

BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

September 14, 2010

The Bullitt County Public Library Board of Trustees met Tuesday, September 14, 2010, at the Mt. Washington Branch Library. Those present were Michael Branham, Allie Phillips, Joyce Manning, Trina Kimball, Judy T. Jackson, Don Cundiff, and Randy Matlow. The meeting was called to order at 5:00 p.m.

The minutes of the last meeting was read. Don Cundiff made the motion to accept the minutes as written. Michael Branham seconded the motion. The motion carried.

The Treasurer's Report was given. Joyce Manning made the motion to accept the Treasurer's Report as given. Trina Kimball seconded the motion. The motion carried. The Treasurer's Report will be filed for audit.

Regional Director's Report:

Chris Bischoff was not present, but Randy passed out the September KDLA monthly report. Randy reported that he will be attending the Director's Retreat in late October at Cumberland Falls.

Library Director's Report:

We are still not 100% complete with the new Lebanon Junction Library. We need to add some lighting. The quote for this is approximately \$10,000. Michael Branham made the motion to proceed with getting these lights installed. Joyce Manning seconded the motion. The motion carried. We are still missing the two outdoor lights in the front of the building. The first estimate for these lights was extremely high. Randy asked if we could get two lights like the ones we already have under the porch, and was advised we could, and that they cost much less. We still have the matter of the guard rail needing to be finished out front. The contractor's are having a difficult time finding someone that can do the work as to the state's specifications. We have bond insurance on this, and will not be able to drop this coverage until the guard rail is complete. We have also received a quote for painting the sides of the hanging lights over the children's area. They were suppose to have been painted originally, but was left out of the specifications. The quote was for \$890. The Board agreed to keep the lights as is. The designer has asked the carpet company to donate enough carpet to redo the meeting room. This will allow the carpet there now to be used elsewhere in the library. We will have to pay for the installation, but the contractor plans to deduct this amount from the original installer's bill. We have some donations come to Lebanon Junction Library. One person would like for us to get a nice heavy wrought iron table and chairs for the outdoor patio. Bernheim Forest's landscaper is coming to suggest landscaping designs. We have also had someone wanting to plant a tree in Doris VanVactor's memory. The Bernheim Forest's landscaper is also going to look at our new property for Dorothea Stottman Library to give us some ideas for that one also. Randy looked at the stats from this same time last year, and saw we have had a definite increase in usage.

We have received a contract from Studio Kremer for the Dorothea Stottman project. This time, we will be working directly with Greg White as Studio Kremer's representative. The contract does contain the Board's allowance of \$2.1 million for the project. Joyce Manning made the motion to accept the architect contract. Michael Branham seconded the motion. The motion carried. Studio Kremer suggested we hire a construction manager, but after talking to Chris Bischoff, Randy feels we do not need this. We would have to bid it out before hiring one. We cannot see any advantages in doing this.

The 2010 tax rate figures were passed out. Randy explained the "inventory-in-transit" tax and our conversations with one of the companies involved in that situation. We have had another meeting with this company. We discussed what ramifications there would be if we were to exempt this tax. Randy received word just before this meeting, that this company has received approval from the Kentucky Revenue Cabinet to negotiate with us for a settlement for both 2009 and 2010. The board discussed this matter. The board would like to see what figure this company comes forth with before we start the negotiations.

The Board looked over the information concerning our tax rates for 2010. Randy advised that the way the tax rates were figures had been challenged, but the Attorney General has ruled that the rates are figured correctly. Don Cundiff made the motion to accept the compensating tax rate of 7.4 cents for real property, 18.35 cents for personal property, and 2.12 cents for vehicles and watercraft including the optional tax for aircraft, documented, watercraft, and inventory in transit. Trina Kimball seconded the motion. The motion carried. Joyce Manning abstained.

We had talked in previous meetings about paying the KACo note on our Mt. Washington building off. KACo is using a "Credit Default Swap." This means as long as interest rates are low, the pay off on this bond is high. It is now over \$100,000. Our KACo representative suggested we wait until interest rates go back up, then the pay off would be less. The Board agreed.

We still have the office of Vice President on the board open. Joyce Manning made a motion to appoint Trina Kimball to the Vice President's position. The motion died due to lack of a second. Trina Kimball made the motion to appoint Joyce Manning as Vice President. Don Cundiff seconded. The motion carried.

We are still in the process of hiring new people for the changing hours. We will be holding interviews tomorrow. We hope to have all of the needed people hired by the end of the week. We have hired the person for the Children's Programmer position. She will start September 22<sup>nd</sup>. We have also hired two part time custodial people. We had plan to only hire one, but one of our current people had to give his resignation. Since we were in the hiring process, we went ahead and replaced him.

Randy's anime group would like to attend the Sugoicon Anime Convention again this fall. Last year we paid for the rental of a van. He figures there will be seven or eight kids going. We created all the necessary forms last year that we can use again this year for liability purposes. The convention will be the 1<sup>st</sup> weekend in November. We do have a line item in our budget for programming that this would come out of. Michael Branham made the motion to allow \$600 for this trip. Joyce Manning seconded the motion. The motion carried.

