

# BULLITT COUNTY PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

September 14, 2004

The Bullitt County Public Library Board of Trustees met Tuesday, September 14, 2004, at the Lebanon Junction Branch Library. Those present were Donald Cobb, Joyce Manning, Brenda Roberts, Pam Polston, Randy Matlow, and Judy T. Jackson. Dolores Ashby arrived at 5:35 p.m. and Nelda Moore arrived at 5:45 p.m. The meeting was called to order at 5:30 p.m.

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

The Treasurer's report was given for July and August. Joyce Manning made the motion to accept both reports. Pam Polston seconded the motion. The motion carried. The Financial Report will be filed for audit.

### Regional Director's Report:

Nelda passed out the annual Statistical Report to the Board members that could not make it to the Trustee Workshop on September 11, 2004.

### Director's Report:

The Arts Council is moving ahead. They will be holding meetings at each of the library locations soon. Jason Kelty is in charge of this. We have already had a donation for the council. Tom Givhan has donated a check for \$1200. He would like for this donation to purchase tickets to be given to any older adults that could not afford them to any council events. Randy has asked the auditor about the best way to handle these donations, and the auditor said we should create a separate bank account for them. Joyce Manning made the motion to start a separate bank account for the Arts Council donations. Brenda Roberts seconded the motion. The motion carried.

The hotel owners next to the Lebanon Junction Library has asked us again about using our roof to get to their building side. They are willing to put a tarp and plywood down to protect our roof. They would also have only insured workers on our roof doing the painting. Randy has asked our custodial person if the tarp and plywood would be enough protection. Bill thinks that would be fine. Dolores Ashby said we need to think about being "good neighbors". The board agreed. Pam Polston made the motion to allow the hotel owners to place a tarp and plywood on our roof in order to paint the side of the hotel building next to us. We also need a statement in writing stating this and that only insured people would be on the roof. Dolores Ashby seconded the motion. The motion carried.

Joyce Manning made the motion to suspend the regular meeting at 5:45 p.m. to conduct the Tax Rate Hearing. Dolores Ashby seconded the motion.

Dolores Ashby made the motion to resume the regular meeting at 6:10 p.m. Brenda Roberts seconded the motion.

During the recess, the board members walked over to the Key market to inspect the building. The owner's are thinking of selling the building and the board took this opportunity to look around inside the building. The board would like to find out the size of the building and the size of the lot.

We received a data conversion grant from KDLA to upgrade our circulation computers. The grant is for \$6300, and is a matching grant. We plan to purchase flat monitors for all the circulation stations. We might be able to upgrade the technical service computers also. We should be getting the final contract in the next few weeks. We will be able to expend the money after October 1<sup>st</sup>.

Randy brought the revisions the board wanted in the Borrower's Policy about who could sign for a child to get a card. Only parents or legal guardian may sign. The ones already on file will grandfathered in, but any new cards issued from today will have to go by this new policy. Dolores Ashby made the motion to accept the policy as written. Brenda Robert seconded the motion. The motion carried.

The revised Overdue Materials Policy was brought back to the board also. It now states that if a lost item is later found and returned after being paid for, we will charge a \$10. handling fee. If the item cost less the \$10, we will not be returning the money. Brenda Roberts made the motion to accept the policy as written. Joyce Manning seconded. The motion carried.

Our wireless has been running smoothly lately, but we would like to purchase an extra pair of radios like the ones we are using to use as backups. It would be easier to exchange a non working radio with the same type of working radio instead of a different model one. The cost will be approximately \$5,000. Pam Polston made the motion to purchase two extra radios. Dolores Ashby seconded the motion. The motion carried.

Mt. Washington will start with their Wednesday hours tomorrow.

We have hired several new people. One of our new hires had to resigned due to personal reasons and had to be replaced. Joyce Manning asked if the new hires need library experience. Randy explained that library experience would be a plus, but we put them through a thorough training.

Donald Cobb, Joyce Manning and Randy will be going to Kenton County tomorrow for a visit. Brenda Roberts, Dolores Ashby and Randy will be going again on Saturday, September 25<sup>th</sup>.

We had to convert to a newer version of our Peachtree Accounting Program. We paid an outside person to do the conversion. The new program has some advantages, but we need to more studying to find out how to use it the in the ways we need to.

At the Trustee Institute, an award was given for outstanding employee. We nominated a person, but that person didn't get it.

Dolores Ashby made the motion to adjourn. Brenda Roberts seconded the motion. The meeting was adjourned at 6:30. p.m.

The next meeting will be Tuesday, October 12<sup>th</sup>, at the Mt. Washington Branch Library.

Respectfully submitted,

Pam Polston  
Secretary  
Board of Trustees  
Bullitt County Public Library

Donald Cobb  
President  
Board of Trustees  
Bullitt County Public Library