



BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

May 13, 2014

The Bullitt County Public Library Board of Trustees met Tuesday, May 13, 2014, at the Ridgway Memorial Library. Those present were Pam Polston, Renee Morgan, Joyce Manning, Bessie Gray, Sherry Parker, Martha Underwood, Joe Schweiss, and Judy T. Jackson. One guest, Lorie Puchino was also present. Pam Polston called the meeting to order at 5:00 p.m.

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 minutes from the Special Called Meeting on April 14, 2014 were read. Sherry Parker made the motion to accept the minutes as written. Renee Morgan seconded the motion. The motion carried.

The Treasurer's Report was given. Martha Underwood made the motion to accept the Treasurer's Report as given. Renee Morgan seconded the motion. The motion carried. The Treasurer's Report will be filed for audit.

Regional Director's Report:

Regional Director, Bessie Gray went over the Monthly Report from KDLA with the board. She reminded the board that the 2014-2015 budget must be passed by June 30, 2014. She also informed them of the Special Purpose Governmental Entity (SPGE) training sessions that would be happening soon. She said that KDLA would be holding their own training sessions on this to help libraries understand their filing obligations. The new budget must be submitted electronically by July 30th.

Library Director's Report:

Since we did not have a Staff Development Day last December, Joe would like to have one on Wednesday, May 21st. All the libraries will need to be closed that day. He would like to have at least two a year, therefore, we will probably schedule another one at the beginning of December. He has lined up a martial arts instructor to demonstrate some simple self-defense tactics to the staff as part of the training session. Martha Underwood made the motion to close the libraries on Wednesday, May 21st for the staff to have a training day. Sherry Parker seconded the motion. The motion carried. A discussion was held among the board as to arrangements for lunch for the staff. Sherry Parker made the motion to pay for the staff to eat at Cattleman's for lunch. Martha Underwood seconded the motion. The motion carried.

We have a couple of revisions to the proposed budget that was passed out last month. Joe felt we needed to increase the line item for furniture and fixtures. He feels that quite a bit of our equipment is getting old, and will really need to be replaced soon. A couple of pay rate options were also passed out. Joe went through the pay rate sheets explaining any new positions that were added. The board discussed the proposed budget and pay rates at length. Martha Underwood made the motion to go with a 4% increase in pay rates for 2014-2015. Renee Morgan seconded the motion. The motion carried. Joyce Manning absented. Sherry Parker made the motion to accept the proposed 2014-2015 budget as presented. Martha Underwood seconded the motion. The motion carried.

A revised job description for Clerk II – Technical Services Assistant was passed out. Sherry Parker made the motion to approve the job description as written. Joyce Manning seconded the motion. The motion carried.

A revised job description for Custodial Assistant was passed out. Martha Underwood made the motion to approve the job description as written. Sherry Parker seconded the motion. The motion carried.

A revised job description for Custodial/Maintenance/Delivery was passed out. Martha Underwood made the motion to approve the job description as written. Sherry Parker seconded the motion. The motion carried.



Pictures of the landscaping project at Hillview were presented. The project is moving on, but the recent rains have slowed the workers down some.

The church on our new Mt. Washington property has finally been demolished. The parsonage house is slated to be moved, and the company is presently preparing it for moving. We have not heard from the core samples that have been taken from the property. We are also talking with the architect about the most efficient HVAC units for the new construction.

We have core samples drilled here at Ridgway to find out what has been happening to our floor. They did find that New Albany shale had been used. We are now finding out that there is a problem with this shale. We are waiting for the official report from Greenbaum to see what he suggests for fixing this problem.

By law, we need to have a Voting Leave Policy. This policy has been written and passed out to the board. An employee must be given up to 4 unpaid hours off in order to be able to vote. There is also a section in the policy addressing if an employee asks for time off, but doesn't vote. Sherry Parker made the motion to accept the voting leave policy as written. Renee Morgan seconded the motion. The motion carried.

We feel our current vacation policy may be unfair for all employees as far as being able to take vacation time around holidays. Therefore, Joe has revised the policy to address this situation. Martha Underwood made the motion to approve the vacation leave scheduling policy as written. Sherry Parker seconded the motion. The motion carried.

By-laws were presented again, with the changes asked for at the last meeting. After reading through them again, a suggestion was made that including the statement "Must be a Bullitt County resident" should be included. This change will be made and the by-laws brought back to the next meeting.

The Statistics for the state of Kentucky were passed out, along with the library's circulation stats for April.

We have been upgrading our public computers, and now have a surplus of the old computers. Joe asked if it would be okay to offer the old computers to the staff for a small donation. The board agreed to this.

We have two board members that terms expire at the end of June. We have been searching for people to submit along with their names for appointment. We have had one name submitted, Charles Gruber from Mt. Washington. We may have to call a special meeting to approve of the names and get them submitted in a timely manner.

Pam Polston asked if we had heard anything about the property we were interested in at Lebanon Junction. We have not heard anything yet, but Judy Jackson will call before the next meeting and find out about it.

Sherry Parker made the motion to adjourn the meeting. Martha Underwood seconded the motion. The motion carried. The meeting was adjourned at 6:40 p.m.

The next board meeting will be June 10th, at 5 p.m. at the Ridgway Memorial Library.

Respectfully submitted,

Martha Underwood
Secretary
Board of Trustees
Bullitt County Public Library

Pam Polston
President
Board of Trustees
Bullitt County Public Library