

BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

August 10, 2004

The Bullitt County Public Library Board of Trustees met Tuesday, August 10, 2004, at Ridgway Memorial Library. Those present were Dolorse Ashby, Donald Cobb, Brenda Roberts, Joyce Manning, Randy Matlow, and Judy T. Jackson. The meeting was called to order at 5:30 p.m.

The minutes of the last meeting were read. Dolorse Ashby made the motion to accept the minutes as written. Brenda Roberts seconded the motion. The motion carried.

The Transaction Journal and the Bank Account Financial sheets were given to the Board. The books for the last fiscal year have not been closed yet. We are waiting on a check from the County Clerk. We hope to have financial reports up to date by the next meeting.

Regional Director's Report:

Nelda was unable to attend. She did ask Randy to let the Board know about the Trustee Workshop on September 11th, 10 a.m. to 1:30 p.m. in Elizabethtown. The subject will be "Dealing with Libraries as Community Leaders." She hopes all the Board will be able to attend.

Director's Report:

Randy handed out to the Board the yearly statistics concerning circulation and patron count. From looking at the figures, we need to encourage children to read in Lebanon Junction. We should also push the accelerated readers. Mt. Washington is closing the gap on patron registrations. Randy went over the statistics and the suggested book budget splits. Brenda Roberts made the motion to go with the recommended book budget split of \$90,000 for Ridgway, \$44,000 for Dorothea Stottman, \$20,000. for Lebanon Junction, and \$46,000 for Mt. Washington. Dolorse Ashby seconded the motion. The motion carried.

Mt. Washington is set to open on Wednesdays starting September 15th. We have hired two new people. Two more will start at the end of August. Cindy Hartley has done an excellent job training all the new employees. Charlie Gruber has made the move from part time clerk to full time Outreach Programmer. He will implement programs that we hope will be of interest to middle school children, high school children, and older adults. The Veterans project is going good. We are looking at having a program on databases during the school year. Also, we are thinking about training teens to help older adults on the computer. Nancy Shewmaker has started the one-on-one computer classes, and there seems to be a real interest. We have thought about a Homeschooler Program showing what resources are available, and possibly having a speaker or speakers come in to talk about their experiences with home schooling.

The Arts Council has another meeting August 11th at 6:30 p.m. at Ridgway. They are hoping to be able to have a show to display local talent. The Steering Committee is meeting on a regular basis. They are trying to get a true Arts Council established. They hope to have a performance this year as an introduction. They have a prospective donation for this. It will probably be at the convention center. The convention center would have liability to cover any performances there. When the Arts Council receives a 501(3)(c) status, they will be able to

apply for grants. Randy asked if the library could be the financial agent for the Arts Council until the council can become self standing. This way, anyone wanting to make a donation to the council can deduct the donation from their taxes. Dolorse made a motion to become the financial agent for the Bullitt County Arts Council. Joyce Manning seconded the motion. The motion carried.

We have been reviewing our policies concerning needing signatures for the children's cards, and for lost books. Our current Lost Books policy states that if an item is paid for, and the patron finds the item, they can return it to the library and have their money returned. We have previously charged a processing fee of \$10.00 an item for lost books, but some books are valued under \$10.00. We have dropped this from the policy a while back, but we feel that the patron needs to pay some restitution for the time period the item was overdue. Randy had a proposed policy that states that if the material is returned, a handling fee of \$10 per item will be charged. If the material is valued under \$10, no refund will be given. The Board suggested a consideration for the condition the material is in when returned, be included in the policy.

Our policy for signing for a child states the signee must be parent or legal guardian. We have neighbors, grandparents, aunts and uncles bring children into the library to get a card. Randy suggested changing the policy to read "adult" signature instead of "parent or legal guardian". The board felt we should continue to ask for "parent" or "legal guardian". If the child can not get the parent into the library to sign for the card, then we could do a mail-out registration. Randy will revise these policies, and bring back to the board at the next meeting.

We have received the auditor's agreement for our next audit. Joyce Manning made the motion to accept the agreement. Brenda Roberts seconded the motion. The motion carried.

Our tax rate hearing can not be set yet. Our rates have not been certified. We hope to have this information soon.

We have had a few wireless problems with our Lebanon Junction link. We are in the process of replacing radios on two towers. We hope this takes care of the problem.

Our accounting program, Peachtree, is fazing out the version we are currently using. We are going to have to convert to a newer version soon. We have ordered this program, and the conversion will be done.

It is time for the board to visit the branches again. The Board agreed to have the September meeting at Lebanon Junction, the October meeting at Mt. Washington, and the December meeting at Dorothea Stottman. Randy suggested the board visit Kenton County Public Library possibly on September 25th. This library has just been renovated and may be useful to board concerning our future renovation.

Dolorse Ashby made the motion to adjourn. Brenda Roberts seconded the motion. The meeting was adjourned at 7:00 p.m.

The next meeting will be September 14th, at the Lebanon Junction Library, at 5:30 p.m.

Respectfully submitted,

Judy T. Jackson
(filling in for Pam Polston)
Board of Trustees
Bullitt County Public Library

Donald Cobb
President
Board of Trustees
Bullitt County Public Library

