

BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

August 14, 2012

The Bullitt County Public Library Board of Trustees met Tuesday, August 14, 2012, at the Ridgway Memorial Library in Shepherdsville. Those present were Chris Bischoff, Renee' Loy Morgan, Martha Underwood, Joyce Manning, Pam Polston, Charlie Long, Randy Matlow, and Judy T. Jackson. The meeting was called to order at 5:00 p.m.

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

The Treasurer's Report was given. Charlie Long asked about the insurance payment, and Martha Underwood asked about the payment to the Bullitt County Board of Education. The insurance payment was for our property insurance, and the other was our payment for the fiber optic use for internet. Martha Underwood made the motion to accept the Treasurer's Report as given. Charlie Long seconded the motion. The motion carried. A corrected June, 2012 Treasurer's Report for passed out. In getting the annual report ready to submit, Judy found a couple of errors in posting. Charlie Long made the motion to accept the corrected June, 2012 Treasurer's Report. Joyce Manning seconded the motion. The motion carried. Both Treasurers' Reports will be filed for audit.

Regional Director's Report:

Chris Bischoff wanted to remind the Board of the filing requirements due by August 31<sup>st</sup>. All libraries need to file a District Description with the County Clerk (LF2003) and the Summary Financial Report with the Fiscal Court (LF2002) & publish the description and location of financial records in the newspaper by that date. Bullitt County has already done this.

Library Director's Report:

Our tax rate figures have not been received yet. They probably will not be received until next week. Due to the short window of receiving them and setting them, we will probably have to have a couple of called meetings. One to set the rates and one to approve the rate. Randy Matlow feels we could possibly lower our rates again this year. We have been looking at what projects might be in our future. We will let the board know.

The Dorothea Stottman Annex could possibly be ready in a few weeks. The carpet should be going down this week, and the furniture is supposed to come next week.

Bids are now out for the Ridgway remodeling. We aren't going to be doing much. We want to add a door to connect the old Technical Services office to the meeting room, so both rooms could be used for programming. The HVAC will be reworked in a couple of problem areas. We are looking to replace the back loading dock door with one with a glass. A couple of key pads for entrance will be installed for security. The bids will be brought to the next board meeting.

We have received the final payment on the old Lebanon Junction Library building. Joyce Manning made the motion to sign the release on the building. Martha Underwood seconded the motion. The motion carried.

Hillview's Fire Department came in to do an annual inspection of our building. They listed a few things that needed attention. We have contacted our contractor for some of these items. They also said we needed an Emergency Plan for weather, or evacuations. Randy has written an Emergency Plan for each of the locations. We plan to prepare a step-by-step check off information sheet to go along with these emergency plans, so there will be no question by the staff, what needs to be done. They also informed us we were to do fire drills, and keep a record of when these were performed. After reading through the Emergency Policies for each location, Charlie Long made the motion to accept all the policies. Renee Loy Morgan seconded the motion. The motion carried.

Wayne Onskt from KDLA visited our new Hillview Library. He was very impressed. Tandy talked with him about options for expanding the Mt. Washington Library. Randy hopes Mr. Onskt will be able to come up with some other options and suggestions.

We have received quotes from three different companies for life insurance for full time staff. The quotes for each were passed out to the Board. After discussing the quotes, Martha Underwood made the motion to accept Guardian Insurance for \$15,000. Charlie Long seconded the motion. The motion carried.

We have received the certificates for the board members and passed out. Pam Polston, Renee Loy Morgan, and Charlie Long each received a temporary certificate. These are good from July 1, 2012 to July 1, 2014. Joyce Manning and Martha Underwood received their official certificate. These are good until July 31, 2016.

The Board received a nice thank you from an employee for the raise.

The board discussed their annual visits to the other libraries for the board meetings. Martha Underwood made the motion to move the September meeting to Lebanon Junction Library, the October meeting to Hillview Library, and the November meeting to the Mt. Washington Library. Joyce Manning seconded the motion. The motion carried.

Renee Loy Morgan made the motion to adjourn the meeting. Joyce Manning seconded the motion. The motion carried. The meeting was adjourned at 5:55 p.m.

The next meeting will be September 11, 2012, at 5:00 p.m. and the Lebanon Junction Library.

Respectfully submitted,

Martha Underwood  
Secretary  
Board of Trustees  
Bullitt County Public Library

Pam Polston  
President  
Board of Trustees  
Bullitt County Public Library