



BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

March 11, 2014

The Bullitt County Public Library Board of Trustees met Tuesday, March 11, 2014, at the Ridgway Memorial Library. Those present were Pam Polston, Joyce Manning, Sherry Parker, Renee Morgan, Martha Underwood, Joe Schweiss, Bessie Gray and Judy T. Jackson. Pam Polston called the meeting to order at 5:00 p.m.

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

The Treasurer's Report was given. Martha Underwood 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:

Bessie Gray went through the March monthly report from KDLA. She also reminded the board that the UFIR was due by May 1st. She also advised that there was a house bill in progress that might remove the need to do this report every year.

She also wanted to remind the board about the KPLA Conference April 9th-11th. The trustee certification training will be on Wednesday, April 9th from 9 a.m.-4 p.m. She encouraged the board trustees to go if possible.

Library Director's Report:

We are trying to draft a new vacation request policy that would address some problems that occur with our present policy. We particularly have some issues around holidays when so many people want the same day off. Joe had a handout that addressed the known issues, and included some ideas to improve the policy. Sherry Parker suggested we decide based on the dates the request was submitted. The board will look over this handout and continue the discussion at a later meeting.

A suggested Library Sponsorship Policy and Procedures policy draft was passed out. Joe has been approached by someone that wants to donate laptop computers to the library, but wants us to give them credit on our website. After much discussion, the board decided to table this policy until the next meeting.

A Smoking and Tobacco Use Policy draft was passed out. The policy tries to include all forms of tobacco, tobacco alternative, and any smoking device. It also specifies a distance someone has to be from the library entrances to smoke. The policy specifies 15 feet, but some of the board members questioned if this was enough. The board suggested that Joe check to see if there is a distance from the building that has been legally set before they approve the policy. Joe will check into this.

The board was shown two preliminary plans from Greg White for the proposed Mt. Washington Library. The board discussed the differences in the two plans. Martha Underwood made the motion to move forward with the design with the larger footprint. Renee Morgan seconded the motion. The motion passed with four approvals. Sherry Parker voted no.

We have contacted Greenbaum to start recording the changes in the floor at Ridgway, if any. Joe is hopeful they will be able to record day-by-day readings to see if the floor is constantly moving. We have also had some water leaks on the flat roof of Hillview. We have actually had some water coming through the lights on the back porch area. These items have been looked at, and will be taken



care of. We also found out that the installer did not complete the warranty on the flat portion of the roof, therefore, we now have an additional two years on the warranty. We will definitely not have flat roofs on the new Mt. Washington library. We have also had an abundance of snow and ice sliding off the roofs of our libraries. We will be looking into a solution to this problem.

When Joe and Renee went to the bank to sign new signature cards, they found that Don Cundiff's name was still on the cards. Renee Morgan made the motion to remove Don Cundiff from the signature cards on all the accounts. Joyce Manning seconded the motion. The motion carried.

The bad weather has held up the progress of the Hillview landscaping. They hope to be able to return to full force as the weather gets better. They did pour one batch of the concrete for the seating that turned out not to be the right color. They have removed this section, and will be pouring it again.

We found a company to do the parking lots during bad weather at the libraries. They did an excellent job the last snow and ice we had. We will also be putting out bids for all the landscaping in the near future.

The circulation stats from last month were passed out. Also, stats showing comparisons with other libraries in the state, and other areas were also passed out.

The revised Board of Trustee by-laws were passed out again so the board will be able to read over them. We will revisit them at the next meeting.

We had some problems with our security system at Ridgway over the weekend. We had to call in a service run for it. The systems in Ridgway and Mt. Washington are one of the first that were put in. They need to be upgraded to a newer system. Joe passed out a quote from Interstate Security for this upgrade. Sherry Parker made the motion to go ahead with this upgrade. Martha Underwood seconded the motion. The motion carried.

Martha Underwood made the motion to adjourn the meeting. Sherry Parker seconded the motion. The motion carried. The meeting was adjourned at 6:40 p.m.

The next board meeting will be April 8, 2014, at 5 p.m. at the Ridgway Memorial Library.

Respectfully submitted,

Martha Underwood
Secretary
Board of Trustees
Bullitt County Public Library

Pam Polston
President
Board of Trustees
Bullitt County Public Library