

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

January 10, 1978

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on January 10, 1978 at 4:15 p.m. in the Board Room.

Present: Ms. Heath, Hendon, Kuhnle, Layne, and Mercer; Messrs. Butt, Ulmer, and the Director. The Assistant Director and Ms. Sallie Haynes, City Law Department, also attended.

Mrs. Hendon presided.

Minutes: Mr. Ulmer moved approval of the minutes of the December 13, 1977 meeting. The motion was seconded by Mr. Butt, and the motion passed unanimously.

Planning and Interior Operations Committee: Ms. Mercer read a certification that bills in the amount of \$111,616.89 had been audited and found correct. She moved acceptance; the motion was seconded by Mrs. Layne, and the motion to pay bills in this amount carried unanimously.

Building and Maintenance Committee: The Director reported that the Aldermanic Finance Committee will hear the Library's request for \$110,000 which will enable renovation of the Main Library. This renovation has been mandated by the Fire Department.

Budget and Finance Committee: The December statistical report was distributed to those present and ordered received and filed. The Assistant Director reported that reference services had increased two percent over the same period last year, and that adult circulation at the Main Library had increased by nine percent over the same period last year.

Audio Visual Committee: No report was given.

Ad Hoc Committee to Form a Friends of the Library Group: Ms. Layne reported that a 10,000 item mailing soliciting membership will be sent in early January. She further reported on the design on a Friends' logo for television public announcements and official stationery.

President's Report: Mrs. Hendon reported that Ms. Kuhnle and Layne and Messrs. Butt, Johnson, Garnar, and Kozlowski accompanied her to a Legislative Breakfast in Frankfort on January 5, 1978. She indicated that funding and other concerns were reviewed with area representatives and senators who attended the meeting.

Mr. Butt moved the Board go into Closed Session at 4:45 p.m. Mrs. Layne seconded the motion which passed unanimously.

At 5:30 p.m. the Board returned to Open Session, at which time the Director's Report was heard.

Director's Report: The Director reported that both grant requests (one for audiovisual equipment; the other for book purchases) to the Brown Foundation were denied.

Adjournment: There being no further business, the meeting adjourned at 5:42 p.m.

APPROVED:

Sarah Pitts Hendon PRESIDENT  
R. J. Kozlowski SECRETARY

## LOUISVILLE FREE PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

February 14, 1978

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on February 14, 1978 at 4:15 p.m. in the Board Room.

Present: Ms. Fitzmayer, Heath, Hendon, Hodge, Kuhnle, Layne, and Mercer; Messrs. Brown and the Director. The Assistant Director and Ms. Barttina Wilkins, representing the Board of Aldermen, also attended.

Mrs. Hendon presided.

Minutes: Ms. Mercer moved approval of the minutes of the January 10, 1978 meeting. The motion was seconded by Mrs. Heath, and the motion passed unanimously.

Planning and Interior Operations Committee: Ms. Mercer read a certification that bills in the amount of \$107,675.00 had been audited and found correct. She moved acceptance; the motion was seconded by Mrs. Kuhnle, and the motion to pay bills in this amount carried unanimously.

Mrs. Hendon appointed Mrs. Kuhnle Chairman of the Building and Maintenance Committee with Mrs. Hodge and Mrs. Churchill as members.

Building and Maintenance Committee: The Director reported on roofing problems at the Main Library, as well as at the Highland, Portland, Taylor Boulevard, and Crescent Hill Branches. The cost of replacing water damaged books at the Highland and Taylor Boulevard Branches is covered by insurance. He also reported that structural damage had occurred at the Bon Air Branch because of carpenter ants. He stated that a complete report on the Bon Air situation would be forthcoming from the Louis and Henry Architectural firm.

In regard to the Fire Code problem the Director informed the Board that Alderman Abramson, a representative from the City's Public Works Cabinet and Mr. Leis of Louis and Henry will visit and tour the Library on Friday, February 24, to inspect those areas cited by the Fire Department.

Budget and Finance Committee: The Director and Assistant Director presented a revised format for the monthly statistical report; they reported that additional changes may take place in the format. A revised budget for the current year (July 1, 1977 through January 31, 1978) was also presented for the Board's approval. After discussion, Mr. Brown moved approval of the revised budget for the current fiscal year and Mrs. Hodge seconded the motion. The motion was passed unanimously.

Audio Visual Committee: No report was given.

Ad Hoc Committee to Form a Friends of the Library Group: Mrs. Layne reported 628 memberships had been received with a total revenue of \$4,899. She requested the Board permit Friends to sponsor the book sales. Ms. Mercer moved the Friends conduct the book sales, Mrs. Kuhnle seconded the motion which passed unanimously.

President's Report: Mrs. Hendon informed the Board that the Portland Branch is within an area which is applying for historical district status.

She stated that she will meet with Judge McConnell at 11 a.m. on Monday, February 20, 1978.

Mrs. Hendon reviewed House Bill 392, which gives the County Judge authority to appoint individuals to the Board of Trustees. The Board discussed, at length, the ramifications should House Bill 392 become law.

Director's Report: The Director requested permission to extend full service at the Main Library on Sundays to June 25. He further recommended closing on Sundays during July and August, with resumption of full service the first Sunday after Labor Day. Mrs. Heath moved approval, Mrs. Hodge seconded the motion, and it passed unanimously.

Mr. Kozlowski outlined how a consultant could help in the development of long range plans. He requested the Board permit him to proceed with specific data which would be used to contract for a consultant's services. Mrs. Layne moved approval, Mrs. Kuhnle seconded the motion, and the motion passed unanimously.

Mrs. Layne inquired about a Spring meeting of the Kentucky Library Association's Public Library Section. The Director stated he would give additional information to members in regard to this meeting.

Adjournment: There being no further business, the meeting adjourned at 5:13 p.m.

APPROVED:

*Harold Stiles Mercer* PRESIDENT

*R. S. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
March 14, 1978

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on March 14, 1978 at 4:15 p.m. in the Board Room.

Present: Ms. Fitzmayer, Heath, Hendon, Kuhnle, Layne, and Mercer; Messrs. Butt and the Director. The Assistant Director, Mrs. Wilkins, representing the Board of Aldermen, Mr. Eisen, representing the Public Works Cabinet, Mrs. Williams, State Librarian, and Mrs. Hellard, Field Services' Director, State Library, also attended.

Mrs. Hendon presided.

Minutes: Mrs. Layne moved approval of the minutes of the February 14, 1978 meeting. The motion was seconded by Mrs. Heath, and the motion passed unanimously.

Planning and Interior Operations Committee: Ms. Mercer read a certification that bills in the amount of \$103,635.93 had been audited and found correct. She moved acceptance; the motion was seconded by Mrs. Kuhnle, and the motion to pay bills in this amount carried unanimously.

Building and Maintenance Committee: The Director reported that the Board of Aldermen had approved granting \$57,000 to the Library for the purpose of renovating the South Building, Main Library. The renovation had been mandated by the Fire Department. An additional \$57,000 will be requested from the Fiscal Court.

Budget and Finance Committee: The February statistical report was distributed to those present and ordered received and filed. The Assistant Director reported that registration had increased 25 per cent over February of last year, with circulation up 25 per cent and reference services up 11 per cent.

The 1978-79 Budget, with the approval of the Finance Committee, was presented. A motion was made by Mr. Butt to approve the budget and add a request for monies to improve employees' salaries, making them comparable to the salaries paid by local government. The motion was seconded by Mrs. Kuhnle and passed unanimously.

The Director requested transferring business from Citizens Fidelity Bank to Liberty National Bank be postponed until the beginning of the new fiscal year. Ms. Mercer moved approval, Mr. Butt seconded the motion, and the motion passed unanimously.

Audio Visual Committee: No report was given.

Ad Hoc Committee to Form a Friends of the Library Group: Mrs. Layne reported over 850 individuals had joined to date; she announced the Friends' first general meeting will take place on Sunday, April 16, 2 p.m., in the Main Library.

President's Report: Mrs. Hendon reported that the House Cities Committee substitute for H.B. 392 was found to be not in the best interest of the Library. Specifically, the change, if passed, would permit the appointing authorities the ability to terminate board appointments for no apparent cause and at any time. Mrs. Layne reported the Friends had sent telegrams to area Senators requesting them to strike the objectionable amendment. Mr. Butt moved that the Board of Trustees should also send telegrams to the State Senators supporting H.B. 392 to the extent it allows the County Judge/Executive the power to appoint members to the Board. He further moved that the Board urge the Senate to reject the language of the House Cities Committee substitute. The motion was seconded by Ms. Mercer and it unanimously passed.

Mrs. Hendon also reported that the Kaufman-Straus building had been placed on the National Registry of Historical Landmarks.

Director's Report: The Director announced the upcoming Staff Institute Day and requested permission to close the system on April 20, 1978 for the day of in-service training. Mrs. Layne moved approval of the request and Mrs. Kuhnle seconded the motion which passed unanimously.

Mr. Kozlowski informed the Board that Barbara Miller has been honored by being chosen as one of four children's librarians to tour the U.S.S.R. on behalf of the U.S. State Department and the American Library Association. He recommended the Board send Mrs. Miller a letter of commendation, and the Board agreed to do so.

The Director also reported that Anderson Ezzard would celebrate 50 years of service to the Library on May 13, 1978 and suggested the Board and the Staff Association may want to honor Mr. Ezzard with a reception.

Adjournment: There being no further business, the meeting adjourned at 5:12 p.m.

APPROVED:

Sarah Stites Hendon PRESIDENT  
R. S. Kozlowski SECRETARY

## LOUISVILLE FREE PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

April 11, 1978

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on April 11, 1978 at 4:15 p.m. in the Board Room.

Present: Ms. Heath, Hendon, Hodge, Kuhnle, Layne; Messrs. Brown, Butt, McGee, Ulmer, and the Director. The Assistant Director and Ms. Charlotte McGill, representing the Public Works Cabinet, also attended.

Mrs. Hendon presided.

Minutes: Mrs. Layne moved approval of the minutes of the March 14, 1978 meeting. The motion was seconded by Father McGee, and the motion was passed unanimously.

Planning and Interior Operations Committee: Father McGee read a certification that bills in the amount of \$155,141.05 had been audited and found correct. He moved acceptance; the motion was seconded by Mrs. Heath, and the motion to pay bills in this amount carried unanimously.

Building and Maintenance Committee: Mrs. Kuhnle reported the Committee had approved emergency work needed to repair structural damage to the Bon Air Branch Library. She reported the damage had been caused by carpenter ants. Monies to pay for the work will come from the proceeds from the sale of Eastern Branch. Mrs. Kuhnle moved approval, Mrs. Hodge seconded the motion, and it was unanimously passed.

Budget and Finance Committee: The March statistical report was distributed to those present and ordered received and filed. The Assistant Director reported that circulation to date had increased four per cent over the same period in 1977.

Audio Visual Committee: Mr. Butt reported on a visit from the Corporation for Public Broadcasting representative. The representative had to determine possible sites for a device which will be used to transmit network broadcasts over the Library's radio stations. Cost of the installation will be paid by the Corporation.

After a question was raised regarding local school use of radio programming, Mr. Butt stated that minimum usage was being made by the Jefferson County Schools.

Ad Hoc Committee to Form a Friends of the Library Group: Mrs. Layne stated that the Planning Committee would hold its last meeting on Sunday, April 16th. At this time, the new slate of officers would be elected as part of the Friends' first general meeting. She mentioned public service announcements soliciting Friends' membership were being heard and seen on local radio and television stations. Membership now totals 1,020.

Nominating Committee: Mrs. Hendon yielded the chair to Mr. Ulmer who then nominated Mrs. Hendon, President, and Mr. Brown, Vice President, of the Board of Trustees for 1978. Mrs. Kuhnle seconded the motion. The members unanimously voted to accept the slate presented by Mr. Ulmer.

President's Report: Mrs. Hendon proceeded to reappoint members to their present committee assignments.

The President reported that H.B. 392 was passed as originally submitted; the objectionable amendment had been stricken. She read a thank you letter from the Staff's Administrative Council for the action taken by the Board in regard to this piece of legislation.

Mrs. Hendon read a letter of praise from the Grayson County (Kentucky) Historical Society for the use of the Main Library.

Lastly, she announced that the Spring Book sale would take place on May 20 and 21 and would be sponsored by the Friends.

Director's Report: Mr. Kozlowski presented a request for additional benefits from the Employee Relations Committee of the Staff Association. The Director requested the Board approve granting an additional two days of vacation yearly plus two personal business days yearly. These benefits would occur only after an employee had passed his probationary period of employment. Benefits for part time (regular) employees would be prorated. Mr. Brown moved acceptance and Mrs. Layne seconded the motion which passed.

The Director reported on a tentative date for the preliminary budget hearing; he requested Board participation.

A request to re-classify Dorothy Day from Department Head to Coordinator, Audio Visual Department, was presented. Mrs. Heath moved approval, Mr. Butt seconded the motion which passed unanimously. (No change in salary was recommended).

The Director read a letter from Dr. Horvath, Director of Jefferson Community College. Dr. Horvath had invited the Library to become involved with the College's forthcoming Southwest Campus Library. The Director indicated the public library's Southwest Branch was a relatively new and growing facility at 7219 Dixie Highway. An additional involvement in this location, at this time, was not recommended. The Director further cited difficulties in joint operation of four branches located in county school buildings. Mr. Brown moved that the Library continue to explore avenues of cooperation with the College but not to become involved with the new campus library. His motion was seconded by Mrs. Heath, and the motion passed unanimously.

Adjournment: There being no further business, the meeting adjourned at 5:25 p.m.

APPROVED:

*Sarah J. Hines Hendon* PRESIDENT  
*R. S. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
May 9, 1978

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on May 9, 1978 at 4:15 p.m. in the Board Room.

Present: Ms. Fitzmayer, Heath, Hendon, Kuhnle, Layne, and Mercer; Messrs. Brown, Butt, and the Director. The Assistant Director, Mrs. Charlotte McGill, representing the Public Works Cabinet, and Ms. Sallie Haynes, City Law Department, also attended.

Mrs. Hendon presided.

Minutes: Ms. Mercer moved approval of the minutes of the April 11, 1978 meeting. The motion was seconded by Mrs. Heath, and the motion passed unanimously.

Planning and Interior Operations Committee: Ms. Mercer read a certification that bills in the amount of \$88,491.21 had been audited and found correct. She moved acceptance; the motion was seconded by Mrs. Kuhnle, and the motion to pay bills in this amount carried unanimously.

Building and Maintenance Committee: Mrs. Kuhnle reported that structural repairs at Bon Air had been completed and that the next project at that branch would be installation of a new roof cover.

Budget and Finance Committee: The April statistical report was distributed to those present and ordered received and filed. The Assistant Director reported that circulation during the month of April had increased twelve percent over the same period in 1977. He highlighted the Main Library's successful full-service on Sundays during the four hours Main is open. The Director reported that the overall financial expenditures were at the proper level for this period of the fiscal year.

Audio Visual Committee: No report was given.

President's Report: Mrs. Hendon reviewed the budget hearing of April 28, 1978. On that date, she, Mr. Brown, the Assistant Director, and the Director met with individuals representing the Mayor and the County Judge/Executive for the purpose of discussing the Library's 1978-79 budget request. A reply to a memorandum from the Mayor's office was also discussed. This memo requested agency heads to cite the ramifications should ten and twenty percent reductions in personnel expenses be mandated. Mrs. Hendon and Mr. Kozlowski reported that five to ten city branches would have to be closed if these personnel reductions became a reality.

Sister Fitzmayer called such a possibility preposterous, especially in view of the fact that eight branches were closed two years ago. Leaving only five branches and reduced services at Main would be totally disastrous, she commented.

Mrs. Hendon commented that a dilemma would occur regarding which branches should be closed.

The Director stated that the possibility of closing agencies prior to completion of long range plans and goals would be crippling to the Library System.

Mr. Brown added that decreased local funding could bring decreased federal assistance.

Director's Report: The Director recommended contracting with Dr. William Summers as special consultant to aid the Board and Staff in developing a long range plan of operation. Ms. Mercer moved we contract with Dr. Summers for his services, Mr. Brown seconded the motion, and it passed unanimously. The Director then answered additional specific questions regarding the nature of the forthcoming study. A motion to go into Closed Session at 5:11 p.m. was made by Mr. Brown and seconded by Mrs. Layne. The Board unanimously agreed.

The Board moved to go into Open Session at 5:17 p.m. Mr. Brown moved the Board follow the recommendation of Sallie Haynes, City Law Department, regarding a personnel problem. Mrs. Kuhnle seconded the motion which passed unanimously.

Mrs. Heath requested information on cancellations of book orders. The Assistant Director explained this internal procedure.

Mrs. Hendon reminded the Board that the Friends' Book Sale would take place on May 20 and 21. She also reported on the reception and gift for Anderson Ezzard; Mr. Ezzard will have served the Library for fifty years on May 13, 1978.

Adjournment: There being no further business, the meeting adjourned at 5:26 p.m.

APPROVED:

Sarah Stites Hendon PRESIDENT  
R. S. Kozlowski SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY  
 BOARD OF TRUSTEES MEETING  
 June 13, 1978

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on June 13, 1978 at 4:15 p.m. in the Board Room.

Present: Ms. Heath, Hendon, Hodge, and Kuhnle; Messrs. Brown, Butt, McGee, and the Director. The Assistant Director, Mrs. Charlotte McGill, representing the Public Works Cabinet, Mrs. Frank Jones, representing the Friends of the Louisville Free Public Library, Ms. Debbie Chandler, representing the Mayor's Office, and Barbara Williams, Betsy Crawford, and Sara La Roche, representing the Department of Libraries and Archives, also attended.

Mrs. Hendon presided.

Minutes: Mr. Butt moved approval of the minutes of the May 9, 1978 meeting. The motion was seconded by Father McGee and the motion passed unanimously.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$102,409.02 had been audited and found correct. He moved acceptance; the motion was seconded by Father McGee, and the motion to pay bills in this amount carried unanimously.

Building and Maintenance Committee: Mrs. Kuhnle stated that the Bon Air Structural work had been completed. The Director reported that planning work on the Fire Code violations had begun.

Budget and Finance Committee: The May statistical report was distributed to those present and ordered received and filed. The Assistant Director reported the following data for May, 1978 versus May, 1977: registration increased three percent; reference questions asked increased three percent; circulation increased twenty-three percent. He also reported on the successful Summer Reading Program which had begun.

Audio Visual Committee: No report was given.

Presentations: Nancy Jones, President, Friends of the Library, presented a check for \$9,835.51 to the Board; this amount represents the income from the Friends' May Book Sale.

Barbara Williams, State Librarian, requested Board endorsement of a computerized union catalog project the Department of Libraries and Archives hopes to inaugurate. After discussion, the Board approved participation in the project, in principle, with a motion by Mr. Brown and a second to the motion by Mrs. Heath.

President's Report: Mrs. Hendon discussed the Aldermanic Budget Review of June 12. Other items she presented to the Board included replies from U.S. Representative Natcher and Senator Huddleston in response to the Board's appeals for LSCA funding of urban libraries.

She shared with the Board a letter from Judge McConnell regarding the Monsarrat School's designation as an historic landmark.

Mrs. Hendon also read a thank you from Mr. Anderson Ezzard for the Board's gift commemorating his 50 years as an employee of the Library.

Assistant Director's Report: Mr. Garnar gave an overview of state legislation passed during the last session which mandates that agencies, such as the Library, set aside funds for the payment of unemployment compensation. The Library will be required to participate effective January 1, 1979.

Director's Report: The Director requested approval of a proposal from the State Library which offers \$20,000 to produce media publicity for services to the blind and physically handicapped throughout the Commonwealth. Mrs. Hendon stated the Executive Committee could approve the request.

Presentation: Sara La Roche, District Librarian, discussed new state construction fund regulations. Mrs. Hodge recommended the Library pursue emergency funding for branch roof repairs.

There being no further business, the meeting adjourned at 5:30 p.m.

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on July 11, 1978 at 4:15 p.m. in the Board Room.

Present: Ms. Heath, Mercer, Layne, and Graff; Messrs. Brown, Butt, McGee, Voyles, and the Director. The Assistant Director, Mrs. Sallie Haynes, City Law Department, and Mrs. Charlotte McGill, representing the Public Works Cabinet, also attended.

Mr. Brown presided.

Minutes: Mr. Brown asked for corrections to the minutes. There being none, he ordered minutes of the June 13, 1978 meeting be filed.

Planning and Interior Operations Committee: Mr. Butt read a certification that bills in the amount of \$116,507.94 had been audited and found correct. He moved acceptance; the motion was seconded by Ms. Mercer, and the motion to pay bills in this amount carried unanimously.

Building and Maintenance Committee: Ms. Mercer asked the Director to give the report. Mr. Kozlowski stated that major repairs to the Bon Air Branch roof were approved by the Executive Committee immediately after bids were opened. Cost of the work will be \$25,500. The Director further stated that bids to construct fire escapes in the Main Library, South Building, will be opened on July 25.

Budget and Finance Committee: The June statistical report was distributed to those present and ordered received and filed. The Assistant Director reported that circulation had increased six percent for fiscal year 1977-78 over 1976-77.

The Director reported that new funding for 1978-79 had reached \$511,000.00; he stated that the Board would receive the 1978-79 revised, working budget at the August meeting.

Audio Visual Committee: Mr. Butt requested Board authorization for the Director to negotiate with the Metro Parks Board for permission to install a broadcast dish within Central Park. Installation and equipment fees will be paid by the Corporation for Public Broadcasting. Mr. Butt stated that all public radio, by 1980, will be carried via satellite beamed to broadcast dishes. Mrs. Layne seconded the motion, and it passed unanimously.

President's Report: Board rosters, including new committee assignments made by the President, were distributed.

Director's Report: The Director requested Board approval to involve the Library in a management study funded by the American Library Association. The Library will function as the urban library model for the study and the end result will be the formation of a Five Year Plan of Operation, with goals and objectives delineated. Mr. Kozlowski reported that the Library's participation will also bring national prominence to the System. Mrs. Heath moved approval of the request, and Mrs. Layne seconded the motion which unanimously passed.

The Director requested approval to grant 5.5 per cent salary increases to all permanent full and part time employees, retroactive to July 1, 1978. He further requested approval to raise the page hourly rate from \$2.25 to \$2.30 per hour. Mrs. Layne moved approval, Mr. Butt seconded the motion, and the motion unanimously passed.

Lastly, Mr. Kozlowski gave the Board an overview of the many favorable letters received regarding the Library's 1978-79 budget request.

Old Business: Mr. Brown discussed his recent participation in a meeting of the Urban Libraries Council. He provided the Board with an update of federal legislation which, if funded, will provide new monies for urban libraries. Mr. Brown is currently President of the Urban Libraries Council.

There being no further business, the meeting adjourned at 5:25 p.m.

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on August 8, 1978 at 4:15 p.m. in the Board Room.

Present: Ms. Graff, Heath, Layne, and Mercer; Messrs. Butt, McGee, Voyles, the Assistant Director, and the Director.  
Mr. Butt presided.

Minutes: Mrs. Layne moved approval of the minutes of the July 11, 1978 meeting. The motion was seconded by Ms. Mercer, and the motion passed unanimously.

Planning and Interior Operations Committee: Mrs. Heath read a certification that bills in the amount of \$86,905.99 had been audited and found correct. Mrs. Graff moved acceptance; the motion was seconded by Ms. Mercer, and the motion passed unanimously.

Building and Maintenance Committee: Ms. Mercer stated that in response to the Library's legal advertisement in the Courier-Journal, five construction firms bid to complete renovation work in the south building of the Main Library. She reported that the bid was awarded to the Coupe Construction Company for the sum of \$92,800.00. The renovation was mandated by the Fire Marshall.

Budget and Finance Committee: The Director presented the final draft of the 1978-79 budget, based on appropriations received. Mrs. Heath moved approval, Mrs. Layne seconded the motion, and the 1978-79 budget was passed unanimously.

The Assistant Director reported that circulation had risen by thirteen per cent over the same period last year.

Audio Visual Committee: Mrs. Layne requested the Director give the report. Mr. Kozlowski reviewed problems connected with choosing a final site for the radio stations' broadcast dish; he stated no conclusion had been reached.

Director's Report: The Director briefly explained the district hearing, the Governor's Conference, and the White House Conference on Libraries and Information Services. He stated the Third Congressional District public hearing would take place on Sunday, October 15, 2 p.m. in the foyer of the Main Library, North Building. Representative Mazzoli will be the keynote speaker.

The Director gave a progress report on the management study which will be funded by the American Library Association.

Lastly, he reported to the Board on the appointment of Mary Somerville, new Coordinator of Children's Services, who will begin her duties on September 5.

There being no further business, the meeting adjourned at 5:15 p.m.

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on September 12, 1978, at 4:15 p.m. in the Board Room.

Present: Ms. Heath, Hendon, Hodge, Layne, and Mercer; Messrs. Brown, Butt, Voyles, the Assistant Director, and the Director. Mr. Eisen, representing the Public Works Cabinet, also attended.

