

BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

June 12, 2012

The Bullitt County Public Library Board of Trustees met Tuesday, June 12, 2012, at the Ridgway Memorial Library in Shepherdsville. Those present were Joyce Manning, Renee'' Morgan, Pam Polston, Martha Underwood, Randy Matlow, and Judy T. Jackson. The meeting was called to order at 5:00 p.m. Charles Long arrived at 5:05 p.m.

The minutes of the last meeting were read. Joyce Manning made the motion to accept the minutes as written. Renee'' Morgan seconded the motion. The motion carried.

The Treasurer's Report was given. Pam Polston asked a couple of questions. Martha Underwood made the motion to accept the Treasurer's Report as given. Joyce Manning seconded the motion. The motion carried. The Treasurer's Report will be filed for audit.

Regional Director's Report:

Chris Bischoff was not present. The monthly KDLA report was passed out to the board members.

Library Director's Report:

We meet with the architects and the contractors a few weeks ago to do an exterior punch list on the Hillview Library. We only found one major problem. We are having some issues with hairline vertical cracks in the stone. The general feeling is that it may be a defective stone. The architects are checking into this matter.

We have finalized the interior floor plan for the Dorothea Stottman Annex. One change order is needed to change the window on the west side of the building. These original windows are very high up, and we would like to make the windows a little bigger to match the front windows. The contractor feels we will be able to take possession by the end of July, or the first of August.

We are planning a reception for the landscaped garden at Lebanon Junction. It will be on Saturday, June 23, 2012, from 2 p.m. to 4 p.m. It appears that our roof leak there has been fixed. Our architect is going to send the bill to the contractors that built the building, to see if we can get them to help pay for the repair. The architects are also going to ask the builder to replace the drywall that was damaged by the leak.

Randy met with Mt. Washington Mayor Joetta Calhoun about expanding the Mt. Washington Library. One thought would be to do a joint project with a combined building. Right now, the city of Mt. Washington does not have the money for an expansion. Charles Long asked if we would be able to expand behind our library. We have enough land to do this. Several possible options were discussed. The Board will discuss this further at future meetings.

After moving our two departments to the Dorothea Stottman Annex, we will need to do some remodeling to Ridgway. We have contacted our architects about this. They have quoted us a price as a "per hour" instead of a written contract. Martha Underwood made the motion to accept the prices quoted as "per hour" by the architects for the Ridgway Memorial renovation. Renee' Morgan seconded the motion.

We have been looking for planters for Ridgway. We feel we need a tall one to look right with the design of the building. We have already ordered several benches to be placed out front. Randy had pictures and pricing of several planters we felt would work for the board to look at. Martha Underwood made the motion to purchase 7 of the Grecian Urn's in the wax rust color. The motion died for lack of a second. The board discussed this matter, and decided we should check out more options. It was also asked to see if we could receive a discount, and free shipping, since we would be purchasing such a large quantity.

We have checked on the cost of providing life insurance for our full time employees. We received a quote from our health insurance agent listing the quotes for three different values, and with several different companies. Charles Long would like to have some of our local agents get pricing for us before a decision is made. We will bring this information back at the next meeting.

A copy of our approved 2012-2013 budget was passed in its regular format to the board. The book budget split was discussed. A spreadsheet showing the circulation figures and the number of borrowers for each location was passed out. Joyce Manning made the motion to accept Randy's suggested book budget split. Martha Underwood seconded the motion. The motion carried. The book budget will be split as follows: Ridgway/\$110,000; Hillview/\$72,000; Lebanon Junction/\$46,000; and Mt. Washington/\$72,000 for a total of \$300,000.

Randy advised the Board of incident that occurred at the Lebanon Junction Library a few weeks ago. It involved the police. It has been suggested that we put security cameras in all our children's areas. The board discussed this matter. No decision was made.

Several new board policies were passed out. The policies are: Trustee Orientation Policy, Fiscal Responsibility Policy, Board Reimbursement of Expense Policy, Board of Trustees and Library Employee Ethics Policy, and Conflict of Interest Policy. Martha Underwood made the motion to accept all of the above mentioned policies as written. Renee' Morgan seconded the motion. The motion carried.

A Computer Lab policy and a new updated Meeting Room policy was also passed out. Joyce Manning made the motion to accept both of these policies, with the \$100 deposit required for the Computer Lab. Renee' Morgan seconded the motion. The motion carried.

The company that leases our cell tower at Hillview, has sold to another company. We have received a new contract for the lease. Martha Underwood made the motion to accept the tower lease contract with the new company. Joyce Manning seconded the motion. The motion carried.

Randy asked the board if they would like for him to request the interest rates for our bank accounts for the coming year. Joyce Manning made the motion to check with the Peoples Bank of Bullitt County to see what they are going to be paying us this year. Renee' Morgan seconded the motion. The motion carried. This information will be brought back to the next meeting.

We have a request out now for mowing at both the libraries in Hillview. Further information will be brought to the next meeting.

Renee' Morgan made the motion to adjourn the meeting. Martha Underwood seconded the motion. The motion carried. The meeting was adjourned at 6:30 p.m.

The next meeting will be July 10, 2012, at 5:00 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