



BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

June 10, 2014

The Bullitt County Public Library Board of Trustees met Tuesday, June 10, 2014, at the Ridgway Memorial Library. Those present were Pam Polston, Renee Morgan, Joyce Manning, Sherry Parker, Martha Underwood, Joe Schweiss, and Judy T. Jackson. Two guests, Mike Higgins, and Charlie Gruber were 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 with the following correction in paragraph six, page 2:

By-laws were presented again, with the changes asked for at the last meeting. After reading through them again, a suggestion was made that 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.

Martha Underwood seconded the motion. The motion carried.

The Treasurer's Report was given. One question was asked about the "Miscellaneous" expense, and what this included. Sherry Parker 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 was not present. Joe went over the Monthly Report from KDLA with the board. Sherry Parker brought up fact that Louisville Free Public Library was advertising that they were giving cultural passes out. Joe will check on this for us.

Library Director's Report:

The revised Bullitt County Public Library By-Laws with the requested change was passed out. Joyce Manning made the motion to approve the revised by-laws. Martha Underwood seconded the motion. The motion carried.

A revised Meeting Room Use policy that included not allowing open flames or lit candles was passed out. Martha Underwood made the motion to accept the revised Meeting Room Use policy. Renee Loy Morgan seconded the motion. The motion carried.

We found we had a few grammatical errors and typos in the Vacation Leave Scheduling Policy that was approved last month. We have corrected those, and the corrected policy was passed out. Joyce Manning made the motion to approve the Vacation Leave Scheduling Policy. Martha Underwood seconded the motion. The motion carried.

Joe has been working on updating our job descriptions. An updated Clerk I – Circulation Clerk job description was passed out. Sherry Parker made the motion to approve the Clerk I – Circulation Clerk job description. Renee Loy Morgan seconded. The motion carried.

Joe has written a new Clerk II – Reference Clerk job description since we will be adding a couple more part-time positions in next year's budget. Renee Loy Morgan made the motion to approve the Clerk II – Reference Clerk job description. Sherry Parker seconded the motion. The motion carried.

We had Greenbaum Associates look at our floor here at Ridgway. They drilled two holes and found that New Albany shale had been used. It has been found that this shale, when exposed to water, swells. They suggested four possible fixes, with the less expensive being to eliminate the water. After much discussion, the board felt like we needed to get a second opinion from another geotechnical professional. The board would also like to have more information or talk to Greenbaum Associates themselves.



Greenbaum Associates also did a geotechnical investigation on our Mt. Washington property. They found what appeared to be two buried structures that will require special treatment. We will first need to find out what exactly these are, and then dispose of these in the proper manner before construction could start.

We have been talking to a couple of design companies for the Mt. Washington project. KPC Design company came more in-line with what we are looking for.

E H Construction is trying to complete the Hillview back area by the middle of June. The weather has delayed them some. When the area is completed, we will need to figure out some of logistics for the use and for security in the area.

Joe passed out the monthly circulation stats out. We are still down from this time last year. We need to work on finding out what the patrons want or would like to see, in order to get these figures up.

Our staff development day was a big success. We had a martial arts instructor show the staff some simple self-defense moves. The staff also appreciated the lunch the board provided.

Joe introduced the two guests. Both are interested in becoming future board members. Mr. Higgins lives in the Hillview area, and Mr. Gruber lives in Mt. Washington. Joe explained the process of how our board members are chosen.

Martha Underwood made the motion to go into executive session according to KRS 61.801.(f) to discuss a personnel matter. Sherry Parker seconded the motion. The motion carried. Pam Polston called the board into executive session at 6:22 p.m. Joyce Manning made the motion to come out of executive session. Sherry Parker seconded the motion. The motion carried. Pam Polston brought the board out of executive session at 6:45 p.m.

The Board wanted Joe to know they appreciate Joe's performance these last 6 months. They would like him to have more of a presence in the branches, and they want him to continue pushing technology. Martha Underwood made the motion to increase Joe's salary by 10%. Joyce Manning seconded the motion. The motion carried.

Sherry Parker made the motion to adjourn the meeting. Martha Underwood seconded the motion. The motion carried. The meeting was adjourned at 6:50 p.m.

The next board meeting will be July 8, 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