Mrs. Hendon presided. The Director introduced Ms. Somerville and Mr. Cahaney, new Coordinators of Children's Services and Physical Facilities respectively.

Minutes: Mr. Voyles moved approval of the minutes of the August 8, 1978 meeting. The motion was seconded by Ms. Mercer, and the motion unanimously passed.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$111,348.32 had been audited and found correct and he moved acceptance. The motion was seconded by Mrs. Heath, and the motion passed unanimously.

Building and Maintenance Committee: Ms. Mercer moved approval to install an electronic security system for the Business Office to complete steps already taken by the Director to minimize the possibility of another robbery of the Business Office. Ms. Mercer recommended the lower of two bids be accepted, Mrs. Hodge seconded the motion, and the motion passed unanimously.

Ms. Mercer then moved that the Director be authorized to advertise for bids for a book theft detection system; Mrs. Layne seconded the motion

which then was passed unanimously.

Lastly, Ms. Mercer moved that the Board approved the Director's request to seek bids for partial tuck pointing of Portland Branch Library. Mrs. Heath seconded the motion, and the motion passed unanimously.

Budget and Finance Committee: Mr. Butt reported that a request for \$17,367 for capital improvements would come before the Board of Aldermen that evening. This amount would match the County's funding for the current fiscal year.

The Assistant Director reported increases in registration and circulation over the same period last year and a decrease in reference requests.

Audio Visual Committee: Mrs. Layne reported that a satellite broadcast dish would be shared by the Library's radio stations and the University of Louisville's radio station. She further stated the installation of the dish would be located on the University's campus. Details regarding who would pay for the telephone line hook-up between the Library and the University await a proposal from the Corporation for Public Broadcasting. Lengthy discussion regarding the value of the radio stations, their cost, and their promotion ensued among the board members.

President's Report: Mrs. Hendon moved that Barbara Miller, recently retired Children's Services Coordinator, be commended in writing for her service to the Library and the profession, Mr. Brown seconded the motion, and the motion passed unanimously.

The President announced upcoming Kentucky Library Association and regional library meetings.

Director's Report: The Director reported he had had conversations with the Oxford Development Corporation representative regarding the Kaufman-Straus building and the Corporation's possible interest in purchasing the building.

A motion to go into Closed Session was made by Mr. Butt and seconded by Ms. Mercer. The Board unanimously agreed to go into Closed Session at 5:10 p.m.

The Board moved to go into Open Session at 5:23 p.m. Mr. Brown moved not to conciliate on an EEOC matter regarding a clerical employee in the Technical Services Department. Mr. Voyles seconded the motion, and the motion passed unanimously.

There being no further business, the meeting adjourned at 5:25 p.m.

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on October 10, 1978, at 4:15 p.m. in the Board Room.

Present: Ms. Graff, Heath, Hendon, Hodge, and Layne; Messrs. Brown, Voyles, the Assistant Director, and the Director.

Mrs. Hendon presided.

Minutes: Mrs. Layne moved approval of the minutes of the September 12, 1978 meeting. The motion was seconded by Mrs. Hodge, and the motion passed unanimously.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$168,820.25 had been audited and found correct; he moved acceptance. The motion was seconded by Mrs. Hodge, and the motion passed unanimously.

Building and Maintenance Committee: In the absence of the Committee Chairman, the Director recommended the Diamond Contracting Company be awarded the bid for tuckpointing of Portland Branch. Mrs. Heath moved approval, Mrs. Layne seconded the motion, and it passed unanimously. The Director also recommended the Whitehouse and Sons company be chosen to repaint the Radio Tower. Mr. Brown moved to accept the recommendation, Mr. Voyles seconded the motion, and the motion passed unanimously.

Budget and Finance Committee: The Assistant Director reported that registration had increased six percent over September 1977; circulation had increased ten percent over September 1977; and reference requests showed a decrease of one percent.

Audio Visual Committee: Mrs. Layne stated she would continue as Chairman of the Audio Visual Committee.

President's Report: Mrs. Hendon reported that she and the Director attended a hearing at the Department of Libraries and Archives in Frankfort. The Library's request for \$90,000.00 for roof repairs was denied at this meeting.

The panel hearing the request decided to fund only new construction requests.

Mrs. Hendon also reported on the Regional Library meeting at which unemployment compensation was discussed.

She reminded members that the Friends' book was on sale, that the Third Congressional Public Hearing on Libraries and Information Services would take place on Sunday, October 15, 1978, in the Main Library, and that the Friends' Fall Book Sale would be held on Saturday and Sunday, October 21, and 22.

Director's Report: The Director reported on the activities of the Friends' Branch Development Committee and the gift, from Liberty National Bank, of a mobile unit. He recommended the mobile unit be used as a branch in Northeast Jefferson County in early Spring. After explaining details surrounding the establishment of this new branch, the Director requested approval of the project. Mrs. Layne moved approval, Mrs. Graff seconded the motion, and it passed unanimously.

The Director reported that the City Law Department had assigned a new attorney, John McGarvey, to work with the Board of Trustees.

Lastly, he requested permission to join the City's computerized payroll and accounting system on a trial basis. Mr. Voyles moved approval, Mr. Brown seconded the motion, and it passed unanimously.

There being no further business, the meeting adjourned at 5:38 p.m.

LOUISVILLE FREE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
November 14, 1978

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on November 14, 1978, at 4:15 p.m. in the Board Room.

Present: Ms. Heath, Hendon, Layne, and Mercer; Messrs. Brown, Butt, Voyles, the Assistant Director, and the Director. A representative from the City's Public Works Cabinet also attended.  
Mrs. Hendon presided.

Minutes: Mr. Brown moved approval of the minutes of the October 10, 1978 meeting. The motion was seconded by Ms. Mercer, and the minutes were unanimously approved.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$132,946.06 had been audited and found correct; he moved acceptance. The motion was seconded by Mr. Butt, and the motion passed unanimously.

Building and Maintenance Committee: Ms. Mercer recommended that the 3M Company be awarded the bid for installation of a book theft detection system in the Main Library. Several members requested more specifics regarding the nature of the theft detection system. The Coordinator of Physical Facilities and the Director gave an overview of how the system will operate. After discussion, Ms. Mercer moved that 3M be awarded the bid, Mr. Brown seconded the motion, and it passed unanimously.

Budget and Finance Committee: Mr. Butt requested a status report on the Library joining the City's computerized financial management system, on a six-month trial basis. The Director reported that the Board, at its October meeting, had directed him to proceed with the project. The Assistant Director reported that registration had increased fifteen percent over October, 1977; circulation had increased four percent over October, 1977; and reference requests were comparable for the same period last year.

Audio Visual Committee: Mrs. Layne requested the Director give a status report on projects underway in the Audio Visual area. He reported no further information from the Corporation for Public Broadcasting regarding transmission by satellite. He also reported that repainting of the radio tower had been completed. Mr. Butt questioned why WFPK-FM had been off the air; Mr. Kozlowski reported that an electrical short in the transmitter had caused the problem.

President's Report: Mrs. Hendon reported on the up coming Governor's Pre-White House Conference and the progress of the American Library Association's management study.

Director's Report: The Director reported that a total of \$120,140 in both categorical and non-categorical monies will be received from the Department of Library and Archives during the current fiscal year.

Mr. Kozlowski also reported on the progress of the Northeast mini-branch library project.

Old Business: The Director and Assistant Director clarified for the members policies on gift books.

There being no further business, the meeting adjourned at 5:11 p.m.

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on December 12, 1978, at 4:15 p.m. in the Board Room.

Present: Ms. Graff, Heath, Hendon, Layne, and Mercer; Messrs. Brown, Butt, McGee, Voyles, Carnar, and Kozlowski. Representatives from the City Law Department, the Public Works Cabinet, and the Mayor's Office also attended.

Mrs. Hendon presided.

Minutes: Ms. Mercer moved approval of the minutes of the November 14, 1978 meeting. Mr. Butt seconded the motion, and the minutes were unanimously approved.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$111,706.03 had been audited and found correct; he moved acceptance. The motion was seconded by Ms. Mercer, and the motion passed unanimously.

Building and Maintenance Committee: No formal report was presented. Mr. Kozlowski gave brief progress reports on the Book Theft Detection System and the fire escape project.

Budget and Finance Committee: The Director highlighted the November financial report. The Assistant Director indicated that registration had increased twenty-six percent over November, 1977; circulation had increased five percent over November, 1977; and reference requests showed decrease of six percent for the same period last year.

Audio Visual Committee: Mrs. Layne presented cost estimates from the Corporation for Public Broadcasting regarding monthly fees to hookup with the satellite dish. After considerable discussion, Mrs. Layne moved that the Director attempt to convince the Corporation to share in the ongoing hookup fees and to contact the local cable television operator to explore the costs of using cable lines at a reduced monthly fee. Mrs. Graff seconded the motion which passed unanimously.

President's Report: Mrs. Hendon reported that the Community Planning Committee continued to work with the consultants on the (American Library Association funded) goals and long range plans study.

Director's Report: The Director presented a proposal to combine procedures and policies regarding juvenile and adult borrowers and thus to institute one library card for all patrons. He indicated financial, procedural and philosophical reasons for eliminating special borrowers' cards for children. Mrs. Heath moved adoption of a one card format and policy, Mr. Brown seconded the motion, and the motion passed.

Mr. Kozlowski also reported on the status of a State Library automated project; no definite decision regarding the project will be made by the State before February 1, 1979.

Lastly, the Director shared, with the Board, a piece of correspondence drafted by Kentucky's urban librarians; the letter addresses problems the librarians are experiencing with the State Library.

There being no further business, the meeting adjourned at 5:18 p.m.

February 13, 1979

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on February 13, 1979, at 4:15 p.m.

Present: Ms. Graff, Heath, Hendon, Hodge, Kuhnle, and Layne; Messrs. Butt, Voyles, Garnar, and Kozlowski. Mr. Cahaney, Coordinator of Physical Facilities, and Mr. Northern, City Law Department, also attended. Mrs. Hendon presided.

Minutes: No January meeting was held. Payment of December bills, approved by the Executive Committee, were ratified by a motion offered by Mr. Butt, seconded by Mrs. Graff. The motion passed unanimously.

Planning and Interior Operations Committee: Messrs. Cahaney and Kozlowski explained the emergency nature regarding the Main South Building roof, an immediate probe is necessary to determine the extent of damage. Mr. Kozlowski recommended that approximately \$7,000 be spent to conduct the roof probe, based on estimates from the Louis and Henry Architectural firm. Mrs. Heath moved approval, Mrs. Hodge seconded the motion, and the motion passed unanimously.

The Director reported that Oxford Industries has proposed paying for an appraisal of the Kaufman Straus Building by an appraiser to be chosen by the Board.

Mr. Butt commented the appraiser must understand he is working for the Board and not for Oxford Industries. Mrs. Hodge moved that the Board accept the offer, Mrs. Kuhnle seconded the motion, and the motion passed unanimously.

After discussion, the Board tabled a decision regarding a recommendation to place the Main South Building on the National Register of Historical Places. The Board further requested Mr. Northern, Board Attorney, to determine what benefits and/or restrictions accompany a building's designation as a national historical landmark.

Budget and Finance Committee: Mr. Garnar indicated that circulation for the month had increased forty-one percent over the same period last year and circulation for the year had increased ten percent over the same period last year. Registered borrowers had increased eight percent over the same period last year.

Mr. Butt presented the Budget Revision for FY 1978-79, including salary increases to become effective in March. He requested Mr. Kozłowski and Mr. Garnar to highlight the changes. After discussion, Mr. Butt moved the revisions approved, Mrs. Hodge seconded the motion, and the motion passed unanimously.

Mr. Butt then presented the 1979-80 Budget Request as recommended by the Budget and Planning Committee. After thorough discussion, he moved approval of the budget request, Mrs. Kuhnle seconded the motion, and the budget request was unanimously approved.

Audio Visual Committee: Mrs. Layne deferred to the Director who asked Mr. Northern for a status report on negotiations between the University of Louisville and the Board regarding the earth satellite project. Mr. Northern indicated he was discussing the agreement with the University's attorney.

President's Report: Mrs. Hendon briefed the Board on the status of a contract between the State Library and the Board. The contract, an agreement to computerize the Library's Official Catalog, was not acceptable to the Louisville Free Public Library in its present form.

The President also reported on the forthcoming Governor's Pre-White House Conference on Libraries and Information Services to take place in Lexington on March 18, 19, and 20.

Lastly, Mrs. Hendon informed the Board that the Urban Librarians League had sent a letter to the Governor regarding problems which the State Library had not addressed.

There being no further business, the meeting adjourned at 5:45 p.m.

ADDENDUM:

Planning and Interior Operations Committee: Mrs. Graff read a certification that bills in the amount of \$122,278.48 had been audited and found correct; she moved acceptance. The motion was seconded by Mr. Butt, and the motion passed unanimously.

APPROVED:

Sarah J. Hendon PRESIDENT

R. J. Kozłowski SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MARCH 13, 1979

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on March 15, 1979, at 4:15 p.m.

Present: Ms. Graff, Heath, Hendon, Kuhnle, Layne, and Mercer; Messrs. Brown, Butt, and Eifler. The Assistant Director, Mr. Northern, City Law Department; Ms. Gaudry, Mayor's Office; Ms. Douthitt, Staff Association; and the Director also attended.

Mrs. Hendon presided.

Minutes: Ms. Graff moved approval of the minutes of the February 15, 1979, meeting. Mrs. Heath seconded the motion, and the motion passed unanimously.

Planning and Interior Operations Committee: Ms. Mercer read a certification that bills in the amount of \$124,398.70 had been audited and found correct; she moved acceptance. Mrs. Kuhnle seconded the motion which passed unanimously.

Building and Finance Committee: The Director stated that a representative from the Landmarks Commission would appear before the Board at its April meeting. The representative will discuss the benefits associated with placing the South Building, Main Library, on the national register of historical buildings.

Budget and Finance Committee: Mr. Garnar reported that registration for the month had increased twenty-six percent over the same period last year, and registration for the year to date had increased eleven percent over the same period last year. He further reported that circulation had increased ten percent over the same period a year ago.

Audio Visual Committee: Mrs. Layne summarized the contractual agreement between the Board and the University of Louisville regarding the satellite project. Mrs. Layne and the Executive Committee had approved, by telephone, the contract, based on Mr. Northern's recommendation. Mrs. Layne moved approval of the agreement, Mrs. Heath seconded the motion, and the motion passed unanimously.

President's Report: Mrs. Hendon reported that the Friends have donated over \$2000 to the Library for a variety of projects. One of the projects is an historical marker which would give a brief summary of the Library's history on one side and list local authors on the reverse side. The marker would be placed, tentatively, on the southwest lawn of the Main Library. Ms. Mercer moved approval of the marker, Mrs. Kuhnle seconded the motion, and the motion passed unanimously.

Mrs. Hendon further reported that Nancy Jones, current Friends of the Library chairman, was soon to leave the area.

Because of her outstanding work in the organizing and launching of the Friends, Mr. Hendon moved the Board send Mrs. Jones a letter of commendation. Ms. Mercer seconded the motion which passed unanimously.

Lastly, the President and Director discussed the proposed automated inter-library loan contract between the Library and the State Department of Library and Archives. After a lengthy session, the Board agreed to invite the State Librarian to meet with them to explain still unanswered questions.

There being no further business, the meet adjourned at 5:38 p.m.

APPROVED:

Sarah Jane Hendon President

R. S. Kozlowski Secretary

LOUISVILLE FREE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
April 10, 1979

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on April 10, 1979, at 4:15 p.m.

Present: Ms. Heath, Hendon, Kuhnle, and Mercer; Messrs. Brown, Butt, Eifler, and Voyles. Mr. Northern, City Law Department; Ms. Hedgepeth, Landmarks Commission; Mr. Cahaney, Physical Facilities Coordinator; the Assistant Director, and the Director also attended.

Mrs. Hendon presided.

Minutes: Ms. Mercer moved approval of the minutes of the March 13, 1979 meeting. Mr. Voyles seconded the motion, and the motion passed unanimously.

Planning and Interior Operations Committee: Mr. Butt read a certification that bills in the amount of \$119,874.68 had been audited and found correct; he moved acceptance. Ms. Mercer seconded the motion which passed unanimously.

Nominating Committee: Mrs. Hendon yielded the chair to Ms. Mercer who then nominated Mrs. Hendon, President, and Mr. Brown, Vice President of the Board of Trustees for 1979. Mr. Butt moved approval, Father Eifler seconded the motion, and all members unanimously voted to accept the slate presented by Ms. Mercer.

Building and Maintenance Committee: Ms. Hedgepeth, representing the Landmarks Commission, advised the Board of possible benefits should the Main South Building be designated as an historical building on the National Registry of Historical Places. She mentioned the possibility of grant money which could help to pay for roof repairs. Ms. Hedgepeth also suggested roof repair monies might be available from Community Development Funds for roof repairs. She acknowledged that the Library had already filed an application for assistance from the Community Development Agency. After Ms. Hedgepeth's presentation, Mr. Butt moved that the Board apply for National Registry designation for the Main South Building. Mrs. Heath seconded the motion, and it passed unanimously.

The Director requested the Physical Facilities' Coordinator to read a letter from Oxford Industries in which they offered to purchase, by option, the Kaufman-Straus Building for \$875,000. After lengthy discussion, Mr. Brown moved that the Board attorney negotiate a contract to sell to Oxford Industries the Kaufman-Straus Building; Mr. Butt seconded the motion, and it passed unanimously.

The Director read a letter from Schiff Realty Company which proposed the Board sell the Old Natural History Museum Building. Mrs. Hendon read an earlier proposal from the Courier-Journal and Times. Mr. Northern and various board members suggested that should the Old Museum building be sold, proceeds from the sale should be placed in a trust fund. Mr. Northern was directed to pursue this concept. Mr. Brown moved that the Board consider all proposals to purchase the Old Museum Building after advertising the buildings' availability on the general market. Ms. Mercer seconded the motion, and it unanimously passed. The Board requested the Director respond to Schiff Realty Company.

Budget and Finance Committee: Mr. Garnar reported that registration had increased fifteen percent over the same period last year and that circulation had increased twenty-three percent over the same period last year.

Audio Visual Committee: No Audio Visual Report was made.

President's Report: Mrs. Hendon, Mr. Brown, and Mr. Kozlowski reported on the first joint City-County budget hearing which took place on Monday, April 9, 2:00 - 4:00 p.m.

Mrs. Hendon reported on the activity of the Governor's Pre-White House Conference on Libraries and Information Services and announced that Mr. Kozlowski had been elected the only public library professional delegate to attend the President's Conference in October, 1979.

Director's Report: The Director and the Board Attorney reported that all objections to signing the automated interlibrary loan agreement with the State Library had been removed from the latest contract draft. Consequently, Ms. Mercer moved acceptance of the contract, Mr. Brown seconded the motion, and the motion to sign the agreement unanimously passed.

Mr. Kozlowski reported that a procedures manual had been completed and distributed to all agencies within the library system.

Adjournment: There being no further business, the meeting adjourned at 5:49 p.m.

APPROVED:

Sarah White President

R. J. Kozlowski Secretary

LOUISVILLE FREE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
May 8, 1979

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on May 8, 1979, at 4:15 p.m.

Present: Ms. Graff, Hendon, Hodge, Kuhnle, Layne, and Mercer; Messrs. Brown, Butt, Eifler, and Voyles. Mr. Cahaney, Physical Facilities Coordinator; Ms. Matton, Audio Visual Department; Mr. King, Staff Association; the Assistant Director, and the Director also attended.  
Mrs. Hendon presided.

Minutes: Father Eifler moved approval of the minutes of the April 10, 1979 meeting. Mr. Voyles seconded the motion, and the motion passed unanimously.

Planning and Interior Operations Committee: Ms. Mercer read a certification that bills in the amount of \$92,770.90 had been audited and found correct; she moved acceptance. Mrs. Layne seconded the motion which passed unanimously.

Building and Maintenance Committee: Mr. Lawrence Leis, representing the architectural firm of Louis & Henry, reported to the Board on the results of the Main Library roof probe. He explained, by written report and visuals, the extent of the problem. Mr. Leis recommended replacement of the South roof be completed in copper, that the skylight be covered and illuminated from the interior, and that the North roof be replaced with a composition material. Board members received answers to their questions, and, upon conclusion of the session, Mr. Brown moved that Mr. Leis' recommendation to proceed with roof replacement for the Main Library, North and South sections, be accepted. Mrs. Hodge seconded the motion which passed unanimously. The Director requested a calendar from the architect which would indicate the payment schedule.

Mr. Kozlowski read a request from Mr. Cahaney, Physical Facilities Coordinator, for emergency repair of air-conditioning unit B. He recommended Board action in regard to this matter. Ms. Mercer moved approval, Mrs. Graff seconded the motion, and the motion passed unanimously.

Mr. Kozlowski then informed the Board that one of the elevators needed repair at an approximate cost of \$2,200.

The Director also read a letter from the Landmarks Commission reiterating the fact that the Old Natural History Museum was on the National Registry of Historical Places.

Budget and Finance Committee: Mr. Garnar reported that registration had increased seventeen percent over the same period last year and that circulation had increased sixteen percent over the same period last year.

The Director reported that he had received a letter from the Metropolitan Information Services which indicated that, because of MIS staffing problems, automation of the Library's accounts would be delayed.

Audio Visual Committee: Mrs. Layne requested Ms. Matton, Audio Visual Development Director, report on possibilities of changing the radio stations' program guide. Ms. Matton stated that an agreement between Louisville Today magazine and the radio stations to publish the program guide within the magazine was being considered. After discussion of the project, Father Eifler moved acceptance of the proposal, Ms. Mercer seconded the motion, and it unanimously passed.

Mrs. Layne presented a request from the Corporation for Public Broadcasting to organize advisory boards for each of the radio stations. The Boards would be composed of listeners and act in an advisory nature. She moved approval, Mr. Butt seconded the motion, and the motion passed unanimously.

President's Report: Mrs. Hendon reviewed the Friends activity regarding the 1979-80 budget request. She announced the Friends' book sale scheduled for May 19 and 20. She concluded her remarks with a report on the Governor's Advisory Council meeting which she and the Director attended in Frankfort.

Director's Report: Mr. Kozlowski announced the Summer Reading Program and highlighted some new additions to the annual event. He reported on the mural project at the Shelby Park Branch which was being unveiled at that very moment.

Adjournment: There being no further business, the meeting adjourned at 5:47 p.m.

APPROVED:

Patricia W. H. ... President

R. S. Kozlowski Secretary

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

June 12, 1979

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on June 12, 1979 at 4:15 p.m.

Present: Ms. Heath, Hendon, Hodge and Kuhnle; Messrs. Brown, Butt, and Voules. Ms. Gaudry, Mayor's Office; Mr. King, Staff Association; Mr. Northern, City Law Department; Ms. Demarta, NAACP; the Assistant Director and the Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Voyles moved approval of the minutes of the May 8, 1979 meeting. Mr. Brown seconded the motion, and the motion passed unanimously.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$120,253.06 had been audited and found correct; he moved acceptance. Mr. Butt seconded the motion which passed unanimously.

Building and Maintenance Committee: The Director reported that the Galloway Appraisal Company placed a value of \$175,000 - \$190,000 on the Old Museum Building. The Board received the report but took no action.

The Director also informed the Board that the Portland Historical District, which includes Portland Branch Library, had applied for placement on the National Registry of Historical Places.

Budget and Finance Committee: Mr. Kozlowski reported that the Library's request for Community Development funds to replace the Main Library's roof had been denied. He further reported on budget deliberations to date.

Mr. Garnar reported that registration had increased two percent over the same period last year and that circulation had increased three percent over the same period last year. For the year to date, he stated circulation had increased sixteen percent.

Audio Visual Committee: No report was given. The Director did, however, state that Mr. Thomas Donoho would assume duties as Coordinator of Library Broadcasting on July 2, 1979.

Proposal: Ms. Nancy Demartra, representing the NAACP and the Association for the Study of Afro-American Life and History, requested the Board to rename Western Branch the Thomas F. Blue Library. Mr. Blue was the first librarian of Western Branch and initiated the first training program for Black librarians. After lengthy discussion, Mr. Butt moved that rather than change the Branch's name, the Board recognize Mr. Blue for his outstanding contribution by erecting, with private funds, a commemorative plaque within the Western Branch Library. Mr. Brown seconded the motion which passed unanimously.

The Board also approved a resolution regarding Mr. Blue's contribution which will be delivered to Ms. Demartra prior to a ceremony at Western Branch scheduled for Saturday, June 23, 1979.

President's Report: Mrs. Hendon announced that Mayor Stansbury had appointed Madeline Maupin and Lively Wilson to the Board. She also stated that Judge McConnell had appointed Paul Schlich.

Mrs. Hendon assigned members to committees for the upcoming year. (A revised roster will be distributed at the July meeting.)

