



## BULLITT COUNTY PUBLIC LIBRARY

### BOARD OF TRUSTEES MEETING

September 9, 2014

The Bullitt County Public Library Board of Trustees met Tuesday, September 9, 2014, at the Lebanon Junction Library in Lebanon Junction. Those present were Renee Morgan, Joyce Manning, Martha Underwood, Sherry Parker, Joe Schweiss, Martha Underwood and Judy T. Jackson. Renee Morgan called the meeting to order at 5:05 p.m. One guest, Allie Phillips, was present. Pam Polston arrived at 5:15 p.m.

The minutes from the last regular board meeting were read. Joyce Manning made the motion to accept the minutes as written. Sherry Parker seconded the motion. The motion carried.

The Treasurer's Report was given. Sherry Parker made the motion to accept the Treasurer's Report as given. Martha Underwood seconded the motion. The motion carried. The Treasurer's Report will be filed for audit.

#### Regional Director's Report:

Regional Director was not present, but the monthly report from KDLA was passed out. Joe Schweiss went over the report with the board.

Joe Schweiss also told the board about Terry Manuel from KDLA having to be hospitalized. He has been diagnosed with a curable lymphoma. He is the person responsible for figuring our tax rates for us, and also acts as a legal advisor for KDLA. Joe gave out Terry's address for those who wanted to send cards.

#### Library Director's Report:

Joe and Judy went out to Hillview to view the progress of the back area. In walking around the walking trail, they noticed quite a few spots where the blacktop has already formed bad cracks. This will have to be addressed before we sign off on the work and make the final payment.

The shrubs in the front of the library that had died, has been replaced.

We received six bids for our RFP for a new internet provider. Joe created a matrix of the bids and discussed all the logistics of each with the board. Martha Underwood made the motion to accept the bid for 1Gbps internet service from Windstream Government & Education at \$2508/monthly. Sherry Parker seconded the motion. The motion carried. We will now start the process of switching our internet provider.

Joe would like to start looking for a new IT person, since we have not been happy with our present person. We must give our present one at least a 90-day notice to cancel. Part of the cost of both the internet service provider and the IT equipment upgrades will qualify for E-Rate.

We did not have a formal dress code policy for employees. Joe has created one, and it was passed out. Renee Morgan made the motion to accept the dress code policy as written. Martha Underwood seconded the motion. The motion carried.

A "Public Attendance Policy" has been written. The purpose of this policy is to make the public aware that even though they are welcome to come to the meetings, they can be limited to the amount time they can speak to the board. It also gives the board a means to have control of the meeting. After some discussion, the board decided to bring this policy back at a future meeting.

The "Confidentiality, Open Records, and Open Meetings" policy the library had was pointing to the incorrect KRS in the "Open Meetings" section. A revised policy, pointing to the correct KRS was passed out. Joyce Manning made the motion to accept the revised "Confidentiality, Open Records, and Open Meetings" policy as written. Sherry Parker seconded the motion. The motion carried.

Since we are nearing the finish of the Hillview outdoor project, the library should start thinking of ways it should and will be used. The "Outdoor Spaces Policy" was passed out to the board. The policy restricts basically everything except library program use. We felt we should start with this, and could always come back



later and adjust it as needed. We will have to think about how people will be able to exit in case of a building emergency and also about installing more security cameras in the back area. Martha Underwood made the motion to accept the Outdoor Spaces Policy as written. Sherry Parker seconded the motion. The motion carried.

We and the board have not been happy with Fine Line Landscaping. Joe has drafted a letter to release them from their contract in 30 days. We have already talked to the person that put in the second bid about taking over our landscape needs. Sherry Parker made the motion to release Fine Line Landscaping from their contract in 30 days. Martha Underwood seconded the motion. The motion carried.

The circulation stats for August were passed out. Overall, the book checkouts are down a little from this time last year, but the checkouts for media items were up some. Door count and computer count was also down some.

Greg White would like to include the art for the Mt. Washington cupola in the bid for construction. He has asked if the board could set a maximum amount the board would be willing to pay for this art form. Joe has written up a RFP for this project. After much discussion, the board felt the example of art they had looked at the last meeting was too contemporary for the style we were going for in the new building. The board felt we should try going in a different direction for this art piece. Other ideas will be brought back to the board.

Joe had the items of new logo and mission statement on the agenda, but these items will be discussed at a later date.

Pam Polston asked about the garden we had put in at the Mt. Washington library when it was first built. She thought maybe it could be incorporated in some way on the new property. We will have to see if this could be done.

Pam Polston also asked about getting all the staff badges with their names on them. With so many new people joining our library family, it would be easier for board members and patrons to have names on the badges. Joe and Judy will check into being able to do these in house for convenience. The board also discussed the possibility of getting some small promotional items that could be given to patrons, such as note pads and pencils with our name on them.

Sherry Parker told the board that she and Renee Morgan intended to meet within the next month to discuss the possibilities for the planters at Ridgway. They will be bringing ideas back to the board.

Martha Underwood made the motion to adjourn the meeting. Sherry Parker seconded the motion. The motion carried. The meeting was adjourned at 6:35 p.m.

The next board meeting will be October 14, at 5 p.m. at the Mt. Washington Library.

Respectfully submitted,

Martha Underwood  
Secretary  
Board of Trustees  
Bullitt County Public Library

Pam Polston  
President  
Board of Trustees  
Bullitt County Public Library