

BULLITT COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

March 13, 2012

The Bullitt County Public Library Board of Trustees met Tuesday, March 13, 2012, at the Ridgway Memorial Library. Those present were Pam Polston, Joyce Manning, Martha Underwood, Randy Matlow, Charlie Long, and Judy T. Jackson. The meeting was called to order at 5:00 p.m. Chris Bischoff arrived at 5:25 p.m.

The minutes of the last meeting were read. Martha Underwood made the motion to accept the minutes as written. Joyce Manning seconded the motion. The motion carried.

The Treasurer's Report was given. Joyce Manning asked what Century Link was. Judy explained it was a telephone company. Joyce Manning made the motion to accept the Treasurer's Report as given. Martha Underwood seconded the motion. The motion carried. The Treasurer's Report will be filed for audit.

Regional Director's Report:

Chris Bischoff had not arrived yet.

Library Director's Report:

We had bid out the front landscaping to complete the Lebanon Junction Library. Two bids were received. The board looked over and discussed the two bids. Martha Underwood made the motion to accept the bid from All-in-One Landscaping. Renee Loy seconded the motion. The motion carried.

We now have a tentative date for the Hillview grand opening. It looks like it will be April 15<sup>th</sup>. We do have to obtain the occupancy permit before we can open the doors to the public. We plan on closing the Dorothea Stottman Library beginning on Monday, March 26<sup>th</sup>. The board discussed a time for the grand opening. The decision was made to have it from 2:00 p.m. to 4 p.m. We will have bags, magnets, and mood pencils as handouts to the public. The shelving is being installed. The last of the furniture could come in the week of March 26<sup>th</sup>. We also need the final coat of blacktopping on the parking lot, and that should be done around the first of April. We are still planning on doing the passing of the books from Dorothea Stottman Library to the Hillview Library, but plan to do this at the grand opening. Randy and Judy met with the architects and the contractor last Wednesday to do a punch list. Most of the items were only cosmetic. Randy gave the board a rundown of the punch list items. The list is attached to the minutes.

After we get moved into the new Hillview library, the contractor's will start on the Dorothea Stottman Annex renovation. We are now looking at the arrangement of the furniture for that building.

We are still looking at the problem with the roof at Lebanon Junction. We have a specialist that is supposed to look at it, and hopefully find the problem.

Randy handed out a sheet listing a preliminary budget. Since we reduced our tax rate last year, our tax rate will be lower. Randy explained the reasons for the changes in the categories. The personnel budget changes were discussed. Randy asked about what options of pay increases the board would like to see, and he discussed his ideas for the projected budget. Chris Bischoff suggested we increase our Mt. Washington renovation reserve fund.

We are looking at changing one of our part-time custodial positions to a full time position in the new budget. We already have a part time position built in for the full year this year. Since the new library will be open before the new budget, we are going to need the extra coverage now. Joyce Manning made the motion to hire the new full time custodial position now. Renee Loy seconded the motion. The motion carried.

We had a program called "Cabin Fever" and it included a contest called cabin fever bingo. The winner of the contest will receive a Nook Color tablet. We had a great response to this program.

Randy will be taking the anime planning committee to Pittsburg to a con convention next week. The kids have done some fundraisers to help with the cost, but he still needs approximately \$100 more. He would like to be able to take that amount from our programming budget line. Renee Loy made the motion to allow Randy to take the \$100 needed for the convention from the programming budget. Martha Underwood seconded the motion. The motion carried.

Randy asked if the board would like to meet next month at the Dorothea Stottman Library/Hillview Library so they could see the inside of the new building. Martha Underwood made the motion to hold the April 10<sup>th</sup> meeting at the Dorothea Stottman Library/Hillview Library. Renee Loy seconded the motion. The motion carried.

Randy advised the board of the quote he has received from On-Site Solutions for the new computers needed at the new Hillview Library. We have also purchased a set of speakers, and a projector for Lebanon Junction Library, Hillview Library, and Ridgway Library for the movie nights. We have also purchased the computers for the computer labs. We purchased the all-in-one computers for this area because of the space.

Randy reminded the board that the secretary position was still vacant. After a short discussion, Joyce Manning made the motion to nominate Martha Underwood for secretary. Renee Loy seconded the motion. The motion carried.

Randy asked Chris Bischoff if he had anything to discuss with the board. He did not.

Martha Underwood asked about the response from the Pioneer News on the letter that was brought up at the last meeting. Randy advised they were fine with the board decision, and will still be doing a circular on the new library.

Charlie Long made the motion to adjourn the meeting. Renee Loy seconded the motion. The meeting was adjourned at 6:15 p.m.

The next meeting will be at the Dorothea Stottman/Hillview Library on April 10, at 5:00 p.m.

Respectfully submitted,

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

Pam Polston  
President  
Board of Trustees  
Bullitt County Public Library