Director's Report: The Director requested the Board send a letter of commendation to Dorothy Day upon her retirement after thirty years of service. Mr. Butt moved approval with Mrs. Hodge seconding the motion. Motion failed. After lengthy discussion, Mrs. Heath introduced a second motion to present Ms. Day with the usual certificate of service. Mrs. Kuhnle seconded the motion which passed unanimously.

Mr. Kozlowski requested that the Board increase from ten to fifteen days the annual leave with pay for military training. Mr. Brown moved approval, Mrs. Kuhnle seconded the motion, and the motion passed.

Lastly, Mrs. Hendon read a letter from the State Librarian which indicated the Library would receive \$31,098, in LSCA Title I funds for urban libraries. Mr. Kozlowski read a revised figure of \$27,555 which was received via telegram. Mr. Brown moved that the Board request the higher figure, Mr. Butt seconded the motion, and the motion unanimously passed.

Old Business: Mr. Brown reported on the status of funding for libraries at the federal level.

Adjournment: There being no further business, the meeting adjourned at 5:35 p.m.

APPROVED:

Barbara Sisko Hendon President

R. S. Kozlowski Secretary

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

July 10, 1979

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on July 10, 1979, at 4:15 p.m.

Present: Ms. Heath and Kuhnle; Messrs. Brown, Butt, Schlich, Voyles, and Wilson. Ms. Gaudry, Mayor's Office; Mr. Northern, City Law Department; Mr. Cahaney, Physical Facilities; Mrs. Manning, Community Relations; Mr. King, Staff Association; the Assistant Director and the Director also attended. Mr. Brown presided.

Minutes: The minutes were approved as received.

Planning and Interior Operations Committee: Mr. Butt read a certification that bills in the amount of \$120,929.76 had been audited and found correct; he moved acceptance. Mrs. Kuhnle seconded the motion which passed unanimously.

Building and Maintenance Committee: Mr. Voyles recommended that Kentucky Security Police be awarded the contract for Main's security services for FY 1979-80. Mr. Cahaney stated that this company submitted the lowest and best bid at \$59,823. Mrs. Heath moved acceptance, and the motion passed unanimously.

Mr. Voyles moved that Mr. Klean be awarded the janitorial services contract for the Main Library for FY 1979-80 as the lowest and best bidder; Mrs. Heath seconded the motion which passed unanimously. Mr. Voyles then moved that Zip Cleaning be awarded the janitorial services contract for branch libraries for FY 1979-80, having submitted the lowest and best bid for the work. Mr. Butt seconded the motion, and the motion passed unanimously.

Lastly, Mr. Voyles reviewed information regarding the bid for Heating, Ventilating, and Air Conditioning for the Main Library. Mr. Cahaney reported that a consulting firm had reviewed all bids for this work. Mrs. Heath moved that the Clark Mechanical Company be awarded the work for FY 1979-80;

Mr. Schlich seconded the motion which passed unanimously.

Budget and Finance Committee: Mr. Garnar reported that circulation for FY 1979-80 had increased by seventeen percent over the previous year. He further stated that circulation for the year averaged 14.6 items check out per capita.

Mr. Kozlowski reported that the Brown Foundation had denied the Board's request for roof renovation funding.

The Director then gave a preliminary report on the Budget Request for FY1979-80. He stated that the amount of new money recommended by the Mayor had been increased by \$50,000 for library materials by the Board of Aldermen. In addition, the Aldermen had granted \$26,500 for branch repairs from the City's capital budget plus \$260,000 in Community Development funds for the Main roof. He further reported that the County Commissioners had increased the County Judge's new money amount by \$50,000 for library materials and that he had been informed by the Commissioners that an additional \$260,000 for the Main roof would be forthcoming from the County's 1978-79 surplus.

Audio Visual Committee: No report was given.

President's Report: No report was given.

Director's Report: Mr. Kozlowski read a letter of thanks from Ms. Demartra concerning the ceremony at Western Branch Library in conjunction with the NAACP National Convention.

Old Business: Mr. Brown reported on LSCA funding as it pertains to the Major Urban Resource Library (MURL) monies. He further reported on the study bill introduced by Senators Javits and Kennedy. This proposed National Library Act, which will suggest a revamping of federal, state, and local funding ratios, will be addressed by the White House Conference on Libraries and Information Services in November.

Adjournment: There being no further business, the meeting adjourned at 5:16 p.m.

APPROVED:

*Sarah White Madson* President

*R. S. Kozlowski* Secretary

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

August 14, 1979

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on August 14, 1979, at 4:15 p.m.

Present: Ms. Heath and Maupin; Messrs. Brown, Butt, Eifler, Voyles, and Wilson. Mr. Northern, City Law Department; Ms. Caldwell, Louisville Times; Ms. Manning, Community Relations; Ms. Hamilton, Circulation; Ms. White, Fairdale Branch; Mr. Donoho, Library Broadcasting; Mr. King, Staff Association; the Assistant Director and Director also attended.

Mr. Brown presided.

Minutes: The minutes were corrected to read, Mr. Voyles," page one, paragraph six and "14.6 items checked out per registered borrower," page two, paragraph two. Corrected minutes were then approved.

Planning and Interior Operations Committee: Mr. Wilson read a certification that bills in the amount of \$100,804.61 had been audited and found correct; he moved acceptance. Mr. Butt seconded the motion which passed unanimously.

Budget and Finance Committee: Father Eifler presented the final figures for the 1979-80 fiscal year budget. After discussion, he moved acceptance of the budget, Mrs. Heath seconded the motion, and the motion passed unanimously.

Mr. Garnar explained the format revisions in the Monthly Financial and Statistical Report. He and the Director discussed the need for capturing statistical information which previously had not been included in the Report.

The Assistant Director indicated that circulation for July, 1979, had increased eleven percent over the same period in 1978; registration had increased thirty-nine percent in July, 1979, over 1978; and reference requests increased thirteen percent over the same period a year ago.

Building and Maintenance Committee: Mr. Voyles read a request from Mr. Cahaney, Physical Facilities' Coordinator, for emergency repairs of the stack elevator, Main Library. Mr. Kozlowski commented that he had received approval from Mr. Brown and Mr. Voyles to proceed with the repair work. The Board unanimously concurred that the situation was indeed an emergency and proper action had been taken.

Audio Visual Committee: Mr. Butt circulated a letter from a patron who praised the work and service of the Library's radio stations. He commented that recent materials promoting the stations were excellent and that he looked forward to continued development and awareness of library broadcasting.

President's Report: Mr. Brown announced a public hearing in Elizabethtown at which time the Main Library, South Building, will be considered for nomination to the National Register of Historic Places.

Director's Report: Mr. Kozlowski read a letter from Jewell Sears, Librarian of the Crawford County Public Library, English, Indiana. Ms. Sears requested help in re-stocking the public library which had lost its entire thirty thousand plus collection during the flooding on July 26.

The Director recommended that, after telephoning the State Library of Indiana and Ms. Sears, we install a bin for the collection of materials the general public might wish to donate to the library in English, Indiana. Publicity regarding the program will be handled by Community Relations. Transportation of the materials and other aspects of the project will be arranged in consultation with library officials in Indiana.

The Board concurred with the Director's recommendation.

Old Business: Mr. Brown reported on the MURLS monies meeting in Florence, Kentucky. He stated the Library was successful in requesting the full amount of \$31,098. This money is designated by the Federal Government for use in strengthening the collection of materials which might be used in inter-library loan.

Adjournment: There being no further business, the meeting adjourned at 5:06 p.m.

APPROVED:

Paul J. Hinton President

R. J. Kozlowski Secretary

## LOUISVILLE FREE PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

September 11, 1979

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on September 11, 1979, at 4:15 p.m.

Present: Ms. Graff, Heath, Hendon, Kuhnle, and Maupin; Messrs. Brown, Butt, and Schlich. Mr. Yussman, City Law Department; Mr. Donoho, Library Broadcasting; Mr. King, Staff Association; Ms. Hamilton, Circulation; Ms. Douthitt, Extension; Ms. Nichols, Hardin County Public Library; and the Director also attended.

Mrs. Hendon presided.

Minutes: The minutes were approved as received.

Planning and Interior Operation Committee: Mr. Brown read a certification that bills in the amount of \$121,277.79 had been audited and found correct; he moved acceptance. Mr. Butt seconded the motion which passed unanimously.

Building and Maintenance Committee: Mr. Kozlowski informed the Board that a letter was received from parties who operate a private elementary school, the Emma L. Minnis School, in which they requested the loan of old furniture for the school's library. The group would be happy to purchase the furniture if the Board could not loan the furniture. The Director informed the Board that furniture in storage would have to be declared surplus, and that the surplus would have to be widely advertised to give all interested individuals an opportunity to bid. The Board requested the Director investigate the amount of furniture in storage and recommend whether or not to initiate the surplus and bid procedure.

Budget and Finance Committee: Mr. Brown and the Director reported on efforts to obtain an additional \$168,000 for salary increases, one half requested from the City and one half from the County. Mr. Brown distributed a letter he had sent to Alderman Abramson regarding the request.

The Director reiterated the changes in the statistical section of the Monthly Report. He also stated that expenditures to date were well within the percentage guidelines. In the areas of circulation, registration, and reference requests, the library system figures had increased substantially over the same period last year. (He cited the appropriate documentation in the August Monthly Report.)

Audio Visual Committee: Mr. Butt commented how pleased he was to receive the new program guide which is part of the Louisville Today magazine. He further stated that the Committee had received a request from the Director to terminate the Wire Network. Mr. Butt stated that, after Committee investigation, a recommendation regarding the Wire Network will be placed before the Board.

President's Report: Mrs. Hendon read a letter from Patricia Tynes in which the employee thanked the Board and Administration for offering the tuition reimbursement plan.

Director's Report: Mr. Kozlowski reviewed the efforts to open a mini-branch in northeastern Jefferson County and recommended that the mobile unit donated by Liberty National Bank be opened by November 1, 1979 as a part time branch, on a trail basis. Mr. Brown moved approval, Mr. Butt seconded the motion, and the motion passed unanimously.

The Director informed the Board of a proposal from the Louisville Orchestra to hold a benefit concert for radio station WFPK-FM. A five thousand dollar guarantee would be paid by the radio station in advance of the concert and all monies generated over that figure would be returned to WFPK. The Orchestra suggested the benefit concert take place in November on a Sunday afternoon. Federal grant money could be used to pay the five thousand dollar guarantee. The Board decided that November was unworkable and suggested that perhaps a benefit concert in early 1980 would be more suitable.

Mr. Kozlowski introduced Mr. Yussman, City Law Department, who has been assigned to replace Mr. Northern.

Old Business: Mr. Brown presented a status report on the creation of a library foundation for the purpose of generating private monies to supplement public funding, and not for the purpose of replacing public monies.

The Director informed the Board that an article on the Friend's budget efforts had appeared in the Library Journal of September 1, 1979.

Adjournment: There being no further business, the meeting adjourned at 5:15 p.m.

APPROVED:

Sarah Stokes Hendon President

R. S. Kozlowski Secretary

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

October 9, 1979

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on October 9, 1979, at 4:15 p.m.

Present: Ms. Heath, Hendon, Kuhnle, Maupin; Messrs. Butt and Voyles. Mr. Yussman, City Law Department; Ms. Gaudry, Mayor's Office; Ms. Hamilton, Circulation; Mr. Cahaney, Physical Facilities; Mr. King, Staff Association; Mr. Donoho, Library Broadcasting; and the Assistant Director and Director also attended.

Mrs. Hendon presided and informed members present of the lack of a quorum and of the fact that Executive Committee ratification will be necessary for action taken during the meeting.

Minutes: Mrs. Heath moved approval of the minutes of the September 11, 1979, meeting, Mr. Butt seconded the motion, and the motion passed unanimously.

Planning and Interior Operations Committee: Mr. Voyles read a certification that bills in the amount of \$140,718.62 had been audited and found correct; he moved acceptance. Mrs. Kuhnle seconded the motion which passed unanimously.

Building and Maintenance Committee: Mr. Voyles reported on the emergency repair of one of the air conditioning units at the Main Library. He reported that the Director had declared the work an emergency and had received permission from members of the Building Committee to proceed with the repair work.

Mr. Voyles read a report from Mr. Cahaney regarding the furniture in storage in the Old Museum Building. Members present concurred that the surplus should be sold at one time and only after a determination had been reached regarding the disposition of the Old Museum Building.

Mr. Voyles and his Committee recommended that the Library be permitted to advertise for bids for an off-set duplicating press. Having this equipment in-house would be cost efficient, he stated, and would most likely reduce the Library's printing expenditures. He moved acceptance of the Committee's recommendation, Mrs. Heath seconded the motion, and the motion passed unanimously.

Mr. Voyles then moved that two items, a Ford Cortina vehicle and assorted silk screening equipment, be declared surplus, advertised as such, and sold to the highest bidder. Mrs. Kuhnle seconded the motion which passed unanimously.

Lastly, Mr. Voyles and his Committee recommended that collection of delinquent accounts be handled by the Merchants Adjustment Company. After further explanation by the Director and Ms. Hamilton, Circulation, Mr. Voyles moved acceptance of the firm as lowest and best bidder. Mrs. Kuhnle seconded the motion which passed unanimously.

Budget and Finance Committee: The Assistant Director indicated that circulation for September, 1979, had increased fourteen percent over the same period in 1978; that registration had increased twenty-eight percent in September, 1979, over 1978; and that reference requests had increased thirty percent over the same period a year ago.

The Director commented that expenditures had been conservative to date.

Audio Visual Committee: Mr. Butt reported that his Committee would meet prior to the November meeting to discuss the Wire Network.

President's Report: Mrs. Hendon announced the dates and times for the Friends' book sale and the Friends' program on October 14. She requested that members interested in attending a Kentuckiana District Board Meeting on October 23 contact the Administrative Office.

Director's Report: Mr. Kozlowski announced that the Northeast Mini Branch will open for business at 3 p.m. on October 29. He stated the Friends would hold an open house on Sunday, November 4, 2-3:30 p.m., to which all board members were invited.

The Director requested permission to close the Library System on Monday and Tuesday, December 24 and 25 and December 31 and January 1. In addition, he requested permission to close the Main Library on Sunday, December 23 and December 30. Mrs. Heath moved approval, Mrs. Kuhnle seconded the motion, and the motion unanimously passed.

Lastly, the Director discussed a request from the KU Klux Klan to make available their monthly newspaper on the libraries' free pamphlet shelf. He reviewed the Library's current policy on free material for distribution to patrons. Mr. Butt moved the Klan request be denied, and Mrs. Heath seconded the motion. A lengthy discussion among all present ensued, with Mr. Butt and Mrs. Heath removing the motion and second respectively. Those present, because of the lack of a quorum, postponed further action on the request until the November meeting.

Adjournment: There being no further business, the meeting was adjourned at 5:16 p.m.

APPROVED:

Sarah Stites Hendon PRESIDENT

R. S. Kozlowski SECRETARY

## LOUISVILLE FREE PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

November 13, 1979

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on November 13, 1979, at 4:15 p.m.

Present: Ms. Graff, Heath, Hendon, Hodge and Kuhnle; Messrs. Brown, Butt, Eifler, Schlich, Voyles, and Wilson. Ms. Gaudry, Mayor's Office; Mr. Yussman, City Law Department; Ms. Banks, Extension; Ms. Matton, Library Broadcasting; Mr. King, Staff Association; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Brown moved approval of the minutes of the October 9, 1979 meeting. The motion was seconded by Mr. Schlich, the motion passed unanimously.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$135,411.03 had been audited and found correct; he moved acceptance. Mr. Butt seconded the motion which passed unanimously.

Building and Maintenance Committee: Mr. Voyles reviewed Executive Committee action which recommended contracting with the Merchants Adjustment Company for the collection of delinquent overdue accounts. He moved acceptance, Mrs. Heath seconded the motion, and the motion passed unanimously.

Mr. Voyles again reviewed Executive Committee action regarding the purchase of an off-set duplicating press. He moved acceptance of the Committee's action, Mr. Brown seconded the motion, and the motion unanimously passed.

Lastly, Mr. Voyles requested the Board accept Executive Committee action to declare a Ford Cortina vehicle and assorted silk screening equipment surplus, to advertise same, and to sell these items to the highest bidder. He moved acceptance, Mrs. Kuhnle seconded the motion, and the motion passed unanimously.

Budget and Finance Committee: The Assistant Director reported that circulation for October, 1979, had increased thirteen percent over the same period in 1978; that registration had increased twenty-three percent in October, 1979, over 1978; and that reference requests had increased thirty-three percent over the same period a year ago.

The Director reported that expenditures, overall, had been conservative to date.

Audio Visual Committee: Mr. Butt recommended that the Wire Network, with the exception of service to the Kentucky School for the Blind, be terminated. Mrs. Hodge seconded the motion which passed unanimously.

Ms. Matton, representing Mr. Donoho, reported that pledge week generated thirteen thousand dollars in pledges to the Library's radio stations.

Director's Report: Mr. Kozlowski recommended that two school-housed branches, located in Frost Middle School and Fairdale High School, be closed on December 31, 1979. These two branches have become extremely expensive to operate because of low usage, it was reported. Cost per transaction at Frost Branch was \$2.99; at Fairdale the cost was \$2.93.

He suggested bookmobile service to replace the branches, effective January 1, 1980. After lengthy discussion, Mr. Brown moved acceptance, Mrs. Heath seconded the motion, and the motion unanimously passed.

The Director then discussed a request from the Ku Klux Klan to make available their monthly newspaper on the libraries' free pamphlet shelves. He reviewed the Library's current policy on free material for distribution to patrons. After discussion, Mr. Wilson moved denial, and Father Eifler seconded the motion. Discussion continued, with Mr. Wilson withdrawing his motion and Father Eifler his second to the motion. Mr. Voyles then moved that a letter be sent to Mr. Kennedy, Klan representative, stating that the Library would subscribe to the newspaper and include it in the Main Library's periodical collection. Mr. Brown seconded the motion which passed unanimously.

Old Business: Mrs. Hendon gave a status report on the Board's request for \$83,000 from the Fiscal Court to match the same amount received from the Board of Aldermen. The money, she commented, is for staff salary increases. To date, the County has not indicated when they would take formal action on the request.

Adjournment: There being no further business, the meeting was adjourned at 5:22 p.m.

APPROVED:

Sarah St. Henden PRESIDENT

R. J. Kozlowski SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

December 11, 1979

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on December 11, 1979, at 4:15 p.m.

Present: Ms. Graff, Heath, Hendon, Kuhnle, and Maupin; Messrs. Brown, Butt, Schlich, and Voyles. Mr. Yussman, City Law Department; Ms. Somerville, Children's; Ms. Banks and Douthitt, Extension; Ms. Hamilton, Circulation; Ms. Manning, Community Relations; Mr. Cahaney, Physical Facilities; Mr. Donoho, Library Broadcasting; Mr. King, Staff Association; and the Assistant Director and the Director also attended. County Commissioner Watson, Commissioner-Elect Brown, and citizens from the Valley Station and Fairdale areas also attended. Mrs. Hendon presided.

Minutes: Mrs. Heath moved approval of the minutes of the November 13, 1979, meeting. Mrs. Kuhnle seconded the motion, and the minutes were unanimously approved.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$132,007.87 had been audited and found correct; he moved acceptance. Mrs. Kuhnle seconded the motion which passed unanimously.

Building and Maintenance Committee: No committee report was given. The Director commented that roof work at Iroquois had been completed and Main's roof renovation was in progress.

Budget and Finance Committee: Mrs. Hendon read a letter from the Staff Association President in which the staff thanked the Board and Administration for their persistence in obtaining funding for the recent salary increases. The Board President, in the absence of the Budget Chairman, requested ratification of the Budget and Executive Committees' action to implement raises December 14, retroactive to July 1, 1979. Mrs. Graff moved approval, Mrs. Heath seconded the motion, and the motion passed unanimously.

The Director reported that expenditures for the month were in order. The Assistant Director reported that circulation had increased fourteen percent over the same period last year, that registration had increased twenty-six percent over the same period last year, and that reference requests had increased sixty-five percent over the same period last year.

Audio Visual Committee: Mr. Butt announced that a proposal from the Louisville Orchestra was received earlier in the day. The proposal focused on a benefit concert in January, with some of the proceeds benefiting the Library radio stations. Mr. Butt and the Audio Visual Committee will review the proposal, after which the Executive Committee will take action.

Attorney Yussman requested the Board to pass a resolution enabling Mrs. Hendon to sign a contract with the Louisville Gas and Electric Company. (The contract will solidify arrangements with the utility company for implementation of the National Public Radio satellite dish.) Mr. Brown moved approval of the resolution; Mr. Butt seconded the motion, and the motion passed, with Mr. Voyles dissenting.

President's Report: Mrs. Hendon announced that the Kentucky Library Trustees Association will sponsor a legislative breakfast on January 10, 1980, in Frankfort. Mr. Kozlowski commented that board members would be notified shortly after the first of the year and arrangements would be made by the Administrative Office.

Director's Report: The Director requested the Board approve the reclassification of Community Relations Specialist and Head of Circulation from LII to LV, effective immediately. He read a two page proposal which contained his rationale for the reclassifications. Mr. Butt moved approval, Mr. Schlich seconded the motion, and the motion passed unanimously.

Mr. Kozlowski then read a letter of thanks from the Attorney General of Indiana for the Library's efforts in collecting gift books for the flooded library in English, Indiana.

Old Business: Mrs. Hendon read a statement regarding the November action to close the Frost and Fairdale school-housed branches. Mr. Kozlowski read a statement which enumerated the differing philosophies and missions of school libraries and public libraries. He mentioned the Library's current involvement in developing a long range plan and he also reported on the contents of a special package of materials concerning the Frost and Fairdale branches. Mrs. Hendon requested comments from the audience.

Members of the audience who addressed the Board, requesting them to postpone the branch closings, included Commissioner Watson, Commissioner-Elect Brown, Ms. Butterworth, Frost Community School Coordinator, and other citizens from the Valley Station and Fairdale areas.

After further discussion, Mrs. Hendon requested Mr. Brown, Vice-President of the Board and Chairman of the Planning and Interior Operations Committee, to give a report. Mr. Brown stated that although the Committee believes that the closings of the Frost and Fairdale Branches are justified, based upon

negligible usage during the past six years (\$2.99 each time a book is checked out at Frost, \$2.93 each time a book is checked out at Fairdale), the Committee recommends keeping these facilities open until the end of the fiscal year, June 30, 1980.

Furthermore, the Committee recommends that should usage increase substantially between January 1 and June 30, the Administration and the Board will consider establishing a non-school housed public library branch in these areas. This development would be contingent upon adequate funding for the fiscal year 1980-81.

Lastly, the Committee wishes to go on record to indicate its support of public library branches housed in a non-school environment.

Mrs. Hendon requested a motion to rescind the November action to close the branches. Mr. Voyles moved the earlier motion be rescinded; Mr. Schlich seconded the motion. The motion passed, with Mrs. Heath and Mr. Butt abstaining.

Mr. Brown then moved to postpone the closings until June 30, 1980, during which time the Library will determine whether the location of a viable branch in the general area is justified and, if so, at what location a branch should be opened and how funded. Mrs. Kuhnle seconded the motion which passed unanimously.

Mrs. Hendon thanked all for their interest, and Mr. Brown specifically thanks Mrs. Watson for her support of the Library.

Adjournment: There being no further business, the meeting was adjourned at 5:35 p.m.

APPROVED:

*Sarah Whites Hendon* PRESIDENT

*R. J. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

January 8, 1980

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on January 8, 1980, at 4:15 p.m.

Present: Ms. Graff, Heath, Hendon, Hodge, and Kuhnle; Messrs. Brown, Butt, Eilfer, Schlich, and Voyles. Ms. Mason from Commissioner Watson's Office; Ms. Manning, Community Relations; Ms. Hamilton, Circulation; Mr. Donoho, Library Broadcasting; Mr. King, Staff Association; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mrs. Heath moved approval of the minutes as amended by mail, Mrs. Kuhnle seconded the motion, and the minutes were unanimously approved.

Mr. Kozlowski introduced Ruth Wolfish from CLSI who presented a report on the benefits of an automated circulation system.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$221,834.39 had been audited and found correct; he moved acceptance. Mr. Butt seconded the motion which passed unanimously.

Building and Maintenance Committee: The Director read a letter from the Real Estate Service Corporation of Louisville regarding the sale of the Old Museum Building. Board members suggested the Building and Maintenance Committee investigate the proposal.

Budget and Finance Committee: The Director reported that expenditures for the month of December were routine in nature. The Assistant Director reported that Circulation had increased twelve percent over the same period last year, that registration had increased twenty-eight percent over the same period, and that reference requests had increased thirty-nine percent over the same period last year.

Audio Visual Committee: The Director recommended the Committee change its name after hearing a report from the Assistant Director.

Mr. Garnar reviewed the organizational changes, already implemented, within the Audio Visual Department. The department is now designated "Library Broadcasting," and Film Services has become a section of the Circulation Department. The ordering of films will be accomplished by a committee of staff from Main and branches. Processing of films will be handled by Technical Services. Reasons for the change include the realization that films have much in common with other circulating library materials and little in common with the public radio stations. With the changes, the Administration hopes to revive the film service section and, at the same time, permit the Library Broadcasting Department to focus solely on radio.