We have received two carpet cleaning quotes for Dorothea Stottman Library, Mt. Washington, and Ridgway Library. We also asked for quotes to clean the lounge chairs at Ridgway, and at Mt. Washington. After reviewing the quotes, Randy recommended Kentuckiana. Don Cundiff made the motion to accept the low bid from Kentuckiana Carpet and Upholstery Cleaning. Joyce Manning seconded the motion. The motion carried.

KDLA has sent us a revised construction grant contract that reflexes the reduced amount we will be received due to recent state budget cuts. Don Cundiff made the motion to accept the contract. Trina Kimball seconded the motion. The motion carried.

We are starting to get teachers at Nichols signed up to use the Easy Access equipment at Nichols Elementary School.

Michael Branham made the motion to adjourn the meeting. Don Cundiff seconded the motion. The meeting was adjourned at 6:15 p.m.

The next meeting will be at Ridgway, October 12, 2010, at 5:00 p.m.

Respectfully submitted,

Michael Branham  
Secretary  
Board of Trustees  
Bullitt County Public Library

Allie Phillips  
President  
Board of Trustees  
Bullitt County Public Library

BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

October 12, 2010

The Bullitt County Public Library Board of Trustees met Tuesday, October 12, 2010, at the Ridgway Memorial Library in Shepherdsville. Those present were Don Cundiff, Allie Phillips, Michael Branham, Chris Bischoff, Joyce Manning, Randy Matlow, and Judy T. Jackson. The meeting was called to order at 5:00 p.m.

The minutes of the last meeting was read. Don Cundiff made the motion to accept the minutes as written. Joyce Manning seconded the motion. The motion carried.

The Treasurer's Report was given. Michael Branham made the motion to accept the Treasurer's Report as given. Joyce Manning seconded the motion. The motion carried. The Treasurer's Report will be filed for audit.

Regional Director's Report:

Chris Bischoff advised the board that the state aid checks will be sent out soon. There is a possibility that there will be two checks. The first could be for 75% of our amount due, and the second would then be for the remaining 25%.

Chris explained his feelings about the board hiring a construction manager for the Dorothea Stottman construction, versus using the general contractor. He had a hand out explaining this more. Don Cundiff asked if we needed to take the lowest bid. Chris Bischoff stated that we pretty much do. The law states "lowest and best bid" needs to be accepted. It could cause a lawsuit if we do not. After reviewing the information handed out, Chris is in the opinion we do not need a construction manager. Michael Branham made the motion to have a general contractor instead of a construction manager. Don Cundiff seconded the motion. The motion carried.

Director's Report:

We have received the revised copy of the construction grant contract. This one shows that we will be receiving the full amount again. Don Cundiff made the motion to accept the new contract. Michael Branham seconded the motion. The motion carried.

Randy met with the people from Bernheim at our Lebanon Junction Library. They are to come back by Spring with a landscaping plan for us. The carpet manufacturer has backed out of giving us the carpet for Lebanon Junction. We may have to pay for this, but possibly at reduced amount. We still have a few small matters to be completed on the Lebanon Junction building. We may have to have a change order for the guard rail at the entrance.

Randy passed out a spreadsheet showing the comparison for this year and last year for the same three month period at the new library. The items checked out went down slightly, but the number of borrowers processed had a considerable jump.

We haven't heard anything new with the Dorothea Stottman project. We did have to find out what the physical address of the new library was for planning and zoning. We might also need to hire a lawn care service next year to keep that lot cut.

Randy Matlow passed out a spreadsheet showing some tax figure comparisons for the states. We are #51, right in the middle for our tax base. He also had a spreadsheet showing how the school district taxes also compare. He went through these with the board.

We have not heard anything more about the inventory-in-transit situation. We are waiting for them to come up with a proposal for us.

We have hired several new employees. We now have 49, and will have 2 more next week. The new program people have been working on getting more new programs started. Randy passed out some samples of the programs they are working on.

We hope to have our new hours in place by the week after next. Next week should be the last of the training.

We are in need of updating our staff and circulation computers. We might need as many as 16 computers. If the total is less than \$20,000, we will not have to bid this out. The board agreed to this purchase.

We had a middle school vandal at Ridgway. He picked up one of our tables on the back deck and threw it, damaging it by knocking a piece out of it. Randy has talked with the mother and the boy, and they have promised to make resolution for the table.

Our BluRay collection is now out. They seem to be doing well.

We will be having our audit soon. It was suppose to be this week, but the auditor got sick, and needed to reschedule.

The state has received a grant to help people applying for jobs. It is going to depend on the amount we would receive if we will participate in it or not. The regulations and rules are such that unless the amount we would receive would be a substantial amount, it would be more trouble to do.

We will be participating in the Zoneton Halloween program again this year. We will also be participating in Colorfest at Bernheim this weekend. The anime kids will be at Colorfest trying to earn money for their trip. Randy asked if all the money that the fundraising makes go back to the anime group for their trip. Joyce Manning made the motion to use these fundraising monies towards the Sugoicon convention. Don Cundiff seconded the motion.

Michael Branham made the motion to adjourn at 5:50 p.m. Joyce Manning seconded the motion. The meeting was then adjourned.

The next meeting will be Tuesday, November 9, 2010, at the Ridgway Memorial Library, at 5:00 p.m.

Respectfully submitted,

Michael Branham  
Secretary  
Board of Trustees  
Bullitt County Public Library

Allie Phillips  
President  
Board of Trustees  
Bullitt County Public Library