

## Martin County Library Board of Trustees--Regular Meeting

January 25, 2010

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[www.martincolibrary.com](http://www.martincolibrary.com)

The Martin County Public Library Board of Trustees met in regular session January 25, 2010, at 4:30 p.m. at the Martin County Pubic Library in Inez.

**Call to Order**--President Anna Stepp called the meeting to order at 4:50 p.m.

**Attendance**--Trustees present were Anna Stepp, Barbara Pinson, Willa Preston, and Claudean Williamson. Trustee Barbara Muncy was absent. Present also were Director Drema Jude and Regional Director Jimmie Epling. Arthur (Buddy) Preston was present.

**Agenda**--Motion to accept agenda as written, Barbara Pinson; second, Willa Preston. Motion carried unanimously.

### Minutes

The following minutes were read, discussed and approved:

**November 23, 2009**--Motion, Barbara Pinson; second, Anna Stepp. Approved by consensus.

**December 13, 2009**--Motion, Willa Preston; second, Barbara Pinson. Approved by consensus.

**January 14, 2010**--Motion, Barbara Pinson; second, Willa Preston. Approved by consensus.

**Financial Reports**--The financial report of **November 2009** was read and approved. Motion to approve, Barbara Pinson; second, Willa Preston. Consensus.

The financial report of **December 2009** was read and approved as well. Motion, Willa Preston; second, Barbara Pinson. Consensus.

### Business

**Lighting-Electrician** Buddy Preston was present to discuss various options for correcting lighting problems for at least eight nonfunctioning lights. He outlined some possibilities, gave "ballpark" estimates, and said he would get back with Director Drema Jude with some specific quotes.

After the board discussed some other needs such as painting the walls and sprucing up the hallway, President Anna Stepp made the motion to transfer \$10,000.00 from payroll into maintenance. The motion was seconded by Claudean Williamson. Motion carried by consensus. Mrs. Stepp asked Drema to go ahead and get some quotes and work within the budget.

**Hiring Update**--Director Drema Jude said many applications had come in. The Board decided by consensus to run the ad one more week before acting on any applications. Trustees agreed to get together February 1, 2010, at 4:30 at the library to help Drema review all applicants before choosing those to be interviewed.

**Check Signing**--Director Drema Jude reported that the treasurer must sign all checks but we needed an alternate signer with her who would be available during emergency situations. Claudean Williamson made the motion for President Anna Stepp to sign the alternative card for signatures. Barbara Pinson seconded the motion. Motion was unanimous.

**B and O Tax**--Regarding the legality of the library paying employee B and O taxes, Drema reported that Accountant Linda Sumpter had said that although it may not be exactly illegal, it was "highly frowned upon." Anna Stepp, saying we needed to abide by legalities, made the motion to stop paying employed B and O taxes but compensate them instead with a one per cent raise to become effective the next pay period. Barbara Pinson seconded the motion. Motion carried.

**Bookmobile/Van**--Regional Director Jimmie Epling shared information he had regarding the value of these two items. After stating we might average five to seven thousand for the bookmobile, he suggested we might offer the vehicle up for bids beginning with five thousand with the option to reject any bids and to advertise sold as is. He did not have any specific information on the van but estimated a two to three thousand value. He suggested a beginning bid of two thousand, to be sold as is, and with the option to reject any or all bids. Anna Stepp made the motion for Drema to work with Jimmie and begin advertising. Barbara Pinson seconded the motion. Motion carried. Anna also asked Drema to go ahead and begin to explore some prices for a new van.

**Personnel Policy Approval**--Claudean Williamson asked that trustees take the draft copy home and study and be prepared to vote on the handbook at our February 1, 2010 meeting. Everyone agreed.

### **New Business**

**Employee Request**--Director Drema Jude shared information regarding an employee's request for a fifty cent raise. After some discussion regarding status, promotion, seniority, and employee evaluations, President Anna Stepp stated we would table this matter for now but consider it as we begin to prepare the budget for the new fiscal year.

**KLA/KTLST Membership**--As director, Drema Jude needs to be a member. Anna Stepp made the motion to pay for Drema's membership. Claudean Williamson seconded the motion. Motion by consensus.

**Sale of Books**--This was discussed earlier when trustees approved the financial reports. Drema wanted to be sure the money from the sale of excess books be placed in the proper category of the budget.

**Painting of MCPL**--This item was discussed previously when trustees agreed to transfer money. Drema will talk with James David Spense about an estimate for painting the inside of the library.

**Board Member Renewal**--Claudean Williamson, Willa Preston, Anna Stepp, and Barbara Muncy need to be reappointed. The board discussed names to be submitted with these and asked Drema to apply as per procedure.

**Public Comments**--None

**Director**--None at this time but reported as necessary throughout the meeting. It might be noted that Mrs. Jude commended the hard work of all employees.

**Regional Consultant**--Jimmie Epling provided trustees and director with samples of employee evaluation sheets. He suggested Drema study these and choose whatever would be relevant for this library and its employees. He also stated we need to make sure we have specific job descriptions for all employees. He pinpointed specific areas for which we need to work. Jimmie also gave trustees his regular monthly report. Then he reported that Drema had received her first state aid check for the library. Lastly, he gave everyone a brochure regarding meeting room policy with guidelines to consider.

**Next Meeting Date**--February 1, 2010 at 4:300 p.m. for a special meeting to discuss applicants, personnel handbook, etc. The next regularly scheduled meeting is set for February 22, 2010, at 4:30 p.m.

**Adjournment**--Meeting adjourned by consensus at 7:45 p.m.

Anna Stepp

**President**

Claudean Williamson

**Secretary**

02-22-2010

**Date**