Mr. Butt, after hearing the report, moved to change the Committee's name from Audio Visual to Library Broadcasting. Mr. Brown seconded the motion, and the motion passed unanimously.

At this point in the meeting, Mr. Brown moved that the monthly meetings begin at 4 p.m. rather than 4:15 p.m. He stated this would enable Father Eifler to remain for the entire meeting. Mrs. Hodge seconded the motion which passed unanimously. The time change becomes effective with the February meeting.

President's Report: Mrs. Hendon stated that the Executive Committee, upon the recommendation of the Audio Visual Committee, agreed to contract with the Louisville Orchestra for a benefit concert on January 18. The agreement required no financial outlay on the part of the Library. Mr. Butt moved approval of the Executive Committee's action, Mrs. Heath seconded the motion, and the motion unanimously passed.

Director's Report: The Director suggested a resolution be passed authorizing the Executive Committee to finalize the sale of the Kaufman-Strauss Building to Oxford Properties. Oxford Properties has indicated the sale may take place prior to the next Board of Trustees' meeting. Mr. Butt moved authorization for such Executive Committee action, Mrs. Kuhnle seconded the motion, and the motion passed unanimously.

Mr. Kozlowski requested permission to close the Library System on February 22, 9 a.m. to 2 p.m., for Staff Development Day. Mr. Brown moved approval, Mrs. Hodge seconded the motion, and the motion passed unanimously.

Old Business: Mr. Brown distributed a resolution which would approve the concept of a foundation for the Library. The foundation would solicit gifts beneficial to the Library. After comments, Mr. Brown moved approval of the foundation concept, Father Eifler seconded the motion, and the motion passed unanimously. (Resolution adopted on 1-8-80 is attached)

Mr. Kozlowski reviewed arrangements for the Legislative Breakfast in Frankfort on January 10.

Adjournment: There being no further business, the meeting was adjourned at 5:14 p.m.

RESOLUTION

Board of Trustees - Louisville Free Public Library

WHEREAS, the Board of Trustees of the Louisville Free Public Library has considered the Articles of Incorporation of the Louisville Free Public Library Foundation, Inc., a copy of which is attached hereto, and has recognized the importance to the Library of having such a foundation established,

NOW, THEREFORE, be it

RESOLVED, that the establishment of the Louisville Free Public Library Foundation, Inc. as a supporting organization for the Louisville Free Public Library is hereby approved; and be it further

RESOLVED, that donors of major gifts to the Library as well as persons wishing to make bequests by will be urged and encouraged to make such bequests and gifts to the Foundation; and be it further

RESOLVED, that the Trustees of the Library hereby adopt a general policy of transferring major gifts and all bequests, unless otherwise specifically provided by the donor or testator, to the Louisville Free Public Library Foundation, Inc. to be used for the benefit of the Library.

APPROVED:

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*Sarah Pittsford* PRESIDENT  
*R. J. Kozlowski* SECRETARY

## LOUISVILLE FREE PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

February 12, 1980

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on February 12, 1980, at 4 p.m.

Present: Ms. Heath, Hendon, and Kuhnle, Messrs. Brown, Butt, Schlich, and Voyles. Mr. Carl Brown, County Commissioner; Mr. Kelkoff, Administrative Assistant to Mr. Brown; Mr. Yussman, City Law Department; Ms. Hamilton, Circulation; Ms. Manning, Community Relations; Mr. Donoho, Library Broadcasting; Mr. King, Staff Association; Dr. William Summers, Library Consultant; and the Assistant Director and Director also attended. Mrs. Hendon presided.

Minutes: Mr. Voyles moved approval of the minutes, Mrs. Kuhnle seconded the motion, and the minutes were unanimously approved.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$254,218.47 had been audited and found correct; he moved acceptance. Mr. Schlich seconded the motion which passed unanimously.

Building and Maintenance Committee: Mr. Kozlowski reported that roof renovation at Main was progressing ahead of schedule. He also stated that the Kentucky Heritage Commission had contacted the Library to report that the Parkland Branch Library would be included in the Parkland Historic District. The Commission will consider nominating the district for inclusion on the National Register of Historic Places.

Budget and Finance Committee: The Director reported that expenditures for the month of January were normal in nature. The Assistant Director stated that circulation had increased twenty-nine percent over the same period last year, that registration had increased forty-seven percent over the same period last year, and that reference requests had increased sixty-seven percent over the same period last year.

Mr. Kozlowski presented the mid-year budget revision for the Board's approval. He recommended minor changes by transferring funds from some line items to other categories in order to overcome shortages. Mrs. Heath moved approval, Mrs. Kuhnle seconded the motion, and the motion passed unanimously.

Mr. Schlich reported that the Committee had met and consequently recommended a seven and one-half percent salary increase for the Director and Assistant Director, neither of whom had received the raises given to all other staff in December, retroactive to July 1, 1979. He stated that Kozlowski and Garnar received their last raise on March 4, 1979, and he further stated that the Committee did not recommend making the Director's and Assistant Director's raises retroactive. He moved that these raises become effective March 4, 1980, and that the Committee send a letter to Fiscal Court and the Board of Aldermen indicating their action. Mr. Butt seconded the motion, and the motion unanimously passed.

Library Broadcasting Committee: Mr. Donoho reported that over six hundred dollars had been received as a result of the Louisville Orchestra's benefit concert for WFPK-FM.

President's Report: Mrs. Hendon announced that the Regional Board meeting was scheduled for February 26 in Henry County, and that board members interested in attending should contact the Administrative Offices.

Proceeds from the sale of the Kaufman-Straus Building, she reported, had been invested in short term certificates. She indicated that the bank had requested a Board resolution authorizing her as the Library's designated officer in regard to the deposit. Mr. Brown so moved, Mr. Voyles seconded the motion, and the motion passed unanimously.

Director's Report: Mr. Kozlowski introduced Dr. F. William Summers, the Library's consultant. Dr. Summers presented major points from his written study of the Library System. After his presentation, the Board asked questions of Dr. Summers and Mr. Kozlowski. The Director stated that copies of the report would be duplicated and mailed to Trustees early next week.

Adjournment: There being no further business, the meeting was adjourned at 5:30 p.m.

APPROVED:

Jerald Stitt Hendon PRESIDENT  
R. L. Kozlowski SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

March 11, 1980

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on March 11, 1980, at 4 p.m.

Present: Ms. Heath, Hendon, and Kuhnle; Messrs. Brown, Butt, Eifler, Schlich, Voules, and Wilson. Mr. Yussman, City Law Department; Ms. Hamilton, Circulation; Ms. Manning, Community Relations; Mr. Cahaney, Physical Facilities; Mr. Donoho, Library Broadcasting; Mr. King, Staff Association; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Voyles moved approval of the minutes of the February 12, 1980 meeting. Mrs. Kuhnle seconded the motion, and the minutes were unanimously approved.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$225,970.15 had been audited and found correct; he moved acceptance. Mrs. Kuhnle seconded the motion which passed unanimously.

Building and Maintenance Committee: Mr. Voyles requested the report be given by library staff. The Director called upon Mr. Cahaney, Coordinator of Physical Facilities. Mr. Cahaney reported that South Central Bell had requested the use of easement property at Highland Branch Library and recommended that the telephone company be granted their request. Attorney Yussman stated that, after proper insurance guarantees had been arranged with the Bell Company, he would recommend the Board grant the request. Mr. Voyles moved acceptance, Mrs. Kuhnle seconded the motion, and the motion unanimously passed.

Mr. Cahaney then gave a status report on the Main Library roof renovation. He indicated the contractor was ahead of schedule and that the North Building's roof would, most likely, be completed by April 1, or shortly thereafter. He stated the South Building's roof was scheduled for completion by June 30.

Budget and Finance Committee: The Director read the report of the combined meeting of the Executive and Finance Committees held on March 4, 1980. The Committees approved the Director's budget request for FY 1980-81. Mr. Kozlowski and Mr. Garnar reviewed the budget request for the full Board. After discussion, Mr. Schlich moved approval of the 1980-81 budget request, Mr. Brown seconded the motion, and the request was unanimously approved.

Turning to the Monthly Report, the Director stated that expenditures during February were normal in nature. The Assistant Director reported that circulation had increased twenty-two percent over February of last year and seventeen percent for the year to date. Registration had increased twenty-four percent over February of last year and twenty-eight percent for the year to date. He also stated that reference requests had increased sixty-two percent over February of last year and ninety percent for the year to date.

Library Broadcasting Committee: Committee Chairman Butt asked for a report of the WFPL-FM fund drive. Mr. Donoho indicated that the drive generated over ten thousand dollars in pledges. He also mentioned that broadcasting via satellite would begin in late spring, and that some complaints regarding the placement of the cable lines had been received.

Director's Report: Mr. Kozlowski commented that discussion of the Summer's Study would continue and that specific recommendations would be forthcoming from the Administration after FY 1980-81 budget hearings had been completed. Mrs. Heath stated that she favored some reorganization of staffing in the Main Library's public service stations. Mr. Wilson cautioned that the Board should not terminate all library service in any one geographic section of the Library's service area.

The Director also shared with the Board some positive letters from patrons and staff.

Adjournment: There being no further business, the meeting was adjourned at 5:20 p.m.

APPROVED:

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*Sarah Strickland* PRESIDENT  
*R. J. Kozlowski* SECRETARY

## LOUISVILLE FREE PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

April 8, 1980

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on April 8, 1980, at 4 p.m.

Present: Ms. Hendon and Kuhnle; Messrs. Brown, Eifler, and Voyles; Mr. Yussman, City Law Department; Ms. Banks and Douthitt, Extension; Ms. Hamilton, Circulation; Ms. Manning, Community Relations; Mr. Donoho, Library Broadcasting; Mr. King, Staff Association; and the Assistant Director and Director also attended. In addition, a reporter from the Louisville Times attended a portion of the meeting.

Mrs. Hendon presided and informed members present of the lack of a quorum and of the fact that the Executive Committee was present. She stated that ratification of Executive Committee action would take place at the May meeting.

Minutes: Father Eifler moved approval of the minutes of the March 11, 1980, meeting. Mrs. Kuhnle seconded the motion, and the minutes were unanimously approved.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$205,735.95 had been audited and found correct; he moved acceptance. Mr. Voyles seconded the motion which passed unanimously.

Building and Maintenance Committee: No report was given.

Budget and Finance Committee: Father Eifler reported that a meeting with the Aldermanic Finance and Appropriations Committee had been canceled and, thus far, had not been rescheduled.

The Director then amplified various items on the monthly Financial Statement and requested Mr. Garnar report on March usage statistics. The Assistant Director stated that circulation had increased thirteen percent over March of last year and sixteen percent for the year to date. Registration, he reported, had increased fifty-three percent over March of last year and thirty-one percent for the year to date. He also stated that reference requests had increased fifty-four percent over March of last year, and one hundred and twenty-six percent for the year to date.

Library Broadcasting Committee: No report was given.

Assistant Director's Report: Mr. Garnar explained the Southeastern Library Network consortium and why the Library System would benefit by participating in SOLINET. He mentioned the bibliographic services provided by SOLINET and how these services would facilitate the cataloging of materials and, therefore, provide quicker patron access to materials. He also stated that, in the not-too-distant future, SOLINET could provide other automated services. After discussion, Mr. Brown moved that the Director be permitted to contract with SOLINET for services, Father Eifler seconded the motion, and the motion passed unanimously.

Nominating Committee: The report will be given at the May meeting.

President's Report: Mrs. Hendon announced the Friends' booksale would occur on Saturday and Sunday, May 17 and 18. She encouraged members present to volunteer as cashiers, buy books, and support the Friends by becoming members.

Director's Report: Mr. Kozlowski reported that the Board of Aldermen rejected the City Administration's suggested \$24,750 reduction of the Library's 1979-80 budget. Instead, the Aldermen reduced the cut to \$5,107. Consequently, the Director recommended the city Bookmobile IV services be terminated during May and June to compensate for the reduction. Mr. Brown moved approval, Mr. Voyles seconded the motion, and the motion unanimously passed.

Mr. Kozlowski informed the Trustees that Alderman Carrell had proposed changing the funding ratio from the City and the County. The Director distributed Alderman Carrell's proposal. After discussion, the Board endorsed the concept that increased library funding emanate from Jefferson County, but that the Library not pursue individual funding from the small cities within the County. Mr. Brown moved formal approval, Father Eifler seconded the motion, and the motion passed unanimously.

The Director reported that the automated interlibrary loan contract with the State Library would terminate on June 30, 1980. He assured the Board that the project appeared more viable now that the Baker and Taylor Company had become involved. The renegotiated contract will be approved by the Board Attorney prior to the signing.

Turning to the recent legislative session, the Director reported that House Bill 859, entitled, "State Aid to Urban Libraries", had passed. He stated that the appropriation element of the bill may not become a reality before the next legislative session.

The Director read a communication from Commissioner Carl Brown in response to a letter Brown had received from State Representative Archie Romines. The letter addressed the closing of the Frost and Fairdale branches on June 30, 1980.

Lastly, Kozlowski stated that recommendations regarding implementation of long range plans would be discussed at the June meeting. Mr. Garnar displayed a map which located all branches within the system. He stated that another map, showing proposed changes in branch locations, would be shown to Trustees as a part of the Administration's long range plan.

Adjournment: There being no further business, the meeting was adjourned at 5 p.m.

APPROVED:

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Sarah Stites Hendon PRESIDENT  
R. J. Kozlowski SECRETARY

## LOUISVILLE FREE PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

May 13, 1980

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on May 13, 1980, at 4 p.m.

Present: Ms. Graff and Hendon; Messrs. Brown, Butt, Minton, Schlich, and Voyles; Mrs. Pickett, Adult Reader and Reference Services; Ms. Manning, Community Relations; Ms. Hamilton, Circulation; Mr. Donoho, Library Broadcasting; Mr. Phillips, Literature Division; Mr. King, Staff Association; and the Assistant Director and Director also attended. Mr. Patrie, an interested citizen, also attended.  
Mrs. Hendon presided.

Minutes: Mr. Schlich moved approval of the minutes of the April 8, 1980 meeting. Mrs. Graff seconded the motion, and the minutes were unanimously approved.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$240,605.26 had been audited and found correct; he moved acceptance. Mr. Butt seconded the motion which passed unanimously.

Building and Maintenance Committee: Mr. Voyles informed the Board that the South Building, Main, had been officially placed on the National Register of Historic Places on March 27, 1980. He also told the Board that the Kentucky Heritage Commission had designated the Portland area, including Portland Branch Library, an historic district.

The Director reported that the Main Library's roof repairs had been held up because of a carpenter's strike.

Budget and Finance Committee: The Director discussed items on the Monthly Financial Statement. The Assistant Director stated that circulation had increased sixteen percent over April of last year and sixteen percent for the year to date. Registration, he reported, had increased thirty-one percent over April of last year and thirty-one percent for the year to date. He further stated that reference requests had risen seventy percent over April of 1979.

Library Broadcasting Committee: Mr. Butt recommended the Board permit the Director to negotiate a contract with a group headed by Milton Patrie. The contract calls for the group to rent sub-carrier spectrum space from Library Broadcasting in order to offer radio programming for the blind and visually handicapped. Mr. Butt further moved that the Board approve the concept in principle. Mr. Brown seconded the motion which unanimously passed.

Nominating Committee: Mrs. Hendon yielded the chair to Mr. Voyles who then nominated Mrs. Hendon, President, and Mr. Brown, Vice-President, of the Board of Trustees for the period ending April, 1981. Mr. Butt moved approval, Mrs. Graff seconded the motion, and all members unanimously voted to accept the slate presented by Mr. Voyles.

President's Report: Mrs. Hendon requested full Board ratification of motions passed at the April meeting for which a quorum was unavailable. The motions were reviewed by Mr. Kozlowski after which Mr. Voyles moved

acceptance, Mr. Butt seconded the motion, and ratification of the Executive Committee's action in April was unanimously approved.

Mrs. Hendon announced a regional follow-up to the White House Conference on Library and Information Services. The session will take place on Wednesday, June 4, 1980, 7 p.m., in the Shelbyville Road Mall's Community Center. She encouraged trustees to attend. Mrs. Hendon also announced the Friends Book Sale on May 17, and 18.

Director's Report: Mr. Kozlowski reported that circulation at the Frost and Fairdale school-housed branches had increased during the period December, 1979 through April, 1980. However, the costs per transaction keep the operating costs of the branches rather high.

The Director requested Mr. Phillips, Head, Literature Division, to report on his investigation of services to the hearing impaired. Phillips gave a concise report of services which could be offered if grant funding became available. The Board agreed that pursuit of outside funding for services to the deaf should be continued.

Lastly, Kozlowski read a letter of appreciation from the Kentucky Arts Commission for use of facilities and staff support for arecent grants-writing workshop.

Adjournment: There being no further business, the meeting was adjourned at 5:11 p.m.

APPROVED:

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*Sarah Stites Hendon* PRESIDENT

*R. J. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

June 10, 1980

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on June 10, 1980, at 4 p.m.

Present: Ms. Graff, Hendon, and Maupin; Messrs. Butt, Conway, Eifler, Minton, Schlich, and Voyles;

Ms. Banks, Extension; Ms. Hamilton, Circulation; Ms. Manning, Community Relations; Mr. Donoho, Library Broadcasting; Mr. Yussman, Board Attorney; Mr. King and Ms. Sullivan, Staff Association; Ms. Stein, Adult Reader and Reference Services; and Ms. Helm, Community Relations attended. The Assistant Director and Director, as well as over twenty-five citizens, also were in attendance.

Mrs. Hendon presided.

Minutes: Mr. Butt moved approval of the minutes of the May 13, 1980 meeting. Mr. Schlich seconded the motion, and the minutes were unanimously approved.

Planning and Interior Operations Committee: No formal report was given. The Director stated that roof renovation at Main had been delayed because of the continuing carpenters' strike.

Budget and Finance Committee: The Director stated that expenditures for the year to date were in order. The Assistant Director reported that circulation had increased fifteen percent over May of last year and sixteen percent for the year to date. Registration, he stated, had increased forty-nine percent over May of last year and thirty-three percent for the year to date. He also reported that reference requests had risen one hundred and sixty-five percent over May, 1979.

Library Broadcasting: No formal report was given.

President's Report: Mrs. Hendon commented that the Friends' Book Sale was a success with over nine thousand dollars earned. She reported that the regional follow-up meeting regarding last year's White House Conference on Library and Information Services was held on June 4, Shelbyville Mall Community Room. The Director, who was elected a national delegate from Kentucky, served on the reporting panel at this meeting. The President reported that she, Mr. Voyles, Mr. Garnar, and Ms. Hamilton attended the regional follow-up meeting.

Director's Report: The Director began his report by giving background information on the FY 1980-81 Budget Request and the cuts suggested by the Mayor and County Judge. He stated that administrative staff had made suggestions and that all of these factors lead to his memorandum of June 3, 1980, to all Trustees. He reviewed his suggested system-wide cuts and the reduction of services, including the closing of seven branch libraries and one bookmobile. Much discussion ensued among members of the Board. Mrs. Hendon reiterated the Director's comments that although library usage was higher than at any previous time in the history of the Louisville Free Public Library, a funding cut of close to nine-hundred thousand dollars necessitated the recommended service cuts.

Discussion continued with various individuals from the public speaking of their support to keep open Western and Frost Branches. Mrs. Hendon, other Board members, and staff requested these individuals to contact their elected officials in order to assist the Library in its attempt to have funding restored.

Upon completion of discussion and comments from the public, Mr. Butt moved "that the recommendations of the Director, contained in the memorandum dated June 3, 1980, entitled, Service Cuts - Recommendations, be adopted and approved. Furthermore, that the Director is directed and authorized to take all action necessary to implement the provisions of the memorandum, provided, however, that in the event funding is restored, the Director is to prepare recommendations as to the restoration of service cuts as outlined in his memorandum". Father Eifler seconded the motion, and the motion passed, with Mrs. Maupin dissenting.

The Director stated that the Employee Relations Committee (Staff Association) had prepared a lay-off procedure in the event that funding cuts would require staff complement reductions. He also informed the Board that each vacancy would be scrutinized closely and evaluated prior to the advertising of these positions.

Adjournment: There being no further business, the meeting was adjourned at 5:25 p.m.

(A copy of the recommended service cuts follows)

APPROVED:  
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Sarah White Hendon PRESIDENT  
R. S. Kozlowski SECRETARY

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LOUISVILLE FREE PUBLIC LIBRARY

M E M O R A N D U M

DATE : June 3, 1980  
TO : Members, Board of Trustees  
FROM : R.S. Kozlowski  
RE : Service Cuts - Recommendations  
(FY 1980-1981 Budget)

Should the Board of Aldermen and County Commissioners not restore funding cuts proposed by the Executive Branches of local government, the following library service cuts are recommended.

1. Eliminate eleven new personnel positions.  
Savings: \$106,450. (These eleven positions were requested for branches and Main where usage has risen dramatically but staff complement remains the same.) Further study may support a reallocation of existing Main staff to branch services.
2. Reduce allotment requested for subscriptions to newspapers and magazines at Main and branches from \$120,000 to \$100,000.  
Savings: \$20,000.
3. Reduce local travel request from \$6,500 to \$4,000.  
Savings: \$2,500.
4. Eliminate request for TARC subsidy for staff.  
Savings: \$9,000
5. Reduce out-of-town travel fund from \$7,000 to \$5,500.  
Savings: \$1,500.
6. Reduce staff tuition reimbursement from \$5,000 to \$3,000.  
Savings: \$2,000.
7. Reduce special programming request from \$10,000 to \$5,000.  
Savings: \$5,000.
8. Reduce request for insurance allotment from \$75,000 to \$70,000.  
Savings: \$5,000.

9. Reduce auto repair fund from \$15,000 to \$12,000.  
Savings: \$3,000.
10. Reduce MIS fees account from \$66,000 to \$16,500.  
Savings: \$49,500.  
(This action would permit us to maintain the automated payroll but all other attempts to automate the accounts and records of the Business Office would be postponed for at least one year).
11. Reduce the books, films, records and tapes budget at Main and branches from \$766,400 to \$594,400.  
Savings: \$172,000.  
(This action would cause a reduction in the purchase of materials used to serve the public. Should the City and County insist we not cut this item, as they have in past years, we would need to cut an additional \$122,000 from public service agencies.)
12. Reduce the amount for purchase of library materials processing supplies from \$100,000 to \$80,000.  
Savings: \$20,000.
13. Reduce janitorial supplies request from \$12,500 to \$10,000.  
Savings: \$2,500.
14. Reduce the furniture and equipment allocation at Main and branches from \$92,000 to \$50,000.  
Savings: \$42,000.  
(This will cause a severe hardship in replacement of antiquated equipment, such as typewriters, film projectors, etc.)
15. Eliminate city branch renovation.  
Savings: \$26,000.
16. Reduce city branch roof replacement from \$183,550 to \$8,000.  
Savings: \$175,550.  
(This would assume only minor patch repair would be possible on one of two branch roofs needing replacement).
17. Eliminate county branch renovation.  
Savings: \$12,000.  
(Proposed work at the Jeffersontown Branch would not take place.)

18. Eliminate the purchase of two new panel trucks.  
Savings: \$14,500.
19. Eliminate broadcast studio renovation.  
Savings: \$30,000.
20. Close the Main Library on Friday evenings and Sunday afternoons.  
Savings: \$14,000.
21. Close Frost Branch Library (County). In addition to books, subscriptions, and furniture and equipment, this closing would save \$9,100 in personnel and maintenance costs. Staff complement in this agency is one permanent part-time employee and one part-time page. This agency, housed in Frost Middle School, ranked twenty-seventh out of twenty-eight in public usage. The branch is approximately six and one-half miles from the next nearest library - Southwest.
22. Close Fairdale Branch Library (County). In addition to books, subscriptions, and furniture and equipment, this closing would save \$10,500 in personnel and maintenance costs. Staff complement in this agency is one permanent part-time employee and two part-time pages. This agency, housed in Fairdale High School, ranks twenty-eighth out of twenty-eight in public usage. The branch is approximately four miles from the Okolona Branch and five miles from the Iroquois and Southwest Branches.
23. Close Middletown Branch Library (County). In addition to books, subscriptions, and furniture and equipment, this closing would save \$9,200 in personnel and maintenance costs. Staff complement in this agency is one permanent part-time employee and two part-time pages. This agency, housed in Eastern High School, ranks twenty-first out of twenty-eight in usage. The branch is approximately four miles from the Northeast and Jeffersontown Branches and six miles from Eline Branch.
24. Close Harris Branch Library (City). In addition to books, subscriptions, and furniture and equipment, this closing would save \$17,200 in personnel and maintenance costs. Staff complement in this agency is one full-time employee and one part-time page. This agency, located in public housing, ranks twenty-sixth out of twenty-eight in public usage. This branch is approximately one mile from the Parkland Branch, one and one-half from the Shawnee Branch, two and one-half miles from the Newman Branch and three miles from the Main Library.

