

BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

February 10, 2015

The Bullitt County Public Library Board of Trustees met Tuesday, January 13, 2015, at the Ridgway Memorial Library. Those present were Joyce Manning, Mike Higgins, Sherry Parker, Renee Morgan, Pam Polston, Joe Schweiss, Judy T. Jackson, Bessie Davis and members with the West Bullitt Recreation. Pam Polston called the meeting to order at 5pm.

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

The Treasurer's Report was given. Renee Morgan made the motion to accept the Treasurer's Report as given. Sherry seconded the motion. The motion carried. The treasurer's report will be filed for audit.

Library Regional Consultant's Report:

The Library Regional Consultant was not present. Bessie Davis reviewed the Monthly Report and Trustee Tip with the board.

Library Director's Report:

Joe Schweiss reviewed the following **Employee handbook policies** with the board.

Holidays

Sherry Parker made the motion to accept the Holidays Policy as written. Renee seconded the motion. The motion carried.

Benefits

Sherry Parker made the motion to accept the Benefits Policy as written. Joyce Manning seconded the motion. The motion carried.

Employee Conduct

Renee Morgan made the motion to accept the Employee Conduct Policy as written. Sherry Parker seconded the motion. The motion carried.

Unacceptable Conduct

Renee Morgan made the motion to accept the Unacceptable Conduct Policy as written. Sherry Parker seconded the motion. The motion carried.

Sexual Harassment

Renee Morgan made the motion to accept the Sexual Harassment Policy as written. Sherry Parker seconded the motion. The motion carried.

Substance Abuse and Testing

Sherry Parker made the motion to accept the Substance Abuse and Testing Policy as written. Joyce Manning seconded the motion. The motion carried.

Performance Improvement

Joyce Manning made the motion to accept the Performance Improvement Policy as written. Sherry Parker seconded the motion. The motion carried.

Employee Files

Sherry Parker made the motion to accept the Employee Files Policy as written. Renee Morgan seconded the motion. The motion carried.

Bereavement Leave

Sherry Parker made the motion to accept the Bereavement Leave Policy as written. Joyce Manning seconded the motion. The motion carried.

Travel and Meal Expenses

Joyce Manning made the motion to accept the Travel and Meal Expenses Policy as written. Sherry Parker seconded the motion. The motion carried.

Construction Updates:

Joe Schweiss updated the board on the progress of the Hillview and Mt. Washington construction projects. Hillview's heating and cooling unit was never properly installed. Joe will identify contractors who can fix the heating and cooling unit. Mt. Washington has a zoning issue. The board went into closed session to discuss the zoning issue.

Closed Session:

Sherry Parker made the motion to go into closed session at 5:22pm under KRS 61.810(1)(c) to discuss proposed litigation on behalf of the library. Renee Morgan seconded the motion. The motion carried.

Renee Morgan made the motion to leave closed session at 6:04pm. Sherry Parker seconded the motion.

Sherry Parker made the motion for Attorney John Spainhour to consult with County Attorney John Wooldridge to reverse his opinion that the Bullitt County Public Library is not a political subdivision of the Commonwealth of Kentucky, nor is it a political subdivision of the County of Bullitt. Therefore, the

library must comply with all of the Planning and Zoning regulations. If County Attorney John Wooldridge does not reverse his opinion, Attorney John Spainhour will file a Petition of Declaration of Rights in the Circuit Courts. The Circuit Court will decide whether the Bullitt County Public Library must comply with the zoning regulations. Joyce Manning seconded the motion. The motion carried.

Facilities Updates:

The Ridgway library and Hillview library had new shelving installed. Lebanon Junction and Mt. Washington may receive shelving at a future date.

Internet/Network project update:

Joe Schweiss informed the board that there still is not a definite time frame for the implementation of the new network/internet.

Job Description Updates:

Joe Schweiss and Bessie Davis reviewed with the board the Branch Manager and Assistant Branch Manager Positions. Joyce Manning made the motion to accept the job descriptions as written with corrections. Renee Morgan seconded the motion. The motion carried.

Miscellaneous:

KPLA Conference: Jose Schweiss told the board that staff would be attending the KPLA Conference on March 16-18.

The West Bullitt Recreation Presentation: The West Bullitt Recreation members proposed the possibility of donating 9.8 acres of land to the Bullitt County Public Library. The board did not decide whether to accept this proposal at the board meeting. The board will discuss and make a final decision at the March 10 board meeting.

Adjournment:

Sherry Parker made the motion to adjourn the meeting. Joyce Manning seconded the motion. The motion carried. The meeting ended at 7:20 pm.

Next Board Meeting:

The next board meeting will be March 10, at 5pm at the Ridgway Memorial Library.

Respectfully submitted,

Pam Polston, President

Sherry Parker, Secretary