

BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

May 9, 2006

The Bullitt County Public Library Board of Trustees met Tuesday, May 9, 2006, at the Ridgway Memorial Library. Those present were Dolores Ashby, Pam Polston, Henry Robinson, Joyce Manning, Randy Matlow, Brenda Roberts, and Judy T. Jackson. Two guests were present: Elise Spainhour, and David Strange. Dolores Ashby called the meeting to order at 5:30 p.m. Nelda Moore arrived at 5:40 p.m.

The minutes of the last meeting were read. Pam Polston made the motion to accept the minutes as written. Henry Robinson seconded the motion. The motion carried.

A partial Treasurer's Report was given. The bank statements did not come in time for all the financial statements to be prepared. A Summary of bank account transactions, and the transaction journal for the month of April were given. Henry Robinson made the motion to accept the Treasurer's Report as given. Brenda Roberts seconded the motion. The Treasurer's Report will be filed for audit.

Regional Director:

Nelda handed out her monthly report. She pointed out the last 2 pages of the report that showed the breakdown for the payroll survey that was taken.

Nelda usually has a Trustee Workshop. The topic this year will be "How to Evaluate the Library Director." It will be July 28<sup>th</sup>, at the Nolin RECC, Elizabethtown KY. This usually takes place at the end of June. But this year, it is being tied in with a KDLA program.

Library Director:

The Ridgway Memorial Library construction is approximately 2 weeks behind schedule. The contractor is having trouble with the concrete subcontractor, but the situation seems to be improving. Some brick work has been done. It looks really nice. It matches the color of the old building nicely. The brick subcontractor knows he will have to be especially careful while doing the bricking between our building and the lawyers building. The plumbing people have been doing some work. The casework has been re-bid. One was suppose to have information to us by tonight, but we didn't receive it. E H Construction will also be making a bid on the casework. We still have time to get this settled.

We received money from the Craik Trust to be used for genealogy. The trust agreed to let us use this for construction of the new genealogy room. Pam Polston made a motion to move the Craik Trust to the construction account and be used for the construction of the genealogy room. Henry Robinson seconded. The motion carried.

We will be moving to our new location on May 22, 2006. We hope to reopen by June 1<sup>st</sup>. The movers will be moving books and shelving. The staff will work on boxing and un-boxing the offices. All the staff will be working regular 9-5 hours. The Alpha building is ready. We are to get the keys tomorrow. The correct address is 505 Buffalo Run Road, Suite 102. Joyce Manning made a motion to move the Board meeting while the construction is going on, to the Alpha Building, with same time. Brenda Roberts seconded the motion. The motion carried. We kept the interior to the minimum possible, due to cost, but Mr. Flynn didn't like the looks of the unpainted walls, so he had them painted. Randy has been working on getting our network up at the new location. The water company has given us permission to use the hill behind the industrial park. We must have a legal document before we can "officially" use it. Then Salt River will have to set a pole. We hope to have it all in place in time. We have sent press releases out about the move, and have put it on our website. Mr. Flynn is also going to build a privacy fence between our door and the entrance to the court. Temporary banners, one for over the door, and one by the road will be purchased.

The bond money can be reimbursed to the library now. That means we can get it in our bookkeeping easier by us being able to write the checks directly to the vendors, then get reimbursement to us.

The Summer Reading Program will start the week of June 5<sup>th</sup>. We will not be having a program at Ridgway this year, just at the other three locations. We are going to be participating in a program with Roby School this summer.

The Arts Council joined the Woman's Club with a bake sale and auction last night. About \$2500 was raised. Part of that will be going towards a scholarship to be given to a student working on an art degree.

We have received the quote from DePrie and Adkisson, Auditors for this next year's audit. The quote is for \$2250. Henry Robinson made the motion to accept this quote. Joyce Manning seconded the motion. The motion carried.

We sent out bids for our bank accounts again this year. We did hand delivery a few. We asked the banks to suggest ways of investing our money, yet having it available when we need it. We will have these bids at the next meeting.

One of the radios on the Belmont tower is down. We have someone in place to come climb the tower if the weather permits.

Henry Robinson asked if the parking at Lebanon Junction has improved. Randy feels it has improved some.

Randy attended the arbitration for the Kentucky Libraries Insurance Association yesterday. He can't tell with whom or the amount that was agreed upon, but the individual libraries will be receiving a check in the next few weeks.

Our health insurance quotes went up 10.6% this year. We had worked into the budget a 16% increase. The statewide average was 4.5%. The rates are based on the sex of the employee and the age. Brenda Roberts made the motion to accept the rate quotes from Anthem Blue Cross/Blue Shield. Henry Robinson seconded the motion. The motion carried.

We have received a check from the Gates foundation for the HUG program. It was for \$39,000. The state has requirements on how we can spend this money. Randy would rather not use the state procurement. Randy would rather build the systems himself. We would be able to get more computers that way. They would have to be bid out. The deadline to spend the money is December, 2007. Randy would like to spend some on notebook computers if we have any extra money after all the public computers are replaced. We would first do the regular computer work stations, and then notebooks. Randy advised it has been the Board decision to offer the old computers to the staff first, then the general public next. Henry Robinson made the motion to put the new computers out to bid. Joyce Manning seconded the motion. The motion carried.

We have received \$2208.14 from the state of Kentucky for the Telecommunications Tax. This tax is from telephones, cables, and satellite services.

David Strange asked Randy how we receive our tax money. Randy explained the procedure to him.

Two names for both Brenda Roberts, and Dolores Ashby have been submitted. Joyce Manning made the motion to submit the names of Jennifer Brookshire and Ruth Hawkins for the replacement of Dolores Ashby, and Elise Spainhour and David Strange for the replacement of Brenda Roberts. Henry Robinson seconded the motion. The motion carried.

Henry Robinson made the motion to adjourn the meeting. Brenda Roberts seconded the motion. The motion carried. The meeting was adjourned at 6:35 p.m.

The next meeting will be June 13, 2006, at the Alpha Building, 505 Buffalo Run Road, Suite 102, at 5:30 p.m.

Respectfully submitted,

Brenda Roberts  
Secretary  
Board of Trustees  
Bullitt County Public Libraries

Dolores Ashby  
President  
Board of Trustees  
Bullitt County Public Libraries