25. Close Shelby Park Branch Library (City). In addition to books, subscriptions, and furniture and equipment, this closing would save \$38,200 in personnel and maintenance costs. Staff complement in this agency totals two full-time and two part-time page employees. This branch is twentieth out of twenty-eight in public usage. This branch is approximately one mile from the Main Library, one and one-half miles from the Highland Branch, and two and one-half miles from the Fincastle Branch. The System owns this facility which is in need of roof replacement.
26. Close Western Branch Library (City). In addition to books, subscriptions, and furniture and equipment, this closing would save \$58,000 in personnel and maintenance costs. Staff complement in this agency includes three full-time and four part-time page employees. This branch is thirteenth out of twenty-eight in public usage. This branch is approximately three quarters of a mile from the Main Library, two miles from the Parkland Branch, and two and one-half miles from the Shawnee and Portland Branches. The System owns this facility which needs auditorium renovation and an electronic security system.
27. Close Highland Park Branch (City). In addition to books, subscriptions, and furniture and equipment, this closing would save \$ 3,400 in personnel and maintenance costs. Staff complement in this agency totals one permanent part-time employee and two part-time pages. This agency, housed in a rented store front, ranks twenty-fifth out of twenty-eight in public usage. This branch is approximately one mile from the Iroquois Branch, two and one-half miles from the Fincastle Branch, and three and one-half miles from the Main Library.
28. Discontinue permanently the operation of Bookmobile IV (City). In addition to books and subscriptions, discontinuance would save \$24,600 in personnel and maintenance costs. Staff complement in this facility totals two full-time employees.

NOTE: Closing an agency requires sixty days. This time is necessary in order to:

- a.) facilitate a personnel lay-off plan.
- b.) notify the public.
- c.) notify vendors and lessors.
- d.) remove library equipment and materials.

During this sixty day decommissioning period, \$30,000 will be expended to pay staff, pay maintenance costs, and, in general, to keep open the doors.

After the two library owned buildings (Western and Shelby Park) are closed, and while disposition of these buildings is being decided, monthly maintenance costs will run approximately \$300 per month.

These recommendations are made with the assumption that none of the Executives' budget cuts will be restored by the legislative branches of local government. Recommendations regarding Louisville Free Public Library's long range plan will be presented to Trustees in future meetings.

It is with deep regret that staff must forward these recommendations to the Board of Trustees, especially at a time when our usage is at an all time high.

RSK:bms

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

July 8, 1980

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on July 8, 1980, at 4:00 p.m.

Present: Ms. Graff, Maupin; Messrs. Brown, Butt, Conway, Eifler, Minton, Schlich, and Voules; Mr. Yussman, Board Attorney; Ms. Banks, Douthitt, and Sullivan, Extension Department; Ms. Hamilton, Circulation; Ms. Manning Community Relations; Mr. King, Staff Association; Mr. Donoho, Library Broadcasting; and the Assistant Director and Director also attended. In addition, Ms. Patrick, County Judge's Office, and over fifteen citizens were also in attendance.

Mr. Brown presided.

Minutes: Father Eifler moved approval of the minutes of the June 10, 1980, meeting. Mr. Conway seconded the motion, and the minutes were unanimously approved.

Planning and Interior Operations Committee: Mrs. Graff read a certification that bills in the amount of \$196,634.69 had been audited and found correct; she moved acceptance. Mr. Schlich seconded the motion which passed unanimously.

Building and Maintenance Committee: No formal report was given.

Budget and Finance Committee: The Assistant Director reported that expenditures for the last month of the fiscal year were in order. He further reported that circulation had increased fourteen percent over June of last year and sixteen percent for the year to date. He mentioned that the Library System had completed the busiest year of public usage since it was established. Registration, he stated, had increased twenty-seven percent over June of last year and thirty-two percent for the year to date. He also reported that reference requests had risen one hundred and ninety-six percent over June, 1979.

Library Broadcasting Committee: No formal report was given.

President's Report: Mr. Brown, substituting for Mrs. Hendon, called on Ms. Hedgepeth, Landmarks Commission, who had requested to address the Board. Ms. Hedgepeth recommended the Board consider requesting the Crescent Hill and Shelby Park Branches be placed on the National Register of Historic Places. Placement on the register, she stated, would possibly qualify the buildings for receipt of Community Development Funds for renovation. Mr. Brown requested a letter indicating the particulars be sent to the Board prior to the August meeting.

Director's Report: Mr. Kozlowski reviewed the status of the Library's 1980-81 budget request. He stated that the Board of Aldermen allocated \$80,680.00 for the replacement of the Shelby Park Branch roof and \$97,200.00 for roof replacement at the Parkland Branch. Both of these allotments will come from Community Development federal funds. The Aldermen also allocated \$75,000.00 above the Mayor's recommended amount, but only if Fiscal Court equally matched the amount and only if all city branches remain opened during FY 1980-81.

The Director then reviewed the rationale for over twenty-five cuts that had been approved at the June Trustees' meeting. He explained that almost \$900,000.00 of the requested budget had been denied.

Five individuals from the "Save Western Branch" committee addressed the Board, explaining the significance of the Western Branch Library to the total community.

Mrs. Maupin agreed with the Director that if city and county officials would transfer some of the book funds to the general appropriation fund, Western Branch could operate during the upcoming fiscal year. Kozlowski stated that the Library had requested \$700,000.00 for books and other circulating materials, based upon the assumption that all branches would remain opened; however, the full \$700,000.00 would not be needed if branches were closed.

After continued discussion, Mr. Butt recommended that the Board keep open the Western Branch if a source of funding becomes available. He suggested the following possible sources:

- 1) the Board of Aldermen could grant \$75,000.00, not making it contingent on the County's matching the amount, or
- 2) the city and county could follow the recommendation of the Trustees and Staff to reduce by \$100,000.00 the requested \$700,000.00 for books, records, and other library materials and transfer the amount to the general appropriations fund for Western's operation, or
- 3) the Library Board could close additional branches in order to keep open Western.

Mr. Butt moved approval; Father Eifler seconded the motion, and the motion passed, with Mr. Conway dissenting.

Adjournment: There being no further business, the meeting was adjourned at 5:20 p.m.

APPROVED:

David White Hendon PRESIDENT  
R. S. Kozlowski SECRETARY

## LOUISVILLE FREE PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

August 12, 1980

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on August 12, 1980, at 4:00 p.m.

Present: Ms. Graff, and Maupin; Messrs. Brown, Butt, Conway, Eifler, and Voyles; Mr. Yussman, City Law Department; Ms. Douthitt and Sullivan, Extension Department; Ms. Manning, Community Relations; Ms. Somerville, Children's Department; Ms. Hamilton, Circulation; Mr. King, Staff Association; Ms. Patrick, County Judge's Office; and the Director and Assitant Director also attended.

Mr. Brown presided.

Minutes: The minutes of the July meeting were corrected, page three, second to the last paragraph, to read "Mr. Butt moved approval". After the correction was made, the minutes were approved by consensus.

Planning and Interior Operations: Mrs. Graff read a certification that bills in the amount of \$170,196.04 had been audited and found correct; she moved acceptance. Mr. Conway seconded the motion which passed unanimously.

Building and Maintenance Committee: Mr. Voyles reported on the status of the Main Library re-roofing project. Based upon the recommendation of the Director, Mr. Voyles moved that the Shelby Park and Crescent Hill Branches be submitted for placement on the National Registry of Historic Places. Mrs. Maupin seconded the motion, and the motion passed unanimously.

In view of the fact that the Board of Aldermen granted \$177,880 in federal Community Development funds for roof replacement at Parkland and Shelby Park Branches, staff recommended proceeding to contract with an architect. Mr. Voyles moved approval, Mr. Conway seconded the motion, and the motion passed unanimously.

Budget and Finance Committee: Father Eifler discussed the final 1980-81 Budget figures, including cost of living raises and the adjusted salary schedule. After discussion, he moved approval, Mr. Voyles seconded the motion, and the motion passed unanimously. He then read a Board resolution which addressed the City and County's transfer of \$150,000.00 from the Materials Budget (books, films, records, tapes, pamphlets) to the General Operating Budget. The purpose of this action by the City and County was to keep open the Western, Shelby Park and Highland Park Branches. Discussion among the members ensued and included the Director's recommendation that the Board agree to keep open these three branches. Father Eifler moved approval of the resolution, Mr. Conway seconded the motion, and the resolution passed unanimously.

Mr. Butt requested staff to continue working on a report for the review of branch hours.

The Assistant Director reviewed financial figures for the first month of the fiscal year. He also reported that circulation had increased five percent over July of last year, registration had increased ten percent over July of last year, and reference requests had increased sixty-two percent over the same period last year.

Library Broadcasting Committee: No formal report was given.

President's Report: No formal report was given.

Director's Report: The Director's report had been given earlier as part of the Budget and Finance report.

Adjournment: There being no further business, the meeting was adjourned at 4:44 p.m.

APPROVED:

*Sarah White Hendon* RESIDENT

*R. S. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

September 9, 1980

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on September 9, 1980, at 4:00 p.m.

Present: Ms. Graff and Hendon; Messrs. Brown, Butt, Minton, Schlich, Voyles, and Wilson. Mr. Rawlings, Board Attorney; Ms. Sullivan, Summit Services; Mr. Cahaney, Physical Facilities; Ms. Hamilton, Circulation; Mr. Donoho, Library Broadcasting; Mr. King, Staff Association; Ms. Patrick, County Judge's Office; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Voyles moved approval of the minutes of the August 12, 1980, meeting. Mr. Minton seconded the motion, and the minutes were unanimously approved.

Mrs. Hendon chose to give her report early in the meeting. She assigned Mr. Conway to the Budget and Finance Committee and Mr. Minton to the Building and Maintenance Committee.

Planning and Interior Operations Committee: Mrs. Graff read a certification that bills in the amount of \$160,387.69 had been audited and found correct; she moved approval. Mr. Schlich seconded the motion which passed unanimously.

Building and Maintenance Committee: Mr. Voyles requested a report on the status of Main's reroofing project. Mr. Cahaney stated that most of the major work had been completed and that final completion should occur in three weeks.

Budget and Finance Committee: The Director reported that expenditures for the year to date were in order. The Assistant Director stated that circulation had increased thirteen percent over August of last year, registration had increased thirteen percent over August of last year, and reference requests had increased thirty-one percent over the same period last year.

Library Broadcasting Committee: Mr. Butt, after discussion, moved approval of a contract between the Library and the Kentuckiana Radio Information Service which would provide broadcasting services to the visually impaired via a sub-carrier channel. Mr. Voyles seconded the motion, and the motion unanimously passed.

Mr. Donoho reported that National Public Radio had granted the stations money for an extensive awareness campaign. He mentioned that a matching amount -- some four thousand dollars -- would come from listener contributions and not from any local operating funds.

Director's Report: Per the Board's instructions, the Director had earlier mailed to Trustees a proposal regarding revised branch library hours. Kozlowski suggested the new hours become effective November 1, 1980. He stated hours were revised to reflect the Library's inability to hire eleven additional staff to assist in branch operations despite the great upsurge in library usage. However, the Director stated that the new hours would provide greater access to all segments of the public, more systemwide consistency in hours of opening, and additional hours for staff to complete such activities as filling reserve requests, sending overdues, selecting new books, records, and pamphlets, and weeding the collections. He noted that all branches, with the exception of the school-housed Okolona Branch, would be open on Saturdays.

Mr. Voyles voiced concern about the reduction in Highland Branch's hours. Members pointed out Highland's circulation and proximity to other branches. The Director stated the need to increase hours at Southwest because of its heavy usage and because Frost and Fairdale Branches had closed in that area of Jefferson County.

After further discussion, Mr. Brown moved approval, Mr. Butt seconded the motion, and the motion passed, with Mr. Voyles dissenting.

Gail Janensch, President of the Louisville Art Gallery, accompanied by Gallery board member Kate Vogt, requested permission to open the Main Library on Sunday, November 9, 1980, for a private party to honor the Gallery's quilt exhibit. The Gallery would provide money to defray guard service and cleaning services for the event. Ms. Janensch stated that she had discussed details with the Director and had come before the Board at his invitation. Mr. Brown moved approval of the request, Mrs. Graff seconded the motion, and the motion passed unanimously.

Adjournment: There being no further business, the meeting was adjourned at 5 p.m.

APPROVED: \_\_\_\_\_

Sarah Strick Henderson PRESIDENT  
R. S. Kozlowski SECRETARY

## LOUISVILLE FREE PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

October 14, 1980

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on October 14, 1980, at 4 p.m.

Present: Ms. Graff and Hendon; Messrs. Butt, Conway, Eifler, and Minton. Mr. Rawlings, Board Attorney; Ms. Hamilton, Circulation; Ms. Manning, Community Relations; Ms. Sullivan, Summit Services; Mr. King, Staff Association; Mr. Cahaney, Physical Facilities; Ms. Patrick, County Judge's Office; and the Assistant Director and Director also attended. Mrs. Hendon presided.

Minutes: The minutes of the September meeting were corrected, page two, last paragraph, to read "Kate Vogt". Mr. Conway then moved approval of the corrected minutes, Father Eifler seconded the motion, and the minutes were unanimously approved.

Planning and Interior Operations Committee: Mrs. Graff read a certification that bills in the amount of \$186,923.29 had been audited and found correct; she moved approval. Mr. Conway seconded the motion which passed unanimously.

Building and Maintenance Committee: The Director requested the Board Attorney to report on the agreement between the Community Development Cabinet and the Library regarding roof repair money. Mr. Rawlings stated that the Community Development Cabinet had agreed to a modification of the terms of the contract. The change specifies that should a shortage of operational funds necessitate the closing of Shelby Park and/or Parkland Branch Libraries in the future, the Library will not be obligated to repay the money received for roof repairs. Repayment would only occur if the Board sold these two facilities within the next five years. Board members, who had previously approved the contracts, agreed to the modification.

Mr. Cahaney, Physical Facilities Coordinator, and the Director discussed their recommendation to place the Old Museum Building for sale. After considerable discussion, trustees agreed to defer the vote to the November meeting because of the lack of a quorum. Kozlowski reminded the Board that all motions approved at this meeting would have to be ratified at the November meeting.

Budget and Finance Committee: Father Eifler discussed the possibility of investing money for income producing purposes; he stated more money could be earned than is now being realized. The Director agreed but stated the Library should not invest money in a high risk investment plan. Mrs. Hendon suggested that the Executive and Budget and Finance Committees meet with the Director and Assistant Director prior to the November Board meeting to discuss the matter.

The Director reported that expenditures for the year to date were in order. The Assistant Director stated that circulation had increased twelve percent over September of last year, registration had increased twelve percent over September of last year, and reference requests had increased fifty-five percent over the same period last year.

Library Broadcasting Report: Mr. Butt announced that the radio stations would begin broadcasting at 5:45 a.m., rather than 6 a.m., every morning. No expenditures are involved in this change.

President's Report: Mrs. Hendon announced the Friends Used Book Sale would take place on Saturday, October 18, and Sunday, October 19.

Director's Report: The Director deferred the discussion and recommendation regarding selling works of art to the November meeting.

Kozlowski read a request from the Kentuckiana Girl Scout Council; the Council requested permission for 30 Scouts and a chaperone to view the sculpture in the Bernheim Gallery on Sunday, October 26, 1:15 p.m. to 1:30 p.m. This viewing, the request stated, was part of a Festival of Arts to take place with the cooperation of the Altrusa Club. The Director recommended approval. Mr. Butt moved approval, Mr. Minton seconded the motion, and the motion granting permission passed unanimously.

Adjournment: There being no further business, the meeting was adjourned at 4:55 p.m.

APPROVED:

*Jarah Stites Hendon* PRESIDENT  
*R. S. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

November 13, 1980

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on November 13, 1980, at 4:00 p.m.

Present: Ms. Graff and Hendon; Messrs. Brown, Eifler, Voyles, and Wilson. Mr. Rawlings, Board Attorney; Ms. Manning and Helm, Community Relations; Mr. Donoho, Library Broadcasting; Mr. Evans, Business Office, Mr. Cahaney, Physical Facilities; Ms. Sullivan, Staff Association; Ms. Patrick, County Judge's Office; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: The minutes were approved as mailed.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$115,035.21 had been audited and found correct; he moved approval. Father Eifler seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: Mr. Voyles moved to place the Old Museum Building for sale, in the usual legal manner, for the purpose of conveying the property to the highest and most appropriate bidder. Mr. Brown seconded the motion which passed unanimously. The Committee directed the staff to declare and sell the unwanted contents prior to placing the property on the market.

Mr. Voyles then read a letter from the National Register of Historic Landmarks which stated that the Crescent Hill Branch had been nominated for placement on the Register.

Budget and Finance Committee: The Director reported that expenditures for the year to date were in order.

The Assistant Director stated that Circulation had increased twelve percent over October of last year, registration has increased ten percent over October of last year, and reference requests had increased seventy-six percent over the same period last year.

Father Eifler moved that the Director be permitted to secure an out-of-town appraisal of all sculpture and paintings now held by the Library to determine their value and cost, where applicable, of restoration. He stated that the appraisal by a local individual appeared too conservative and that another appraisal appeared to be in order. Mr. Brown seconded the motion, and the motion passed unanimously.

Father Eifler commented on circulation increases in some of the branches; the Director indicated some additional remarks from branch heads would be forthcoming.

Library Broadcasting Committee: Mr. Donoho reported that the radio stations' membership campaign had received, to date, \$9,200 in pledges.

President's Report: Mrs. Hendon stated that ratification of action taken in September by the Executive Committee would be deferred until a quorum of the full Board was present.

Director's Report: The Director reported that Fiscal Court had reduced budget allocations to jointly-funded agencies. The Library's reduction totaled \$43,875. He stated that a freeze on most vacancies, equipment, and maintenance may make up the amount of the reduction. He further stated that the six month report may necessitate budget reallocations. Kozlowski added that not filling vacancies will mean slower and less efficient service to the public.

The Director reported that neighborhood groups served by Highland Branch had met with him and other staff to discuss Highland's placement in Group II hours of service. Kozlowski indicated that a neighborhood representative plans to address the Board at the December meeting.

Lastly, the Director stated that members had received a letter of commendation from Governor Brown for the Library's fast-growing circulation.

Adjournment: There being no further business, the meeting was adjourned at 5:10 p.m.

APPROVED:

*Sarah St. Johnston* PRESIDENT

*R. J. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

December 9, 1980

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on December 9, 1980, at 4 p.m.

Present: Ms. Graff and Hendon; Messrs. Brown, Butt, Conway, Eifler, Minton, Schlich, Voyles, and Wilson. Mr. Rawlings, Board Attorney; Ms. Patrick, County Judge's Office; Ms. Fox, Board of Aldermen; Mr. Steinbock, Cherokee Triangle Association; Mrs. Kuhnle, Friends of the Louisville Free Public Library; Mr. Evans, Business Office; Mr. Donoho, Library Broadcasting; Ms. Manning, Community Relations; Ms. Dienes, Highland Branch; Mr. King, Staff Association; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Minton moved approval of the minutes of the November 13, 1980, meeting. Mrs. Graff seconded the motion, and the minutes were unanimously approved.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$116,850.80 had been audited and found correct; he moved approval. Mr. Conway seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: No report was given.

Budget and Finance Committee: The Director reported that expenditures for the year to date were in order.

The Assistant Director reported that circulation had increased twelve percent over November of last year, registration had increased eight percent over November of last year, and reference requests had increased sixty-five percent over the same period last year.

Father Eifler moved that money from the sale of the Monsarrat (Old Museum Building) Building be used to automate circulation services; Mr. Brown seconded the motion, and the motion passed unanimously. In earlier meetings, the Director had commented on the need for automating many of the Library's procedures, and Mr. Kozlowski had distributed an automation fact sheet and proposal at the November Board meeting. Discussion continued regarding an automated circulation system.

Father Eifler also announced the Budget and Finance Committee would meet with staff, sometime in January, to examine the Library's investments and possible additional investment of funds. Mrs. Hendon commented that the sale of the Kaufman-Straus Building provided the Library with the first opportunity to invest a large and significant amount of money.

Library Broadcasting Committee: No report was given. Mr. Donoho reiterated that \$14,000+ had been pledged recently to the radio stations from the general public.

President's Report: Mrs. Hendon requested ratification of Executive Committee action which was taken at the October and November meetings (Lack of a quorum occurred at both meetings.) Mr. Kozlowski reviewed the motions at Mrs. Hendon's request. Mr. Conway moved ratification, Mr. Schlich seconded the motion, and the motion passed unanimously.

Mr. Brown requested the Executive Committee's report be postponed.

Director's Report: Mr. Steinbock, Cherokee Triangle Association, addressed the Board and requested they adopt the following resolution:

"Resolved, that the Highland Branch, a Group II branch, be allowed nine additional public hours per week effective as soon as possible. The hours will be the same as Group I branches, 39 hours per week.

Volunteers will be used for routine duties on a schedule of approximately 18 hours per week, thus freeing a Library staff member for professional tasks.

All volunteers will apply and be approved through the existing Library Community Relations Office. The coordinating of volunteers and hours will be done by a volunteer.

This increase in hours can be cancelled at any time."

The Director gave additional background on the work that had been accomplished by Library staff and the various meetings which had been arranged to discuss the neighborhood's request. The Board concurred that increasing the hours of service at Highland Branch should be tried on an experimental basis, subject to cancellation at any time by the Director.

The board left the implementation date to the discretion of the Director. Mr. Voyles moved approval, Father Eifler seconded the motion, and the motion passed unanimously.

Mrs. Kuhnle, President, Friends of the Louisville Free Public Library, requested the Board to approve the Friends' establishing a gift shop in the Main Library. Mrs. Kuhnle further explained details of how the shop would be managed, what it would sell, etc. The Director endorsed the concept and informed the Board that utilities and other costs could be prorated and that all details could be included within a contractual agreement between the Library and the Friends. Mrs. Hendon stated her support of the Friends' proposed gift shop. Father Eifler moved approval, Mr. Conway seconded the motion, and the motion passed unanimously.

Adjournment: There being no further business, the meeting was adjourned at 4:45 p.m.

APPROVED:

*Sarah Peter Hendon* PRESIDENT  
*R. J. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

January 13, 1981

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on January 13, 1981, at 4 p.m.

Present: Ms. Graff, and Hendon; Messrs. Butt, Conway, Minton, Schlich, and Voyles. Mr. Sanders, representing Board Attorney Rawlings; Mr. King, Staff Association; Ms. Manning, Community Relations; Mr. Cahaney, Physical Facilities; Mr. Donoho, Library Broadcasting; Mr. Evans, Business Office; Ms. Sullivan, Staff Association; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Conway moved approval of the minutes of the December 9, 1980, meeting. Mr. Butt seconded the motion, and the minutes were unanimously approved.

Planning and Interior Operations Committee: Mrs. Graff read a certification that bills in the amount of \$198,086.86 had been audited and found correct; she moved approval. Mr. Conway seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: Mr. Cahaney was asked to report on the sale of the Old Museum Building. Bid opening will take place on February 5, 1981.

Budget and Finance Committee: The Director reported that expenditures for the first six months of the fiscal year were in order.

The Assistant Director stated that circulation had increased five percent over December of last year, registration had increased two percent over December of last year, and reference requests had increased twenty-two percent over the same period last year.

The Director commented that an internal 1981-82 budget preparation schedule was enclosed in the Trustees' packets.

Library Broadcasting Committee: No report was given.

President's Report: No report was given.

Director's Report: Mr. Kozlowski read a request from the Western Branch Save Our Library Committee. The group, in conjunction with Library staff, seeks permission to open the branch on Sunday, February 15, 1981, from 2:30 - 4:30 p.m. A reception will be held to honor the Branch's seventy-fifth year of community service and to showcase the Branch during Black History month. Invitations will be issued and refreshments, including wine, will be served by the neighborhood group. The director recommended approval. Mr. Voyles moved to accept the Director's recommendation, Mr. Butt seconded the motion, and the motion passed unanimously.

The Director requested the Board to consider holding some of the 1981 meetings in branches. Members asked Kozlowski to propose a schedule for their consideration.

Kozlowski read a request from the Friends of the Louisville Free Public Library to open the Main Library Children's Department on Sunday, February 15, 1981, from 1 - 2:30 p.m. for the purpose of conducting the Friends' winter program. The program will feature Jose Wise, a folklorist, for children and their parents. The Director recommended granting the request. Mr. Conway moved approval, Mr. Minton seconded the motion, and the motion passed unanimously.

Lastly, a slide-tape presentation on the services of the Library System was viewed by Trustees. The presentation is used in the community with business and professional groups. Equipment and slides for the eleven minute presentation were purchased by the Friends and the Staff Association.

Adjournment: There being no further business, the meeting was adjourned at 4:45 p.m.

APPROVED:

*Sarah Dittus Hendon* PRESIDENT

*R. S. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

February 10, 1981

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on February 10, 1981, at 4:00 p.m.

