried.

Adjournment:

Sherry Parker made the motion to adjourn the meeting. Joyce Manning seconded the motion. The motion carried. The meeting ended at 6:35pm.

Next Board Meeting:

The next board meeting will be April 14, at 5pm at the Ridgway Memorial Library.

Respectfully submitted,

Pam Polston, President

Date: _____

Sherry Parker, Secretary

Date: _____