

BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

April 13, 2010

The Bullitt County Public Library Board of Trustees met Tuesday, April 13, 2010 at the Ridgway Memorial Library. Those present were Allie Phillips, David Strange, Jennifer Brookshire, Michael Branham, Don Cundiff, Randy Matlow and Judy T. Jackson. The meeting was called to order at 5:00 p.m.

The minutes of the last meeting and for the special called meeting on March 17, 2010 were read. David Strange made the motion to accept both sets of minutes. Michael Branham seconded the motion. The motion carried.

The Treasurer's Report was given. Jennifer Brookshire made the motion to accept the treasurer's report as given. Don Cundiff seconded the motion. The Treasurer's Report will be filed for audit.

Regional Director's Report:

Chris Bischoff was not present, but we had received the KDLA monthly report. These were handed out to the board.

Library Director's Report:

Randy advised that the office of Secretary on the board was still unfilled. He suggested that since we now have a full board again, that this position be filled. David Strange made the motion to appoint Don Cundiff as the Secretary of the Board. Jennifer Brookshire seconded the motion. The motion carried.

The 2010-2011 library budget needs to be filed by June 1st by law. We must file the budget before we actually know what our tax rate options will be. We do not receive the tax rate information until around September. This year, we might also have some complicating factors with the tax rate. There is some question on the state level as to the tax rate that is being used. It is now at the attorney general's office waiting for a ruling. Randy passed out the proposed budget for 2010-2011 and went over the proposed changes with the board. We are actually proposing decreasing the book budget this year. We had given Lebanon Junction a sizable amount last year for their opening day collection for the new library. We are proposing leaving Ridgway's, Dorothea Stottman's, and Mt. Washington's book budget the same as last year, and decreasing Lebanon Junction's. We also added in a line for a new format, Blu-Ray discs.

On the payroll side, we would like to increase hours at all the locations. We would like to have all the libraries open on Monday through Thursday from 9 a.m. to 8 p.m. We would leave Friday and Saturday at 9 a.m. to 5 p.m. And leave Ridgway open on Sundays from 1 p.m. to 5 p.m. We would like to have a three people at all times at all locations, including a supervisor for the entire day. We would also like to add a part time reference person for Ridgway, and another part time custodial due to the larger building at Lebanon Junction. The different proposed pay rate increases were handed out. The board will come back next month to finalize the 2010-2011 budget.

Don Cundiff asked about the bidding process for the library. Randy advised that we follow the state guidelines on this. Also, the board allows Randy and Judy to spend up to \$1000 before having to bring it to the board first.

Lebanon Junction is coming along better. The spray installation has held things up. The new projected move in date looks like at the end of May. We have received a quote for the alarm system for the library from Interstate Securities. This is the same company we have the rest of our alarms through.

David Strange made the motion to accept the quote. Michael Branham seconded the motion. The motion carried.

We have a signed contract to purchase the land for the Dorothea Stottman Library, that includes a 60 day contingency for the engineering tests to come back okay. Randy asked if the board wanted to hold a special meeting if everything comes back okay to vote on this. Jennifer Brookshire made the motion to allow Randy to proceed with the purchase of the property if all the tests come back okay. Don Cundiff seconded the motion. The motion carried. We have been thinking of several ideas as to what to do with the old building.

Randy advised that we need to purchase a SIP II server in order to start offering e-books. Michael Branham made the motion to purchase the SIP II server. David Strange seconded the motion. The motion carried.

We have also received the quote for our annual audit. The quote is for \$4,000 plus travel expenses this year. Don Cundiff made the motion to accept the audit quote. Michael Branham seconded the motion. The motion carried.

Randy asked the board about sending out bids this year for the bank interest rates, and for the insurance on our buildings. David Strange made the motion to bid out the bank interest rates this year, but not the building insurance. Michael Branham seconded the motion. The motion carried.

The Library Advocacy Committee has again asked us to donate to their fund. We have done this in the past. Jennifer Brookshire made the motion to donate \$200 to the Advocacy Committee Fund. David Strange seconded the motion. The motion carried.

The Nichols "Easy Access" station will be installed this Friday. We are planning to create a brochure to be mailed to the people in that area letting them know about it. We will have training on how it works the following week.

Randy has been creating an "on-line" job application for all our future job openings. He feels this would be a great asset to our decision making.

Don Cundiff made the motion to adjourn at 6:25 p.m. Michael Branham seconded the motion. The motion carried.

The next meeting will be May 11, 2010, at 5:00 p.m. at the Ridgway Memorial Library.

Respectfully submitted,

Judy T. Jackson
Substituting Secretary
Board of Trustees
Bullitt County Public Library

Allie Phillips
President
Board of Trustees
Bullitt County Public Library