Present: Ms. Graff and Hendon; Messrs. Butt, Conway, Eifler, Minton, Schlich and Voyles. Mr. Rawlings, Board Attorney; Mr. Donoho, Library Broadcasting; Mr. Cahaney, Physical Facilities; Mr. Evans, Business Office; Ms. Manning, Community Relations; Ms. Pickett, Adult Reader and Reference Services; Mr. Phillips, Fiction Division; Mr. King, Staff Association; and the Director and Assistant Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Conway moved approval of the minutes of the January 13, 1981, meeting. Mrs. Graff seconded the motion, and the minutes were unanimously approved.

Planning and Interior Operations Committee: Mrs. Graff read a certification that bills in the amount of \$180,565.72 had been audited and found correct; she moved approval. Mr. Schlich seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: Mr. Voyles moved, with Father Eifler seconding the motion, that the Board accept the Preservation Alliance's bid to purchase the Old Museum Building. He stated that staff had recommended this action to his Committee. He also reported that the Alliance's bid of \$215,000.00 was the only bid received. Mrs. Hendon recalled that the property had been professionally appraised at \$175,000 - \$200,000 in 1980. After further discussion, the Board unanimously voted to award sale of the building to the Alliance.

Mr. Voyles requested that discussion regarding a formal policy on serving the handicapped be postponed until the March meeting.

Budget and Finance Committee: The Director reported that expenditures for the first seven months of the fiscal year were in order.

The Assistant Director stated that circulation had increased two percent over January of last year, registration had decreased four percent over January of last year, but for the year to date registration showed a six percent increase. He further reported that reference requests had increased thirteen percent over the same period last year.

Father Eifler requested the Director to report, briefly, on the proposed budget revision for the current fiscal year. Mr. Kozłowski stated that, as usual, after the first six months of any fiscal year, it is necessary to transfer some funds from one account to another in order to make provision for unanticipated shortages. This year's revision, Kozłowski said, included the County's reduction of \$43,875 from the earlier approved amount. Father Eifler stated that the Administration had given a thorough justification for the few revisions to the Budget and Finance Committee and, consequently, he moved approval. The motion was seconded by Mr. Conway and the Revised 1980-1981 Budget was approved unanimously.

Father Eifler then requested the Director to review the 1981-82 Budget Request with the Board. After much discussion, Father Eifler recommended approval, Mr. Conway seconded the motion, and the 1981-1982 Budget Request was unanimously approved for submission to the City and County budget offices.

Library Broadcasting Committee: No report was given.

President's Report: Mrs. Hendon read a letter from the National Register of Historic Places which indicated that the Shelby Park Branch had been accepted on the Register.

Director's Report: The Director reported that the Atlantic Richfield Foundation and the Kentucky State Library had contributed \$10,000 each to the Library. This gift money was requested in order to inaugurate library services to the deaf and hearing impaired within Jefferson County. The Director recalled that, in the fall of 1980, staff had requested permission from the Board to pursue outside funding for the proposed program. No local funding will be expended for the program. Grant monies will be used to purchase special equipment and library materials.

The Director proceeded to request Board approval for submission of a books-by-mail grant request to KIPDA. Should KIPDA fund the proposal, the homebound could receive library service through the mail. Total grant money requested is \$27,000. Mr. Voyles moved approval, Mr. Minton seconded the motion, and the motion passed unanimously.

Kozlowski announced the following special programs: Friends of the Library Volunteer Award Reception, February 14; Friends of the Library Winter Program, February 15; and Western Branch Open House, February 15. He encouraged trustees to attend.

Lastly, Kozlowski requested approval to close the library system on Wednesday, April 22, 1981, until 2:00 p.m. for the annual Staff Development Day. He stated that the morning's activities would focus on the future in technology as well as reports to the staff from the administration. Because branch libraries regularly open at 2:00 p.m. on Wednesdays, only the Main Library and bookmobiles will not provide service before 2:00 p.m. Mr. Conway moved approval, Mr. Butt seconded the motion, and the motion passed unanimously.

Adjournment: There being no further business, the meeting was adjourned at 5:00 p.m.

APPROVED:

Jarah Whites Hendon PRESIDENT  
R. S. Kozlowski SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

March 10, 1981

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on March 10, 1981, at 4:00 p.m.

Present: Ms. Graff and Hendon; Messrs. Brown, Conway, Eifler, Schlich, Voyles, and Wilson. Mr. Gaines, Insurance Consultant; Ms. Manning, Community Relations; Mr. Evans, Business Office; Ms. Sullivan, Extension Department; Ms. Patrick, County Judge's Office; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Conway moved approval of the minutes of the February 10, 1981, meeting. Mrs. Graff seconded the motion, and the minutes were unanimously approved.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$117,477.32 and expenditures of \$2,777.79 in restricted funds had been audited and found correct; he moved approval. Mr. Conway seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: Mr. Voyles read a policy in regard to the Library's serving handicapped patrons through its existing physical facilities (attached). He discussed the need for a policy and moved its approval. Mr. Conway seconded the motion, and the policy was unanimously approved.

Budget and Finance Committee: The Director reported that expenditures for the first eight months of the fiscal year were in order. He explained certain line item accounts.

The Assistant Director stated that circulation had increased eight percent over February of last year, registration had increased eleven percent over February of last year, and reference requests had increased sixteen percent over the same period last year.

Father Eifler gave a progress report on the investment of Library funds and stated that representatives from the First National Bank and Hilliard and Lyons would be meeting with the Business Manager to make recommendations. Father Eifler also indicated that his committee would investigate the possible sale of the rental property which adjoins the Highland Branch Library.

Mr. Garnar announced that the first budget hearing with city and county budget offices would take place on Thursday, March 19, 10 a.m. Mr. Kozlowski reported that the Board President and members of the Budget and Finance Committee would accompany staff to the hearing.

Library Broadcasting Committee: No formal report was given.

President's Report: Mrs. Hendon announced a Kentuckiana Regional Library Workshop scheduled for May 11, 1981, in Louisville. The workshop will focus on legal responsibilities of public library trustees.

Director's Report: Mr. Kozlowski recommended that the Library's insurance package be awarded to the lowest and best bidder, the Thompson-Swope and Dick Agency. He requested Mr. Wick Gaines, insurance consultant from the Nahm, Turner, Vaughn, and Landrum Company, highlight the coverage and compare the bid results. After considerable discussion, Mr. Wilson moved the Director's recommendation be approved, and Mr. Conway seconded the motion. The motion passed with Father Eifler dissenting and Mr. Voyles abstaining.

The Director requested permission for the Louisville Art Gallery to hold a reception in the Gallery on Friday, March 20, 1981, from 6 - 9 p.m. Attendance would be by invitation only, since the Library is closed to the public during those hours. Mr. Voyles moved approval, Mr. Schlich seconded the motion, and the motion passed unanimously.

Kozlowski presented a report on art appraisers as requested by the Board. Trustees suggested deferred action on the report until Father Eifler had had an opportunity to review it.

Lastly, the Director requested the Main Library be opened on April 12, 2 - 4 p.m., for the Friends of the Library annual meeting and program. Mr. Brown moved approval, Mrs. Graff seconded the motion, and the motion passed unanimously.

Adjournment: There being no further business, the meeting was adjourned at 5:12 p.m.

APPROVED: \_\_\_\_\_  
*Sarah Stids Hendon* PRESIDENT  
*R. J. Kozlowski* SECRETARY

(As mentioned aforehand, Policy printed on reverse side.)

1. The Louisville Free Public Library Board of Trustees and Administration are cognizant of the need to serve the physically handicapped. In recent years a sub-regional library for the Blind and Physically Handicapped was opened in the Main Library.

2. Many buildings housing branch libraries are not owned by the library system. Some branches are located in county-owned buildings, some branches are housed in buildings owned by 4th class cities and other community agencies, and still others are housed in buildings owned by private citizens. Making these branches more accessible to the handicapped is the responsibility of the building owners and not the Library.

3. In the branches owned by the Library, those built in the last decade have had provisions made for the handicapped. Branches built before the sixties are mainly not accessible to the handicapped. To renovate them for this purpose would cost great sums of money; these monies would have to be supplied by the city and county with some assistance, perhaps, from the federal government.

## LOUISVILLE FREE PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

April 14, 1981

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on April 14, 1981, at 4:00 p.m.

Present: Ms. Hendon and Maupin; Messrs. Brown, Butt, Eifler, Minton, Schlich, and Voyles; Messrs. Donoho and McDaniels, Library Broadcasting; Ms. Manning, Community Relations; Mr. Evans, Business Office; Ms. Sullivan, Extension Department; Mr. King, Staff Association; Ms. Patrick, County Judge's Office; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Father Eifler moved approval of the minutes of the March 10, 1981, meeting. Mr. Voyles seconded the motion, and the minutes were unanimously approved.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$164,632.58 and expenditures of \$18,676.37 in restricted funds had been audited and found correct; he moved approval. Mr. Minton seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: Mr. Voyles recommended, per staff suggestions, that the Highland Duplex property be painted and minimally repaired. He further recommended the property be placed for sale in late summer. After discussion, Mr. Voyles moved approval of his recommendation, Mr. Minton seconded the motion, and the motion passed unanimously.

Budget and Finance Committee: Father Eifler reported that the Budget and Finance Committee had recommended to the Executive Committee investment of the Library's funds with the Hilliard and Lyons money management program. He requested Mr. Evans to detail the program. Upon the conclusion of Mr. Evans' report, Mrs. Hendon stated that the Executive Committee had met and approved the Budget and Finance Committee's recommendation to invest funds. Mr. Brown moved that the Executive Committee's recommendation be approved, Mrs. Maupin seconded the motion, and the motion unanimously passed.

Mr. Kozlowski then reported that expenditures for the first three quarters of the current fiscal year were in order. He also reported that a joint city-county budget review had taken place, as well as a County budget review, since the last Board meeting. A session with the City was scheduled for Friday, April 17, he stated.

Mr. Garnar reported that circulation had increased three percent over March of last year, registration had increased five percent over March of last year, and reference requests had increased forty-three percent over the same period last year.

Library Broadcasting Committee: Mr. Butt reported that the radio stations had received notice that commercial broadcasters, headquartered in Tennessee, had petitioned the FCC to change the frequency of WFPK-FM. Because of the costs involved in such a change and because the change in frequency would drastically diminish the station's effectiveness, Mr. Butt's Committee requested the Executive Committee's approval to engage an attorney, in Washington, D.C., who was familiar with FCC activities. The Executive Committee

had approved the request and had stated that no more than \$1500 from listener contributions could be used at this stage of the deliberations. Mr. Donoho informed the Board regarding details of the files petition.

After discussion, Mr. Brown moved approval of the action, Mr. Butt seconded the motion, and the motion passed unanimously.

President's Report: Mrs. Hendon reported that the Crescent Hill Branch Library had been placed on the National Register of Historic Places. She also reported that Mr. Voyles had been appointed to the American Library Trustees Association's Legislative Committee.

Lastly, Mrs. Hendon reminded trustees of the Kentuckiana Regional Library workshop on the legal responsibilities of the library trustees. The session will take place on Monday, May 11, 1981, Masterson's Restaurant, from 4 p.m. - 9 p.m. She requested that those interested should call the Administrative Office to make reservations.

Director's Report: The Director read a letter of commendation from Vernon Cooper, Chairman of the State Library Advisory Committee. The letter praised the Louisville Free Public Library for its fast-growing circulation and for receiving a ten thousand dollar grant from the Atlantic Richfield Foundation.

Kozlowski also read a letter from the State Librarian which indicated the progress of the State Library automation project. The Director recommended that the Library pursue information for automating circulation services, and the Board agreed.

Lastly, the Director reported that the Speed Museum would not be requesting appraisers from Christie's in New York for at least another year. Kozlowski suggested he call Christie's for price information in order to proceed with the earlier Board request to have paintings and statuary owned by the Library appraised by an out-of-town expert. The Board agreed.

Adjournment: There being no further business, the meeting was adjourned at 5:05 p.m.

APPROVED:

Sarah Stiles Hendon PRESIDENT  
R. J. Kozlowski SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

May 12, 1981

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on May 12, 1981, at 4:00 p.m.

Present: Ms. Cooper, Graff, Heath, and Hendon; Messrs. Brown, Conway, Eifler, Minton, Schlich, and Wilson; Mr. King, Staff Association; Ms. Williams, Business Office; Ms. Manning, Community Relations; Ms. Patrick, County Judge's Office; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Brown moved approval of the minutes of the April 14, 1981, meeting, Mrs. Graff seconded the motion, and the minutes were unanimously approved.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$185,817.10 and expenditures of \$118,040.76 in restricted funds had been audited and found correct; he moved approval. Mr. Minton seconded the motion, and the motion passed unanimously.

Mrs. Hendon introduced new Board members, Ms. Priscilla Hancock Cooper and Ms. Arlene Heath.

Building and Maintenance Committee: Mr. Minton reported the Committee had met to discuss the need to replace one of the air conditioning units. He requested the Director to continue the report, giving additional details and documentation. Much discussion ensued, and trustees recommended that a formal report, substantiating the HVAC contractor's documentation, be obtained from the Ronald Consulting Engineers Company. The Ronald opinion would verify that the situation was an emergency and that quick bid specifications could be composed. The Director indicated that he had had telephone conversations regarding the problem with both the Ronald Company and the Louis and Henry Architectural firm.

Mr. Brown then moved that the Ronald Company be hired to make an evaluation of the situation, in writing, and that the Executive Committee be empowered to declare the air conditioning unit replacement an emergency, and also to request Ronald to seek additional bids. Father Eifler seconded the motion, and the motion passed unanimously.

Budget and Finance Committee: Mr. Kozlowski reported that expenditures for ten months of the current fiscal year were in order.

Mr. Garnar reported that circulation had increased seven percent for fiscal year to date over the same period last year, registration had increased four percent to date over the same period last year, and reference requests had increased thirty-seven percent to date over the same period last year.

Library Broadcasting Committee: Attorney Rawlings reported that the FCC decision, regarding moving WFPK-FM's place on the radio dial, will be made by May 20, 1981.

President's Report: Mrs. Hendon mentioned that the Friends' Used Book Sale would take place on Saturday and Sunday, May 16 & 17.

She reported that the Assistant Director, Director, and Board President attended a workshop on the legal responsibilities of library trustees on Monday, May 11.

Director's Report: Kozlowski requested permission for the Friends to host a cocktail reception for community leaders, including elected officials, on Friday, June 5, 1981, 5 - 7 p.m., in the Main Library. The building closes to the general public at 5 p.m. on Fridays. Mr. Brown moved approval, Mr. Conway seconded the motion, and the motion passed unanimously.

The Director then reported that Friends were nearing their goal of fifteen thousand dollars from corporate gifts. The money will be used to open a gift shop and used book shop, operated by the Friends in the Main Library.

Kozlowski also mentioned receiving one thousand dollars from the Traveler's Insurance Company community fund for the forthcoming services to the hearing impaired. The fund now totals twenty-one thousand dollars.

The Director gave a status report on appraisal of art works. He stated that snapshots had been taken of the art holdings and forwarded to Christie's, in New York, for examination.

Lastly, he reported that a public hearing on the County budget would take place that evening at the governmental center in the Okolona area. Friends and the Assistant Director and Director will attend.

Old Business: Mrs. Graff requested information on the withdrawal policy, which Mr. Kozlowski addressed.

Father Eifler commented that Summer Reading materials were exceptionally attractive. The Director explained that staff of the Children's and Community Relations Departments had created the packed for the entire state, with a state grant of thirty-five hundred dollars.

Adjournment: There being no further business, the meeting was adjourned at 5:10 p.m.

APPROVED:

Sarah Stiles Hendon PRESIDENT

R. S. Kozlowski SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

June 9, 1981

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on June 9, 1981, at 4:00 p.m.

Present: Ms. Graff, Heath, Hendon, and Maupin; Messrs. Conway, Minton, Schlich, and Voyles; Mr. Pennington, Physical Facilities; Mr. Rees, Extension Services; Ms. Manning, Community Relations; Mr. King, Staff Association; Mr. Evans, Business Office; Mr. Donoho, Library Broadcasting; Ms. Patrick, County Judge's Office; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Conway moved approval of the minutes of the May 12, 1981, meeting. Mr. Voyles seconded the motion, and the minutes were unanimously approved.

Planning and Interior Operations Committee: Mrs. Graff read a certification that bills in the amount of \$113,737.12 and expenditures of \$547.83 in the restricted account were audited and found correct; she moved approval. Mr. Conway seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: Mr. Voyles informed the Board that, per their motion at the May meeting, the Executive and Building and Maintenance Committees had agreed that Clark Service Company, the Library's regular heating/air-conditioning contractor, remove the Unit A compressor and install a new replacement unit. He further reported that the Main Library's old Trane back-up unit had become inoperable, and that two window air-conditioning units, one at Parkland and one at Portland, had to be replaced.

Mr. Voyles read a proposal from the Preservation Alliance regarding details of the sale of the Monsarrat School property. The Preservation Alliance offered four new options regarding the sale because of the City's delay in forwarding Urban Renewal monies. After lengthy discussion and advice from Attorney Rawlings, Mr. Voyles moved that any funds not payable at the closing be secured by a note bearing reasonable interest (no less than eight percent), payable on demand, with no penalty for pre-payment. Be it further moved that the Library will be guaranteed full default privileges for any sums paid up to and including the day of default and subordinate only to the first mortgage. And, be it further moved that Preservation Alliance will pledge the \$150,000 Urban Renewal bond funds from the City's Community

Development Cabinet on said note as soon as released to Preservation Alliance. And, be it further moved that the Executive and Building and Maintenance Committees, acting upon the advice and consent of the Board Attorney, are empowered to conclude the closing with Preservation Alliance. Mrs. Maupin seconded the motion which passed unanimously.

Budget and Finance Committee: Mr. Kozlowski reviewed expenditures for the year to date and informed trustees that the hospitalization rate had been raised by the City's carrier.

Mr. Garnar reported that circulation had increased seven percent for the fiscal year to date over the same period last year, registration had increased three percent to date over the same period last year, and reference requests had increased thirty-five percent to date over the same period last year.

Mrs. Hendon reviewed budget hearings and noted that the Board of Aldermen would grant an additional ninety thousand dollars over the Mayor's recommended library budget if the County would match that amount.

Library Broadcasting Committee: No formal report was given.

President's Report: Mrs. Hendon yielded the chair to Mr. Voyles, who then announced the Nominating Committee's slate for 1981-82. The Nominating Committee recommended Mrs. Hendon, President, and Mr. Brown, Vice-President, of the Board of Trustees for the term ending April, 1982. Nominations from the floor were requested. There being none, Mr. Schlich moved approval of the slate, Mrs. Heath seconded the motion, and the Board elected the officers by acclamation.

Director's Report: Mr. Kozlowski introduced Mr. Larry Rees, new Extension Coordinator, and Mr. Terry Pennington, new manager of Physical Facilities. He also reported that corporate funding had been received for the Friends of the Library Gift Shop and thanked trustees, on behalf of the Friends, for their attendance at the Friends' reception on June 5, 1981.

Lastly, he reminded trustees that he would be in Hamilton, Canada, June 14, 15, & 16, to conduct a seminar under the joint auspices of the Canadian and American Public Library Associations.

Adjournment: There being no further business, the meeting was adjourned at 5:08 p.m.

APPROVED:

*Parah Stites Hendon* PRESIDENT

*R. S. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

July 14, 1981

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on July 14, 1981, at 4:00 p.m.

Present: Ms. Cooper, Heath, Maupin; Messrs. Brown, Conway, Eifler, and Voyles; Ms. Helm, Community Relations; Mr. Donoho, Library Broadcasting; Mr. Evans, Business Office; Mr. Pennington, Physical Facilities; Mr. King, Staff Association; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended.

Mr. Brown presided.

Minutes: Mr. Kozlowski corrected the minutes on page 2, President's Report, last line, to read "April, 1982." Trustees approved the minutes as corrected.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$250,191.78 and expenditures of \$1,871.05 in the restricted account were audited and found correct; he moved approval. Father Eifler seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: No report was given.

Budget and Finance Committee: Messrs. Kozlowski and Garnar reviewed, with Budget and Finance Committee approval, the revised fiscal year 1981-82 budget. Mr. Kozlowski recommended that no library facilities or mobile units be closed at this time. He emphasized the budget will continue to be closely monitored; and, after the first quarter of the new fiscal year has ended, staff will be better able to assess expenditure patterns. He and Mr. Garnar recommended that three staff positions in Library Broadcasting, which had been recommended for termination, be funded with membership donations in order to keep the stations viable and assure the stations the same level of federal funding. Mr. Kozlowski further recommended elimination of three vacant positions in the Adult Reader and Reference Services at Main. A reorganization will attempt to redistribute the workload without severely hampering service to the public. Lastly, Mr. Kozlowski requested full Board approval of his recommendations and budget for fiscal year 1981-82. Mr. Conway moved approval, Father Eifler seconded the motion, and the motion passed unanimously.

Father Eifler thanked the Board of Aldermen and Fiscal Court for restoring \$180,000 to the Library's allocation.

The Director reviewed expenditures for FY 1980-81 (June Monthly Report.)

Mr. Garnar reported that circulation had increased seven percent for 1980-81 over the same period last year, registration had increased three percent over the same period last year, and reference requests had increased thirty percent over the same period last year.

Library Broadcasting: Mr. Kozlowski requested the committee examine a request from the department to declare unusable items as surplus for the purpose of selling them. The committee will report on this matter at the August meeting.

President's Report: Mr. Brown announced the President's committee assignment in her absence. All members have been reassigned, for 1981-82, to the committees on which they presently serve. New trustees, Mrs. Heath and Ms. Hancock-Cooper, will serve with Mr. Voyles on the Library Broadcasting Committee, with Mrs. Heath assigned to chair the committee.

Mr. Brown reviewed his participation within the Urban Libraries Council and the Council's current federal funding legislation.

Director's Report: Mr. Kozlowski gave a status report regarding library-owned works of art and requested direction from trustees. After discussion, Father Eifler moved to authorize the director to request on-site appraisal of art works from Christie's of New York, with the understanding that no more than five thousand dollars be used for this purpose. Mr. Conway seconded the motion, and the motion unanimously passed.

Mr. Kozlowski requested Ms. Helm to share with trustees the John Cotton Dana award for an excellent public relations program. The award was presented to the Library at the annual American Library Association conference in early July.

Mr. Voyles discussed his attendance at the conference and reported on his American Library Association committee activities.

Old Business: Mr. Voyles requested that publicity explaining why public libraries hold book sales of discards and gifts be resurrected prior to the Friends' October sale. The Director stated this would be accomplished by the Community Relations Department.

Adjournment: There being no further business, the meeting was adjourned at 5:04 p.m.

APPROVED:

Sarah Pites Hader PRESIDENT

R. S. Kozlowski SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

August 11, 1981

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on August 11, 1981, at 4:00 p.m.

Present: Ms. Graff, and Heath; Messrs. Brown, Conway, Schlich, and Voyles. (Ms Cooper arrived at the close of the meeting and agreed on all action taken after hearing a review of the motions.) \*Mr. Evans, Business Office; Mr. Pennington, Physical Facilities; Ms. Pickett, Adult Reader and Reference Services; Ms. Connolly, Community Relations; Mr. King, Staff Association; Ms. Lyons, City Public Works Department; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended.

Mr. Brown presided.

Minutes: Mr. Conway moved approval of the minutes of the July 14, 1981, meeting. Mrs. Heath seconded the motion, and the minutes were unanimously approved.

Planning and Interior Operations Committee: Mrs. Graff read a certification that bills in the amount of \$130,009.14 and expenditures of \$7,010.45 in the restricted account were audited and found correct; she moved approval. Mr. Conway seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: No report was given.

Budget and Finance Committee: Mr. Kozlowski reviewed expenditures for the first month of the new fiscal year. He reminded members that money for cost-of-living raises had not been received to date from the city and county.

Mr. Garnar reported that circulation had increased twelve percent over the same period last year, registration had decreased five percent over the same period last year, and reference requests had decreased one percent over the same period last year.

\* See minutes of the September 15, 1981 meeting.

Library Broadcasting Committee: Mrs. Heath moved that outdated equipment in the Library Broadcasting Department be declared surplus and sold in the approved manner. Mr. Conway seconded the motion, and the motion passed unanimously.

President's Report: Mr. Brown read a letter of thanks from Gail Janensch, President, Louisville Art Gallery, for the library's continued financial support of their program.

Director's Report: Mr. Kozlowski requested the Board consider whether or not the Kentucky Revised Statutes pertaining to the Louisville Free Public Library be amended during the forthcoming session to include a provision enabling the Board to assess a library tax. The amendment would be a "may" provision rather than a "must" provision. After some discussion, Mr. Brown requested the director to prepare a proposal for the Budget and Finance Committee for their examination and recommended action.

