

BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

March 9, 2004

The Bullitt County Library Board of Trustees met Tuesday, March 9, 2004, at Ridgway Memorial Library. Those present were Donald Cobb, Dolorse Ashby, Joyce Manning, Randy Matlow, Judy T. Jackson, Brenda Roberts and Pam Polston. The meeting was called to order at 5:30 p.m.

The minutes of the last meeting were read. Dolorse Ashby made a motion to accept the minutes as written. Joyce Manning seconded the motion. The motion carried.

The Treasurer's Report was given. Judy advised Randy had called the bank about the securities for the accounts. The bank advised that we have the FDIC amount of \$100,000 over our specified securities, therefore, we are still in the safe zone. Judy will keep an eye on the balance and request more securities if needed. Mr. Cobb asked if our DVD's are the most popular collection. Randy advised that according to the last survey, more people have them now. Pam Polston made the motion to accept the Treasurer's Report as given. Dolorse Ashby seconded the motion. The Treasurer's Report will be filed for audit.

Regional Director's Report:

Nelda was not present.

Library Director's Report:

We are beginning to think about next year's budget. We will start bringing figures to the Board at the next couple of meetings. Randy asked the Board if they had any suggestions for the new budget. Ms. Manning asked about the blacktopping for Dorothea Stottman Library. Randy advised it would be done in this year's budget. Randy will be getting estimates now that the weather is getting better.

The lights are now up on the tower at Dorothea Stottman Library. We have a contract with the radio company for use of their tower for Lebanon Junction connection. Joyce Manning made the motion to accept the contract with the radio station. Pam Polston seconded the motion. The motion carried. We also now have a permanent stand for Ridgway's antenna.

Randy handed out the new Emergency Closing Policy. Brenda Roberts made the motion to accept the Emergency Closing Policy as written. Pam Polston seconded the motion. The motion carried. We have another holiday decision coming up, the 4<sup>th</sup> of July. Do we close on Sunday and open on Monday, close both days, or close Monday and stay open on Sunday. We are checking into the options for this. We will bring it back to the Board at the next meeting after they have had time to think about it.

Outstanding Staff Recognition was discussed at the last meeting. Randy and Judy discussed this topic further after the meeting. We must look at all possible effects by doing this. We could possibly have an "Employee of the Year." Or we could have "Outstanding Service" awards in several categories. Possibly have a parking space marked for "Employee of the Month", but that would be only at Ridgway. We could do this as a quarterly reward or an annual reward. Pam Polston felt an annual recognition of an outstanding employee with a plaque would be nice. We will discuss this matter further.

At the last meeting, Nelda suggested that our Board nominate themselves for the "Outstanding Board" Award this year. Randy checked into the qualifications, and found that all board members must be a the state trustee board, and the library had a long range plan. We have a long range plan, but it is need of being redone. Brenda Roberts and Dolorse Ashby advised they didn't care if we apply. Pam Polston agreed. The board decided not to apply for the award.

Donald Cobb had a library complaint. A person wanted to have a step child's library card revoked. The policy was discussed with them, therefore, we did not revoke the card.

We have a new employee, Kristina Smith. She is our new part time outreach person. She is a very impressive person. She already has one program started. The Veterans Administration is doing an oral history of World War II veterans. We may want to look at making this position full time in the future. Randy and Kristina visited with Mr. Givhan about future programs. He seemed very interested. They plan to visit other people in the community that we may be able to build a program with.

Barbara Cross has implied she will be retiring soon. She has not given her official notice yet.

Charlie Gruber at Mt. Washington had open-heart surgery today. We have heard things went well, and he was doing fine. He will be out a few weeks.

Hotel people next to Lebanon Junction Library, want to paint the brick on the building. In order for them to paint the side next to the library, they will need to get on our roof. After discussing this, the board decided they would have to have liability insurance, workman's comp, and not have any equipment on the roof. We will need to have something in writing before we can agreed to let them do this. We need to make sure that if any damage occurs to our building at this time, they will pay for the repairs.

Ms. Manning wanted to make sure the library will be paying for Randy to go to PLS in May. There is money in budget for this.

Brenda Roberts made the motion to adjourn. Dolorse Ashby seconded the motion. The motion carried. The meeting was adjourned at 6:20 p.m.

The next meeting will be April 13, 2004, at Ridgway Memorial Library, at 5:30 p.m.

Respectfully submitted,

Pam Polston  
Secretary  
Board of Trustees  
Bullitt County Public Library

Donald Cobb  
President  
Board of Trustees  
Bullitt County Public Library