

BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

September 13, 2011

The Bullitt County Public Library Board of Trustees met Tuesday, September 13, 2011, at the Ridgway Memorial Library in Shepherdsville. Those present were Joyce Manning, Renee' Loy, Pam Polston, Chris Bischoff, Trina Kimball, Charlie Long, Randy Matlow, and Judy T. Jackson. One guest arrived later.

The meeting was called to order at 5:00 p.m. The minutes of the last meeting were read. Pam Polston made the motion to accept the minutes as written. Trina Kimball seconded the motion. The motion carried.

The Treasurer's Report was given. Judy Jackson explained the reason our operating account is showing in the deficient. Trina Kimball made the motion to accept the Treasurer's Report as given. Pam Polston seconded the motion. The motion carried. The Treasurer's Report will be filed for audit.

The board of trustees needs to select two officers. One is for President, and the other is for Treasurer. Renee' Loy nominated Pam Polston for the office of President. Trina Kimball seconded the motion. The motion carried. Charlie Long nominated Renee' Loy for the office of Treasurer. Trina Kimball seconded the motion. The motion carried. Joyce Manning nominated Trina Kimball for the office of Secretary. Renee' Loy was the current Secretary until her nomination for Treasurer. Renee' Loy seconded the motion. The motion carried.

Regional Director's Report:

The Legislative Day is in March in Frankfort, and the Legislative Committee is gearing up for it. The Legislative Committee lobby for maintaining our tax rates, the trustee's interest, and maintaining the funds needed for construction grants and state-aid. Chris Bischoff invited our Board to attend if possible. If they cannot attend, he urged them to call their legislative representative and promote libraries to them.

Library Director's Report:

Randy wanted to take pictures of the Board members to put on our website. He asked them not to leave after the meeting until he could take them.

Randy explained to the board the process of setting our tax rates. In the past, we were only given two choices, the compensating rate and 4% increase. Law says you must take in the same amount of revenue each year, but this year, we are able to ask for more tax rate options. KDLA has given us several possible different tax configurations for this year. Randy gave the board a spreadsheet showing these tax rates and the amount of revenue each are expected to generate. We have one capital investment for the future, and that would be to expand the Mt. Washington Library to add a meeting room and a teen section. The board discussed the different tax rate options in detail. Trina Kimball made the motion to go with the 6.9 tax rate for property, 6.9 tax rate for personal property, intangible property, and inventory-in-transit, and 2.12 tax rate for watercraft and vehicles. Joyce Manning seconded the motion. The motion carried.

The guest asked to address the board. She voiced some personnel concerns. Pam Polston asked Randy if he would like to respond. He responded to the concerns.

The library now owns a 2011 Ford Transit Connect Van. We need to have a policy that covers the use of this van. We have listed four people on our insurance as regular drivers – Randy Matlow, Judy Jackson, Noel Cissell, and Terry Drury. Noel Cissell will be taking over the book delivery to the branches twice a week. Terry Drury is going to be his backup if he can't do the deliveries. Randy also

asked our insurance company if any other employee would be covered if they drove the van. Our insurance agent said as long as it's just an occasional event they would be covered. If it were to become a regular event, then that person would need to be put on the insurance policy also. We are also thinking about getting a second credit card to use for only van expenses, such as gas or repairs. The suggestion was made that we should check into getting a Fleet card. The vehicle use policy was handed out to the board. Charlie Long made the motion to accept the vehicle use policy. Trina Kimball seconded the motion. The motion carried.

Randy reminded the board that they usually rotate the meeting place to each of the three branches once a year. Joyce Manning made the motion to have the October meeting in Lebanon Junction Library, the November meeting in Mt. Washington Library, and the December meeting in Dorothea Stottman Library. Trina Kimball seconded the motion. The motion carried.

Randy had a few more suggestions for the library logo to show the board. He also had some samples of slogans that the staff had come up with. More information will be brought back to the board in future meetings.

The steel for the new Hillview library is coming this week. We should be able to see more activity in the coming months.

We received a quote for the hardscape portion of the Lebanon Junction landscape project. The board discussed the quote. There was a discussion as to getting a quote from some local firms. Trina Kimball gave Randy the authorization to accept this quote or a comparable quote for the same work. Joyce Manning seconded. The motion carried.

The KLA conference will be coming up at the end of September. Randy wanted to invite the Trustee's to attend if possible. The four branch heads, Randy, and Judy will be attending on Thursday, September 29th.

Our Annual Report has been filed with all the proper authorities, and KDLA. A copy of the report was passed out to the board. One copy will be filed with the minutes.

Chris Bischoff asked the board if he could comment on the visitor and her concerns. He advised the board that the only employee the Board has is Randy. All other personnel problems or concerns are to be addressed by him. These matters should not be brought to the board by an employee. The only time such issues would be brought to the board, is when a resolution can't be met, and Randy feels he needs the guidance of the Board.

Trina Kimball made the motion to adjourn the meeting at 6:40 p.m. Renee' Loy seconded the motion. The motion carried.

The next meeting will be October 11th, at 5:00 p.m. at the Lebanon Junction Library.

Respectfully submitted,

Trina Kimball
Secretary
Board of Trustees
Bullitt County Public Libraries

Pam Polston
President
Board of Trustees
Bullitt County Public Libraries