The director then read a letter from the Executive Secretary of the Louisville Foundation in which she requested the library loan its Foundation Center Collection to her organization. (The Foundation Center Collection is a reference collection housed in the Main Library.) Mr. Kozlowski indicated that Mrs. Pickett, Manager of Reference Services, had recommended keeping the collection intact within the Main Library because of its use by all segments of the public and because the Main Library is open sixty-four hours per week, six days per week. Mr. Voyles stated that the collection was one of the library's materials assets and should be retained in-house. Mr. Kozlowski concurred. Mrs. Graff moved that the Board decline the Louisville Foundation's offer to house the library's Foundation Center Collection. The motion was seconded by Mr. Conway, and it passed unanimously. The director will notify the Louisville Foundation of the Board's action.

Adjournment: There being no further business, the meeting was adjourned at 4:40 p.m.

APPROVED:

*Sarah Stiles Hendon* PRESIDENT  
*R. S. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

September 15, 1981

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on September 15, 1981, at 4:00 p.m.

Present: Ms. Cooper, Graff, Hendon, and Maupin; Messrs. Eifler, Voyles, and Wilson. Ms. Lyons, City Public Works Department; Mr. Pennington,

Physical Facilities; Ms. Manning, Community Relations; Ms. Huffman, Circulation; Mr. Donoho, Library Broadcasting; Mr. Evans, Business Office; Mr. King, Staff Association; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Ms. Cooper requested the August minutes reflect that she abstained from the vote regarding the Louisville Foundation request. Mr. Voyles then moved approval of the minutes as corrected, Ms. Cooper seconded the motion, and the minutes were unanimously approved.

Planning and Interior Operations Committee: Mrs. Graff read a certification that bills in the amount of \$220,659.88 and expenditures of \$4,352.86 in the restricted account were audited and found correct; she moved approval. Father Eifler seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: The Director and Physical Facilities Manager reviewed the need to update the Main Library telephone system. After discussion, Mr. Voyles moved that staff be permitted to advertise for bids on a new phone system. Mrs. Graff seconded the motion, and the motion was unanimously passed.

Budget and Finance Committee: Mr. Kozlowski reviewed expenditures for the year to date.

Mr. Garnar reported that circulation had increased nine percent over the same period last year, registration had decreased four percent over the same period last year, and reference requests had decreased two percent over the same period last year.

The Director reported that, per his instructions from Trustees, he had sent a memorandum of information to the members of the Board's Budget and Finance Committee. This memorandum outlined the possible steps to be taken by the Board should the Board wish to have the Library's Kentucky Revised Statutes amended to permit creation of a library taxing district. After considerable discussion, Father Eifler stated that his committee would meet and present a recommendation on this topic at the November meeting.

Mr. Kozlowski reported that Father Eifler, Mr. Garnar, and he would meet on Wednesday, September 16, with Aldermen Magre and Heath and other City officials to discuss when city and county funding for cost-of-living raises would be released to the Library.

Library Broadcasting Committee: No report was given.

President's Report: No report was given.

Director's Report: Mr. Kozlowski requested permission to: open the Main Library for the Friends of the Library Gift Shop grand opening, October 23, 7:00 - 9:30 p.m. for invited guests; permit the Louisville Art Gallery to hold a reception on Friday, October 9, 7:00 - 10:00 p.m. for invited guests; open the Main Library's Children's Room for a Friends' sponsored program on Sunday, November 8, 2:00 - 3:30 p.m. for the general public; change the November Board Meeting to the third Tuesday, November 17,

4:00 p.m.; close the Library System for a Staff Development meeting on Wednesday, November 18, 9:00 a.m. - 2:00 p.m. Father Eifler moved approval of all the director's requests, Mr. Wilson seconded the motion, and the motion passed unanimously.

The Director then read a memorandum he had included in Trustee packets. The memorandum requested permission to solicit requests for proposals from independent computer consultants who had been recommended by the American Library Association. The consultants would be asked to estimate costs and other particulars involved in the development of an on-line data base for the purpose of automating circulation services. Mr. Voyles, who had attended a seminar on library automation contracts, stressed the need for hiring an independent consultant. A series of informational questions and updates on the project were asked by trustees. The director stated that requests for proposals were investigative and would not, in this preliminary step be binding. After considerable discussion, Father Eifler moved that the director be permitted to seek proposals from independent computer consultants, Mr. Voyles seconded the motion, and the motion passed unanimously.

Old Business: The director gave a progress report on the professional appraisal of library-owned works of art. A second report from Christie's of New York is anticipated.

Father Eifler suggested that a recommendation regarding the works of art would be made by his committee at the appropriate time.

Adjournment: There being no further business, the meeting was adjourned at 5:09 p.m.

APPROVED:

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*Sarah White Huxton* PRESIDENT  
*R. S. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

October 13, 1981

The monthly meeting of the Board of Trustees was held on October 13, 1981, at 4:00 p.m.

Present: Ms. Graff, Maupin, and Stultz; Messrs. Brown and Voyles. Ms. Lyons, City Public Works Department; Ms. Huffman, Circulation; Ms. Manning, Community Relations; Mr. Donoho, Library Broadcasting; Mr. Evans, Business Office; Mr. Rees, Extension; Mr. Pennington, Physical Facilities; Mr. King, Staff Association; Mr. Rawlings, Attorney; and the Assistant Director and Director also attended. (On Wednesday, October 14, Trustees Cooper and Schlich were reached by telephone for a review of formal action taken at the meeting; both members voted on all the issues.) Mr. Brown presided.

Minutes: Mr. Voyles moved approval of the minutes of the

September 15, 1981, meeting. Mrs. Graff seconded the motion, and the minutes were unanimously approved.

Planning and Interior Operations Committee: Mrs. Graff read a certification that bills in the amount of \$163,595.22 and expenditures of \$5,893.79 in the restricted account were audited and found correct; she moved approval. Mr. Voyles seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: No report was given.

Budget and Finance Committee: Mr. Kozlowski reviewed expenditures for the year to date.

Mr. Garnar reported that circulation had increased nine percent over the same period last year, registration had decreased five percent over the same period last year, and reference requests had decreased five percent over the same period last year.

Mr. Kozlowski reported that the Board of Aldermen would approve allocating \$90,000 to the Library for cost-of-living salary increases if the county would allocated another \$90,000 for a total of \$180,000. He stated the Board of Aldermen were meeting this evening and that the Library's salary money was on their agenda.

Library Broadcasting Committee: No report was given.

Director's Report: Mr. Kozlowski requested permission to advertise for competitive bids regarding health insurance. He stated that staff believed advertising bids in this area would perhaps save the Library money (the Library pays the individual staff member's premium) and also be less costly for individuals who pay the family premium. Mrs. Graff moved approval of the request, Mr. Voyles seconded the motion, and the motion passed unanimously.

The Director requested the Board approve closing the Library System at noon on December 24 and 31 and all day December 25 and 26, and January 1 and 2. Ms. Stultz moved approval, Mrs. Graff seconded the motion, and the motion passed unanimously.

The Director requested Board permission to change the Library's enrollment in the State's Unemployment Compensation Fund from that of a contributing member to a reimbursing member. He explained that such a change, effective January, 1982, would save the Library a considerable amount of money. After discussion of the pros and cons of each category of membership, Mr. Voyles moved approval, Mrs. Graff seconded the motion, and the motion passed unanimously.

Lastly, the Director requested the Board once again permit staff to enroll in the State Department of Education's surplus property program. The Library would benefit in this program by having the opportunity to purchase used equipment at great savings in cost. Mrs. Maupin moved approval, Mr. Voyles seconded the motion, and the motion passed unanimously.

Old Business: Kozlowski reminded Trustees of the upcoming Friends of the Library Book Sale and the reception, featuring the new Friends' Gift Shop.

No additional information has been received regarding the art appraisal, nor has the FCC decided anything on the radio stations' frequencies.

Adjournment: There being no further business, the meeting was adjourned at 4:44 p.m.

APPROVED:

Sarah Stiles Hendon PRESIDENT  
R. S. Kozlowski SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

November 17, 1981

The monthly meeting of the Board of Trustees was held on November 17, 1981, at 4:00 p.m.

Present: Ms. Cooper, Hendon, and Stultz; Messrs. Brown and Voyles. Ms. Manning, Community Relations; Ms. Somerville, Children's Department; Mr. Rees, Extension Department; Mr. Pennington, Physical Facilities; Mr. Donoho, Library Broadcasting; Mr. Evans, Business Office; Mr. King, Staff Association; Ms. Huffman, Circulation; Mr. Rawlings, Attorney; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Brown moved approval of the minutes of the October 13, 1981, meeting. Mr. Voyles seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$152,372.92 and expenditures of \$9,300.66 in the restricted account were audited and found correct; he moved approval. Mr. Voyles seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: Mr. Voyles read a report in which staff recommended placing the Highland duplex property for sale. Mr. Voyles concurred with the recommendation and moved approval. Mr. Brown seconded the motion, and the motion passed unanimously. The director suggested the two apartments continue to be rented on a month-to-month basis. He also requested trustee assistance in choosing a realtor with whom to list the property.

Budget and Finance Committee: Mr. Kozlowski reviewed expenditures for the year to date.

Mr. Garnar reported that circulation had increased nine percent over the same period last year, registration had decreased four percent over the same period last year, and reference requests had decreased seven percent

over the same period last year.

The Director reported, in Father Eifler's absence, that the Budget and Finance Committee had met and, after considerable discussion, had recommended not to press for changes in the Library's Kentucky Revised Statutes during the upcoming legislative session. The Committee recommended the Board should support the Kentucky Library Association's legislative package. Trustees accepted the report as presented.

Library Broadcasting Report: No report was given.

President's Report: Mrs. Hendon reported that salary money had been received from city and county and that staff would receive seven percent cost-of-living raises retroactive to July 1, 1981.

Director's Report: Mr. Kozlowski requested the Staff Association be permitted to hold its Christmas party in the Main lobby, after closing, on Friday December 18, 5:30 - 7:30 p.m. Mr. Brown moved approval, Mr. Voyles seconded the motion, and the motion passed unanimously.

The director reported on two donations of one thousand dollars each. One check will purchase reference books for the Main Library and the other will purchase canvass carrying bags for the circulating art reproductions.

Kozlowski reported that proposals from independent automation consultants had been received and that staff would begin reviewing this information.

Lastly, the director mentioned that the branch libraries' "Scope of Service" had been mailed to them. He stated the document was a component of the long range plan, and he requested trustee feedback regarding it.

Old Business: At this point in the meeting, Mr. Brown moved to go into closed session to discuss personnel matters. Mr. Voyles seconded the motion, which passed unanimously. The Board returned to open session at 5:03 p.m.

Adjournment: There being no further business, the meeting was adjourned at 5:04 p.m.

APPROVED:

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*Sarah Strick Hendon* PRESIDENT  
*R. A. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

December 8, 1981

The monthly meeting of the Board of Trustees was held on December 8,

1981, at 4:00 p.m.

Present: Ms. Cooper, Graff, Hendon, and Stultz; Messrs. Brown, Conway Eifler, Schlich, Voyles, and Wilson. Ms. Barnett, Louisville Times; Mr. Donoho, Library Broadcasting; Mr. Pennington, Physical Facilities; Mr. King, Staff Association; Ms. Manning, Community Relations; Ms. Huffman, Circulation; Mr. Rees, Extension; Mr. Evans, Business Office; Ms. Douthitt, Extension; Ms. Lyons, City Works Department; Mr. Rawlings, Attorney, and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Brown moved approval of the minutes of the November 17, 1981, meeting. Mr. Conway seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$119,086.69 and expenditures of \$9,800.11 in the restricted account were audited and found correct; he moved approval. Mrs. Graff seconded the motion, and the motion passed unanimously.

Building and Finance Committee: Mr. Voyles read staff's recommendation regarding a new telephone system for the Main Library. Details of the lease-purchase agreement were explained. Mr. Voyles moved that ITS - Executive be awarded the bid, as their proposal was the lowest received. Mr. Conway seconded the motion, and the motion passed with Mr. Wilson abstaining.

Budget and Finance Committee: Mr. Kozlowski reviewed expenditures for the year to date.

Mr. Garnar reported that circulation had increased nine percent over the same period last year, registration had decreased five percent over the same period last year, and reference requests had decreased eight percent over the same period last year.

At this point, Father Eifler moved to go into closed session, and Mr. Brown seconded the motion. After discussion, the members agreed to finish agenda items before going into closed session.

Library Broadcasting Committee: Mr. Voyles presented a staff recommendation to extend, by one hour, WFPL-FM's broadcast schedule. All costs for the extra hour would be underwritten by a local business. After discussion, Mr. Voyles moved approval, Father Eifler seconded the motion, and the motion passed unanimously.

Mr. Donoho reported that Louisville Today would cease publication with the December, 1981, issue. He reported that the publisher had agreed to issue the stations' program guides in January and February and that he is currently attempting to find an alternative for future publication of the guide.

President's Report: Mrs. Hendon assigned members to committees. (See enclosed roster.) Mrs. Graff will chair the Library Broadcasting Committee, with Ms. Cooper and Mr. Voyles as members. Mr. Mitchell will serve on the Building and Maintenance Committee, and Ms. Stultz was assigned to the Planning and Interior Operations Committee. All other assignments remain unchanged.

Mrs. Hendon requested ratification of action taken at the November meeting. (The meeting lacked a quorum, although a majority of the Executive Committee was present.) Mr. Voyles moved approval, Mr. Conway seconded the motion, and the motion passed unanimously.

Lastly, the President announced that a committee to search for Mr. Kozlowski's replacement had been formed. She requested a short report from Mr. Voyles, Chair of the Search Committee. Mr. Voyles stated that Mrs. Graff would serve as Vice-Chair, and Father Eifler and Mrs. Hendon as remaining members of the committee. Mr. Voyles requested input from all trustees, outlined the procedure the committee would employ, and stated that their charge would be extremely difficult.

Director's Report: Mr. Kozlowski distributed the latest information he had received from Christie's of New York. After lengthy discussion by all trustees present, Mr. Brown moved that the decision regarding the disposition of art works owned by the Library should be deferred to the Budget and Finance Committee for their recommendations. Mr. Wilson seconded the motion, and the motion passed unanimously.

Old Business: Having finished discussion of all agenda items, the earlier motion (to go into closed session to discuss the disposition of property) was activated at 4:55 p.m. The Board returned to open session at 5:45 p.m.

Adjournment: There being no further business, the meeting was adjourned at 5:46 p.m.

APPROVED:

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Sarah Whites Hendon PRESIDENT  
R. S. Kozlowski SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

January 12, 1982

The monthly meeting of the Board of Trustees was held on January 12, 1982, at 4:00 p.m.

Present: Ms. Cooper, Graff, Hendon, and Stultz; Messrs. Brown, Eifler, Mitchell, Schlich, and Voyles. Mr. Donoho, Library Broadcasting; Ms. Connolly, Community Relations; Ms. Grace and Huffman, Circulation; Mr. King, Staff Association; Mr. Evans, Business Office; Mr. Rees and Ms. Douthitt, Extension; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Brown moved approval of the minutes of the December 8, 1981, meeting. Mr. Schlich seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mr. Brown read a certification that bills in the amount of \$116,346.80 and expenditures of \$4,258.27 in the restricted account were audited and found correct; he moved approval. Mrs. Graff seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: Mr. Voyles reported that staff had recommended entering into an agreement with Citizens Fidelity to fund the leasing of equipment for the new telephone system; he moved approval. Ms. Cooper seconded the motion, and the motion passed unanimously.

Budget and Finance Committee: Mr. Kozlowski reviewed expenditures for the year to date.

Mr. Garnar reported that circulation had increased seventeen percent over the same month last year, registration had decreased seven percent over the same month last year, and reference requests had increased three percent over the same month last year.

Father Eifler reported that his Committee had not met to discuss art works owned by the Library. He stated a report would be forthcoming.

Library Broadcasting Committee: The Committee had reviewed the proposal to continue the radio program guide for station subscribers. Because of the demise of Louisville Today, in which the stations' guides had appeared, the Library was requesting permission to have a guide published, in newspaper format. After discussion, Father Eifler moved approval, Mr. Brown seconded the motion, and the request was approved.

The director then requested the Manager of Library Broadcasting give an overview and status report regarding the FCC frequency change case, especially for new trustees.

Search Committee: Mr. Voyles highlighted procedures which will be implemented in the hiring of a new director where advertisements have been and will be placed announcing the vacancy, and other information pertinent to the search for Mr. Kozlowski's replacement.

President's Report: Mrs. Hendon announced the State Trustees and Friends and Kentucky Library Association Legislative Breakfast was scheduled for Wednesday, January 13, Frankfort Country Club. She mentioned Mr. Kozlowski was Chair of the KLA Legislative Committee and that he, Mr. Garnar, and five trustees would attend.

Director's Report: Mr. Kozlowski reported that after he and other management staff had reviewed requests for proposals from independent automation consultants, the unanimous recommendation was to award the work to RMG Consultants of Chicago, as the best, and the least expensive bid. A general question and answer session ensued, with the result being a motion by Mr. Brown to approve RMG Consultants as the Library's independent automation consultant. Mr. Schlich seconded the motion, and the motion passed unanimously.

Mr. Kozlowski requested Mr. Garnar present the next item of the director's report. The assistant director gave justification for requesting proposals from consultants who would review the Library's position and

compensation plan. The assistant director and director commented that such an outside review had never occurred, and felt that it was appropriate to proceed with such a study. Mr. Brown moved that seeking requests for proposals from outside experts in the field of employee position and compensation be approved. Father Eifler seconded the motion, and the motion passed unanimously.

Lastly, the director requested a resolution which would permit Mr. Garnar to sign checks during the period he will be acting director. Father Eifler moved approval, Mrs. Graff seconded the motion, and the motion passed unanimously.

Old Business: Mr. Brown moved to go into closed session, indicating he would state his reasons for his motion after going into closed session. Father Eifler seconded the motion. Mr. Voyles then stated his objection regarding Mr. Brown's motion. Mrs. Hendon called for the vote. The motion failed.

Mr. Voyles moved to accept the recommendation of the Budget and Finance and Executive Committees to transfer the Uri funds to the Library's restricted accounts. The motion was seconded by Ms. Stultz. Mr. Brown cited reasons for not accepting the committees' recommendation. Various trustees, new to the Board, stated their confusion in regard to the issue being discussed. Mr. Voyles called for the question and the motion passed.

After considerable discussion, Ms. Stultz moved that a special meeting be scheduled to discuss the Foundation, the Foundation Board, and the Library's responsibility in the transfer of funds to an independent foundation. Mrs. Graff seconded the motion, and the motion passed unanimously.

In another item of old business, Mr. Voyles stated that legislation had been introduced to the General Assembly regarding public library trustee attendance.

Lastly, Mr. Voyles moved that Mr. Rawlings be retained by the trustees as their attorney. He stated that when Mr. Rawlings had become affiliated with the Library, no formal vote regarding his appointment had been taken. However, Mr. Voyles stated that no trustee had any objections, at that time, to Mr. Rawlings handling the Board's legal matters. Ms. Stultz seconded the motion. Mrs. Graff stated she felt Mr. Rawlings had done a fine job and should be retained. The motion passed.

Adjournment: There being no further business, the meeting was adjourned at 5:12 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

February 1, 1982

A special called meeting of the Board of Trustees was held on February 1, 1982, at 4:00 p.m. in the Board Room.

Present: Ms. Cooper, Graff, Hendon, and Stultz; Messrs. Brown, Conway, Eifler, Schlich, Voyles, and Wilson. The Assistant Director, Director, and attorneys Rawlings and Sanders also attended.  
Mrs. Hendon presided.

Mrs. Hendon explained that the meeting was called to discuss the Louisville Free Public Library Foundation, Incorporated, and whether or not the Board's capital assets should be transferred to the Foundation. A lengthy discussion ensued during which time various trustees spoke for or against the transfer of assets from the Library Board to the Foundation.

At approximately 5:30 p.m., Mr. Wilson moved that, within the next thirty days, the Budget and Finance Committee come to the full Board with a recommendation regarding who should be employed to provide investment consultation and advice looking to the management of funds that are available to this Board for the operation of the Library. The motion was seconded by Mr. Schlich, and passed unanimously.

Adjournment: There being no further business, the meeting was adjourned at 5:36 p.m.

APPROVED:

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*Sarah Stites Hendon* PRESIDENT  
*R. S. Hrylowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

February 9, 1982

The monthly meeting of the Board of Trustees was held on February 9, 1982 at 4:00 p.m.

Present: Ms. Cooper, Hendon, and Stultz; Messrs. Conway, Eifler, Mitchell, Schlich, and Voyles. Mr. Donoho, Library Broadcasting; Ms. Connolly, Community Relations; Ms. Huffman, Circulation; Mr. Pennington, Physical Facilities; Mr. Evans, Business Office; Mr. Rees, Extension, Mr. King, Staff Association; Ms. Lyons, City Works Department; Mr. Rawlings, Attorney; and the Assistant Director and Director also attended.  
Mrs. Hendon presided.

Minutes: Mr. Conway moved approval of the minutes of the January 12, 1982 meeting. Mr. Mitchell seconded the motion, and the minutes were approved as mailed. Father Eifler stated he was displeased that formal action had been taken after he had left the January meeting.

Planning and Interior Operations Committee: Ms. Stultz read a certification that bills in the amount of \$213,001.13 and expenditures of \$19,997.05 in the restricted account were audited and found correct; she moved approval. Mr. Schlich seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: Mr. Voyles requested the director read a letter from a Mr. Jordan, Chairman, Jeffersontown Christian Congregation Social Action Committee. In their letter, the group requested permission to use a section of the basement of the Jeffersontown Branch Library for the distribution of canned and boxed foods to families needing emergency assistance. Trustees stated that, prior to permitting use of a room in the branch library basement, the Jeffersontown group would have to agree to the following conditions: (1) Because the branch is housed in a county-owned building, the County must approve, (2) the group's hours of opening must coincide with the branch's hours of opening, (3) the group must carry its own liability and contents insurance and show proof of such, (4) the group must serve all individuals, regardless of creed, race, or ethnic background, and (5) the group will store and distribute only canned and boxed foods. Mr. Voyles moved approval, Father Eifler seconded the motion, and the motion passed unanimously.

Budget and Finance Committee: Mr. Kozlowski reviewed expenditures to date.

Mr. Garnar reported that circulation had increased ten percent over the same month last year, registration had decreased four percent over the same month last year, and reference requests had decreased four percent over the same month last year.

Father Eifler reported that the Budget and Finance Committee had met earlier in the day to review the staff's midyear budget revision. He requested members to examine the document as he cited the rationale for the minimum number of changes suggested. After the review, Father Eifler moved approval, Mr. Conway seconded the motion, and the motion to approve the midyear budget revision passed unanimously.

Father Eifler then moved that the Board accept the Executive and the Budget and Finance Committees' recommendation to set the director's salary at \$47,000.00. Mr. Conway seconded the motion, and the motion passed unanimously.

Lastly, Father Eifler informed trustees that he would contact leaders in the local art community and request them to review the art works owned by the Library. He would hope these individuals would recommend what should be sold or kept and restored.

Library Broadcasting Committee: No report was given.

President's Report: Mrs. Hendon reminded trustees that the Friends' annual membership drive was underway, and she encouraged all trustees to join the Friends.

Director's Report: Mr. Kozlowski reported that the automation consultant, approved by the Board, had made his first on-site visit on February 4 and 5. The director requested that interested trustees participate with management staff throughout the automation planning process.

Old Business: Mr. Voyles recommended that trustees contact members of the Jefferson County State Legislative Delegation to indicate support of House Bill 144, State Aid to Local Libraries. Mrs. Hendon requested the director to send the legislators' names and phone numbers to all trustees.

Adjournment: There being no further business, the meeting was adjourned at 4:50 p.m.

APPROVED:  
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*Sarah Stiles Hendon* PRESIDENT  
*R. J. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
March 9, 1982

The monthly meeting of the Board of Trustees was held on March 9, 1982, at 4:00 p.m.

Present: Ms. Cooper, Graff, Hendon, and Stultz; Messrs. Conway, Mitchell, Schlich, and Voyles. Mr. Pennington, Physical Facilities; Mr. King, Staff Association; Mrs. Pickett, Reference and Adult Services; Mr. Evans, Business Manager; Ms. Somerville, Children's Services; Mr. Rees, Extension Services; Mr. Gottlieb and Ms. Connolly, Community Relations; Ms. Lyons, City Works Department; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended.  
Mrs. Hendon presided.

Minutes: Mr. Conway moved approval of the minutes of the February 9, 1982, meeting, and the special called meeting of February 1, 1982. Mr. Mitchell seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Ms. Stultz read a certification that bills in the amount of \$174,001.88 and expenditures of \$26,023.13 in the restricted account were audited and found correct; she moved approval. Mr. Conway seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: Mr. Voyles requested the Director to give the report which had been earlier mailed to committee members. Mr. Kozlowski indicated that Goose Creek Properties had proposed that we move Northeast Branch to a 1500 square foot space within the Westport Plaza Shopping Center. In return for one year of free rent and a reduced monthly rental for the second year, the Library would transfer title of the mobile unit to Goose Creek Properties. (The branch is currently housed in the mobile unit.) The Director requested permission to negotiate a three-year lease, with the first year free of rent and the second and third years at one-half the commercial monthly rental rate. He also pointed to the document which appraised the trailer at a value of \$2,700. (The unit had been donated to the Library by Liberty National Bank in late 1979.)

Board members agreed that the offer was outstanding, and Mr. Conway moved that the Director proceed to negotiate a lease agreement with Goose Creek Properties. Mr. Schlich seconded the motion, and the motion passed unanimously.

Mr. Kozlowski informed the Board that ownership of the property which houses the Outer Highlands Branch, 2225 Bardstown Road, had been sold by the L and H Investment Company to St. Paul's United Methodist Church. He stated that the Library was not notified of this action by either the former owner or the new owner until after the transaction had been made. Kozlowski informed members that staff were actively pursuing another storefront location within the same neighborhood. The current lease expires on August 31, 1982, and the new owner had indicated no interest in renegotiating a lease with the Louisville Free Public Library.

Budget and Finance Committee: Mr. Kozlowski reviewed expenditures to date.

Mr. Garnar reported that circulation had increased fourteen percent over the same month last year, registration had increased thirteen percent over the same month last year, and reference requests had increased seven percent over the same month last year.

The Director presented the 1982-93 budget request as approved by the committee. After discussion, Mr. Mitchell moved approval of the budget request, Mr. Conway seconded the motion, and the motion passed unanimously.

Library Broadcasting Committee: No report was given.

President's Report: Mrs. Hendon reviewed a bill from Mr. Heyburn for legal services in 1980 and 1981 connected with the establishment of the Louisville Free Public Library Foundation, Incorporated. She recommended the bill, although unanticipated, be paid. Trustees entered a lengthy discussion regarding the matter. Mrs. Graff moved that the bill be paid and Mr. Schlich seconded the motion. The vote indicated Ms. Hendon, Graff, Cooper, and Mr. Schlich for the motion, but Messrs. Voyles, Conway, Mitchell and Ms. Stultz against the motion. Further discussion ensued with the members agreeing that the Board President request Mr. Heyburn to indicate his hourly fee and number of hours worked. Mr. Schlich made a motion to that effect, Mr. Mitchell seconded the motion, and the motion passed unanimously.

Director's Report: Mr. Kozlowski requested Mr. Garnar present the first item on the agenda. The Assistant Director reviewed proposals received from position and compensation consultants. Mr. Garnar recommended the work be awarded to the lowest bidder, Yarger and Associates. He outlined what the consultant will undertake. Mr. Conway moved approval, Ms. Stultz seconded the motion, and the motion passed unanimously.

The Director requested approval to launch a pilot program of lending videocassettes to the public. He gave details of the proposal and indicated the project could begin in late summer or early fall. Mr. Mitchell moved approval, Mr. Voyles seconded the motion, and the motion passed unanimously.

Mr. Kozlowski requested to close the system until 2 p.m. on April 21 for the purpose of a staff development meeting. Mr. Voyles moved approval, Mrs. Graff seconded the motion, and the motion passed unanimously.

Lastly, the Director announced a library budget hearing was scheduled by the County for 2 p.m., April 12.

Old Business: The Director gave a report on the status of House Bill 144, State Aid to Public Libraries.

Adjournment: There being no further business, the meeting was adjourned at 5:16 p.m.

APPROVED:

Sarah Stitt-Henderson PRESIDENT  
R. S. Kozlowski SECRETARY

## LOUISVILLE FREE PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

April 13, 1982

The monthly meeting of the Board of Trustees was held on April 13, 1982, at 4:00 p.m.

Present: Ms. Cooper, Graff, Hendon, and Stultz; Messrs. Conway, Eifler, Mitchell, Schlich, and Voyles. Mr. Gottlieb, Community Relations; Mr. Donoho, Library Broadcasting; Ms. Somerville, Children's Services; Mr. Pennington, Physical Facilities; Mr. Evans, Business Office; Mr. King, Staff Association; Mr. Keith, Attorney; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Conway moved approval of the minutes of the March 9, 1982, meeting. Mr. Mitchell seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mrs. Graff read a certification that bills in the amount of \$206,897.65 and expenditures of \$11,107.42 in the restricted account were audited and found correct; she moved approval. Mr. Voyles seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: Mr. Voyles requested the Director give the report. Mr. Kozlowski recommended entering into an agreement with the Continental National Bank of Louisville to fund the leasing and purchase of equipment for the Main Library's new telephone system. After discussion, Father Eifler moved approval, Mr. Conway seconded the motion, and the motion passed unanimously.

Budget and Finance Committee: Mr. Kozlowski reviewed expenditures to date.

Mr. Garnar reported that circulation had increased eight percent over the same month last year, registration had increased five percent over the same month last year, and reference requests had increased four percent over the same month last year.

Father Eifler informed trustees that his committee interviewed investment managers from three local institutions on March 30. After these interviews occurred, members of the Budget and Finance Committee agreed that library operating and restricted funds currently with Hilliard and Lyons remain with that firm. Furthermore, when the current Kaufman-Straus investment matures on November 1, 1982, the Committee recommends transferring the principal to Hilliard-Lyons.

Father Eifler proceeded to report that his Committee also recommends that all Uri estate assets currently managed by the First Kentucky Trust be transferred first to the Board and then to the trust department of the Citizens Fidelity Bank and Trust Company as soon as possible.

A rather lengthy discussion ensued after which Father Eifler summarized the rationale for the Budget and Finance Committee's recommendation. Father Eifler moved approval of the Committee's recommendation to retain current investments managed by Hilliard-Lyons, to transfer the Uri estate assets first to the Library Board and then to the Citizens Fidelity Bank and Trust Company, and, lastly, to deposit the Kaufman-Straus principal

with the other restricted accounts at Hilliard-Lyons when the current investment matures. Mr. Conway seconded the motion, and the motion passed unanimously.

Father Eifler gave a status report on the art works project. He reviewed his plans for a possible art auction in the fall, after his ad hoc committee has had the opportunity to review the material. Mr. Kozlowski suggested Father Eifler might want to draft a letter to those local art experts from whom he wishes participation.

Library Broadcasting Committee: Mrs. Graff requested staff review the report she and her committee members had received in the mail. Mr. Kozlowski stated that he, Vice President Bing of the University of Louisville, Mr. Donoho, and Mr. Landers, General Manager of the University's public radio station, met and agreed that discussions between the two radio station managers take place to determine whether or not the Library's two stations and the University's one station could be merged into two public radio stations serving the metropolitan area. Kozlowski requested Mr. Donoho amplify his written report.

No formal action was taken; however, trustees directed staff to await a formal proposal from the University-owned station.

President's Report: Mrs. Hendon reported that Mr. Heyburn had responded to her letter regarding legal fees connected with the establishment of the Louisville Free Public Library Foundation, Incorporated. Mrs. Graff moved payment of the bill, Mr. Conway seconded the motion, and the motion passed with Ms. Graff, Cooper, and Stultz, and Messrs. Eifler and Schlich voting in the affirmative, and Messrs. Mitchell, Voyles, and Conway voting no. Mrs. Hendon abstained.

Director's Report: Mrs. Kozlowski requested permission to mail requests for proposals for automated services and systems to vendors recommended by the automation consultant. Mr. Voyles moved approval, Mr. Conway seconded the motion, and the motion passed unanimously. Kozlowski stated that Trustees Voyles and Stultz were members of the Automation Review Committee.

The Director requested permission to open the Main Library on Sunday, April 18, 2 - 3:30 p.m., for the Friends of the Louisville Free Public Library annual meeting and volunteers' recognition. Father Eifler moved approval, Mr. Mitchell seconded the motion, and the motion passed unanimously.

Mr. Kozlowski requested extending the banking cycle from two to four years. Changing banks every two years, he said, has provided unnecessary work for the Business Office. He recommended extending the Library's bank account with First National Bank for an additional two years, adding additional banks to the rotational schedule, and changing banks every four years. Mr. Conway moved approval, Mrs. Graff seconded the motion, and the motion passed unanimously.

Lastly, the Director read a letter from the American Library Association congratulating the Louisville Free Public Library for winning a John Cotton Dana Award. Mr. Voyles moved that trustees officially comment Jeannene Manning and the Community Relations Department staff for work which brought the prestigious, national public relations award to the Louisville Free Public Library for two successive years. Mr. Mitchell seconded the motion which passed unanimously.

Adjournment: There being no further business, the meeting was adjourned at 5:17 p.m.

APPROVED:

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*Parah Sticks Hendon* PRESIDENT  
*R. S. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
May 11, 1982

The monthly meeting of the Board of Trustees was held on May 11, 1982, at 4:00 p.m.

Present: Ms. Hendon and Stultz; Messrs. Conway, Mitchell, Schlich, and Voyles. Mr. Gottlieb, Community Relations; Mr. Rees, Extension; Ms. Williams, Business Office; Mr. King, Staff Association; Mr. Pennington, Physical Facilities; Ms. Huffman and Crace, Circulation; Ms. Somerville, Children's Services; Ms. Tingle, City Works Department; Ms. O'Doherty, Louisville Times; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended. (On Thursday, May 13, Trustee Cooper was reached by telephone for a review of formal action taken at the meeting; she voted on all the action items.)

Mrs. Hendon presided.

Minutes: Mr. Conway moved approval of the minutes of the April 13, 1982, meeting. Mr. Schlich seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Ms. Stultz read a certification that bills in the amount of \$145,766.76 and expenditures of \$9,511.59 in the restricted account were audited and found correct; she moved approval. Mr. Conway seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: No report was given.

Budget and Finance Committee: Mrs. Hendon requested staff give the report. Mr. Kozlowski reviewed expenditures to date.

Mr. Garnar reported that circulation had increased eighteen percent over the same month last year, registration had increased seven percent over the same month last year, and reference requests had increased five percent over the same month last year.

Mrs. Hendon explained that the Board's operating budget had, since 1904, included investment income from the Kaufman-Straus building. When the Board owned the building, the rental income was a receipt to the Library's operating budget. Since the sale to Oxford Properties, she said, the Library Board has invested the proceeds and used the interest income as part of the Library's budget. Mrs. Hendon said that although the funding bodies are aware of this, a formal resolution was requested by the City Comptroller, to be reflected in the official minutes. Mr. Conway moved that it be noted in the minutes that all interest income from the Kaufman-Straus corpus is used as part of the Library's yearly operational budget. Mr. Mitchell seconded the motion, and the motion passed unanimously.

Library Broadcasting Committee: No report was given.

President's Report: Mrs. Hendon commented that the Mayor's Task Force, which surveyed local government, reinforced certain elements of the Library's Long Range Plan to relocate branch libraries. She stated that the Library Board attempted to implement its plan in 1980. (Mrs. Hendon's Report is attached) A rather length discussion ensued regarding the fact that the Library Board had not received recognition by the Task Force for its 1980 long range plan. Mr. Voyles requested the President compose a letter to both daily newspapers which would

indicate the Task Force's recommendations regarding branch libraries were in reality the Library Board's 1979-80 recommendations. Furthermore, that now, in 1982, those recommendations were neither new nor, perhaps, practical.

Director's Report: Mr. Kozlowski requested permission for the Friends of the Library to hold a reception for elected officials on Friday, June 4, Main Library, after closing time. Mr. Schlich moved approval, Mr. Voyles seconded the motion, and the motion passed unanimously.

The Director also requested the July Board Meeting be changed from the second Tuesday to the Third Tuesday, July 20, 4:00 p.m. He stated some staff and one trustee would be attending the American Library Association Annual Meeting on the day the Board would usually meet. Mr. Conway moved approval, Mr. Schlich seconded the motion, and the motion passed unanimously.

Adjournment: There being no further business, the meeting was adjourned at 4:38 p.m.

APPROVED:

Sarah Joits Hendon PRESIDENT  
A. S. Kozlowski SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

June 8, 1982

The monthly meeting of the Board of Trustees was held on June 8, 1982, at 4 p.m.

Present: Ms. Cooper, Hendon, and Stultz; Messrs. Conway, Eifler, Mitchell, Schlich, and Voyles. Mr. Donoho, Library Broadcasting; Ms. Huffman, Circulation; Mr. Evans, Business Office; Mr. Pennington, Physical Facilities; Mr. Gottlieb, Community Relations; Mr. Rees, Extension; Mr. King, Staff Association; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Conway moved approval of the minutes of the May 11, 1982, meeting. Mr. Schlich seconded the motion; and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mr. Conway read a certification that bills in the amount of \$129,787.93 in the operating account and expenditures of \$11,927.48 in the restricted account were audited and found correct; he moved approval. Mr. Voyles seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: Staff reported that the search for a relocation of the Outer Highlands Branch continues. A

thirty day extension, on a month-to-month basis, has been offered by the owner of the current branch site.

Budget and Finance Committee: Father Eifler requested staff give the report. Mr. Kozłowski reviewed expenditures to date.

Mr. Garnar reported that circulation had increased thirteen percent over the same month last year, registration had decreased one percent over the same period last year, and reference requests had increased three percent over the same month last year.

Mr. Kozłowski informed the Board of the public hearings for the 1982-83 City and County budgets.

Library Broadcasting Committee: No formal report was given.

President's Report: Mrs. Hendon yielded the chair to Father Eifler, who then announced the Nominating Committee's slate for 1982-83. The Nominating Committee recommended Mrs. Hendon, President, and Mr. Voyles, Vice-President, for the term ending April, 1983. Nominations from the floor were requested. Mr. Conway moved nominations be closed, and Mr. Mitchell seconded the motion which passed unanimously. Mr. Conway then moved acceptance of the slate of officers, Mr. Mitchell seconded the motion, and the motion passed unanimously.

Director's Report: Mr. Kozłowski requested the Board send a letter of appreciation to the Mayor and the County Judge for their recommended allocations to the Library for FY 1982-83. Father Eifler moved approval, Ms. Stultz seconded the motion, and the motion passed unanimously.

Mr. Kozłowski explained an offer from the State Librarian to administer a statewide automation grant. Louisville Free Public Library would receive a minimum of five thousand dollars to administer funds not to exceed twenty thousand dollars. The State Library will be employing the automation consultant who is under contract with the Louisville Free Public Library. Mr. Voyles moved approval; Mr. Conway seconded the motion, and the motion passed unanimously.

Lastly, the Director reported that the State's Department of Revenue had decided the Library should collect tax on purchases at the Friends' Used Book Sales. Mr. Rawlings has corresponded with the Revenue Department and has requested a continued exemption from this activity.

Adjournment: There being no further business, the meeting was adjourned at 4:35 p.m.

APPROVED:

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*Sarah Sticks Henderson* PRESIDENT  
*R. S. Kozłowski* SECRETARY

## LOUISVILLE FREE PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

## MINUTES

July 20, 1982

The monthly meeting of the Board of Trustees was held on July 20, 1982, at 4:00 p.m.

Present: Ms. Graff, Maupin, and Stultz; Messrs. Conway, Eifler, Schlich, and Voyles. Ms. Somerville, Children's; Ms. Huffman, Circulation; Mr. Evans, Business Office; Mr. King, Staff Association; Mr. Pennington, Physical Facilities; Mr. Gottlieb, Community Relations; Ms. Varney and Pierce, Jefferson County Teachers' Association; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended.

Mr. Voyles presided.

Minutes: Father Eifler moved approval of the minutes of the June 8, 1982, meeting. Mr. Conway seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mr. Conway read a certification that bills in the amount of \$154,768.95 in the operating account and expenditures of \$9,043.22 in the restricted account were audited and found correct; he moved approval. Mr. Schlich seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: The Director requested the Library contract with the Galloway Appraisal Company for a thorough assessment of all Library-owned buildings. This information would become a component of the fixed assets inventory currently underway. Father Eifler moved approval, Mr. Schlich seconded the motion, and the motion passed unanimously.

The Director reported that no offers had been received to date for the Highland Duplex. Based upon a recommendation forwarded from the Physical Facilities Manager, he suggested reducing the asking price to forty-seven thousand dollars. After discussion, Father Eifler moved the asking price be reduced to fifty-thousand dollars. Mr. Conway seconded the motion, and the motion passed unanimously.

Mr. Kozlowski reported on the status of the continuing search for a new location for the Outer Highlands Branch. He stated that an extension had been granted the Library by the owner of the property in which the branch is currently located.

Lastly, Kozlowski reported on the offer of the Cherokee Triangle Association to restore the skylight at the Highland Branch. He remarked that no Library funds would be used; however, he stated that the Association would seek City funds to add to what they had already committed toward

the project. He requested Board approval to proceed. Mr. Conway moved approval, Mr. Schlich seconded the motion, and the motion passed unanimously.

Budget and Finance Committee: Father Eifler requested staff to give the monthly report. The director reviewed expenditures to date and for the 1981-82 fiscal year. He also reviewed elements of the statistical Annual Report.

Mr. Garnar reported that circulation had increased eleven percent over the previous year, registration had increased three percent over the same month last year but had decreased one percent over the previous year, and reference requests had increased ten percent over the previous year.

Father Eifler stated that the budget for 1982-83 had been finalized except for salary monies from the City and County. He reported that his Committee had met prior to the Board meeting to review the information. He moved approval of the budget, Mr. Conway seconded the motion, and the 1982-83 operating budget was approved unanimously.

Library Broadcasting Committee: No report was given.

President's Report: Mr. Voyles reported that Ms. Cooper had requested a two month leave of absence for personal reasons. Mr. Voyles informed the Board that, in Mrs. Hendon's absence, he had approved the request.

Ms. Varney and Pierce, representing the Jefferson County Teachers' Association, presented the Library with two posters as a gesture of thanks for service to the community. Mr. Voyles accepted the gift on behalf of the trustees.

Director's Report: Mr. Kozlowski and Mr. Voyles informed the Board regarding American Library Association activities at the annual conference. Mention was made that the Library had won a national public relations award for the second consecutive year.

The Director gave a status report on the work of the Automation Review Committee.

Lastly, Kozlowski stated that the Friends' Volunteer program reported one hundred and twenty volunteers had donated four thousand and sixty-four hours to the Library System between January and April of 1982.

Adjournment: There being no further business, the meeting was adjourned at 5:00 p.m.

APPROVED:

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*Sarah Sides Winder* PRESIDENT  
*R. L. Kozlowski* SECRETARY

## LOUISVILLE FREE PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

August 10, 1982

The monthly meeting of the Board of Trustees was held on August 10, 1982, at 4:00 p.m.

Present: Messrs. Conway, Hanley, Schlich, and Voyles. Mr. Rees, Extension; Ms. Somerville, Children's; Mr. King, Staff Association; Mr. Pennington, Physical Facilities; Ms. Huffman, Circulation; Mr. Evans, Business Office; Mr. Gottlieb, Community Relations; Mr. Donoho, Library Broadcasting; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended. (On Wednesday, August 11, Trustee Eifler was reached by telephone for a review of action taken at the meeting; he voted on all action items.)

Mr. Voyles presided and began by introducing the new member, Keith Hanley.

Minutes: Mr. Conway moved approval of the minutes of the July 20, 1982, meeting. Mr. Schlich seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mr. Conway read a certification that bills in the amount of \$120,586.75 in the operating account and expenditures of \$6,166.46 in the restricted account were audited and found correct; he moved approval. Mr. Schlich seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: Mr. Voyles requested the Director give the report. Mr. Kozłowski stated that an offer to purchase the Highland Duplex for \$42,000 had been received. After considerable discussion, Mr. Schlich moved that a counter offer of \$47,000 and no payment of points by the Library be made. Mr. Conway seconded the motion. However, on the following morning, Father Eifler voted against the motion. The motion failed because of the lack of a majority vote of the Executive Committee.

Budget and Finance Committee: The Director reviewed expenditures to date for the first month of the new fiscal year.

Mr. Garnar reported that circulation had increased over nine percent over the same month last year, registration had increased twenty percent over the same month last year, and reference requests had increased five and one-half percent over the same month last year.

Library Broadcasting Committee: No report was given.

President's Report: Mr. Voyles reported that Mrs. Hendon had authorized Attorney Rawlings to research the Library Board's authority under state statutes in relation to recommendations of the Charter Commission to Reorganize Local Government.

Mr. Voyles requested Mr. Rawlings summarize the report which had been distributed to members at the beginning of the meeting. In Mr. Rawlings' opinion, any new, reorganized government would have the same relationship to the Library Board that the two local governmental units now have. The new government could not remove the Library Board's powers for governing the library system without requesting such change before the State Legislature. Mr. Rawlings cited elements of the law pertaining to the Charter Commission and how these elements related to the Library's State Statutes. He concluded that the Library Board could not be terminated, made advisory, nor could the Library Staff serve at the pleasure of the Chief Executive of local government unless the Library's statutes were changed by the Legislature.

Director's Report: Mr. Kozlowski requested permission to open the Main Library on Thursday, November 11, 1982, 9:30 p.m. - 11:30 p.m. He stated the Southeastern Library Association and the Kentucky Library Association joint conference would sponsor a reception in the library on that date. The building closes to the general public at 9 p.m. on Thursdays. Mr. Conway moved approval, Mr. Schlich seconded the motion, and the motion passed.

Mr. Kozlowski then read two letters commending library services. One of the letters had been written by Congressman Mazzoli.

Lastly, the director gave a status report on the automation project. He reported that proposals had been received from four nationally-known library automation vendors, and that three vendors had been invited to demonstrate their software and hardware to the Automation Review Committee and the general staff.

Kozlowski further stated that the Review Committee, along with the Library's automation consultant, had reduced to two the number of viable vendors. These two vendors will be requested to return to Louisville in mid-September for additional in-depth demonstrations and question-and-answer sessions.

The Director also mentioned that libraries with similar automated installations had been called for opinions and assessments. Kozlowski reported that a final decision and a subsequent recommendation will come before the Board late this year or in early 1983.

Adjournment: There being no further business, the meeting was adjourned at 5:00 p.m.

APPROVED:

*Sarah Hiko Hudson* PRESIDENT  
*R. S. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

September 14, 1982

The monthly meeting of the Board of Trustees was held on

September 14, 1982, at 4:00 p.m.

Present: Ms. Cooper, Graff, Hendon, and Stultz; Messrs, Conway, Eifler, Hanley, Mitchell, Schlich, and Voyles. Absent: Ms. Maupin and Mr. Wilson. Mr. Evans, Business Office; Mr. Rees, Extension; Ms. Somerville, Children's; Mr. Pennington, Physical Facilities; Mr. Gottlieb, Community Relations; Mr. Donoho, Library Broadcasting; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Ms. Graff moved approval of the minutes of the August 10, 1982, meeting. Mr. Conway seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mr. Conway read a certification that bills in the amount of \$146,286.52 in the operating account and expenditures of \$8,213.74 in the restricted account were audited and found correct; he moved approval. Mr. Mitchell seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: Mr. Voyles requested the Director give the report. Mr. Kozłowski reviewed the staff's efforts to find a new location for the Outer Highlands Branch Library. (The current, rented facility has transferred owners and the new owner will not renew the Library's lease.) Kozłowski reviewed two possible sites the Library was considering for the branch's relocation. After considerable discussion, he recommended renting a facility on Dorothy Avenue for three hundred dollars per month. This site, he reported, was two-tenths of a mile from the present location. Mr. Graff recommended approval, Father Eifler seconded the motion, and the motion passed unanimously.

The Director then requested permission to advertise for bids to re-carpet the Bon Air Branch Library. He stated the item had been approved by the Board as part of the 1982-83 Budget. Mr. Conway moved approval, Mr. Schlich seconded the motion, and the motion passed unanimously.

Lastly, Mr. Kozłowski reported that the Executive Committee's counter-offer to sell the Highland Duplex for forty-nine thousand dollars had been accepted, contingent upon the buyer's receiving bank financing.

Budget and Finance Committee: The Director reviewed expenditures to date for the 1982-83 fiscal year.

Mr. Garnar reported that Circulation had increased ten percent over the same period last year, registration had increased fifteen percent over the same period last year, and reference requests had increased seven percent over the same period last year.

Library Broadcasting Committee: No report was given.

President's Report: Mrs. Hendon requested ratification of action taken at the August Board meeting. Mr. Mitchell moved approval, Mr. Conway seconded the motion, and the motion passed unanimously.

Mrs. Hendon announced the dedication of the new state library building in Frankfort on October 8. She stated that the Administrative Office would call members for reservations.

Lastly, the President announced that committee assignments would remain intact, and Mr. Hanley would serve on the Library Broadcasting Committee.

Director's Report: Mr. Kozlowski reported that a check for five thousand dollars had been received from the estate of the late Mary A. Pomeroy. He informed the Board the check was placed in a restricted fund for the purchase of books for the Eline Branch Library.

The Director read a report which indicated the success of the 1982 Summer Reading Program.

Kozlowski also mentioned he had been appointed to a task force to examine arts education in the public schools.

Lastly, the Director requested permission to close the Library System on Friday and Saturday, December 24 and 25, and Friday and Saturday, December 31 and January 1. Mr. Conway moved approval, Mr. Schlich seconded the motion, and the motion passed unanimously.

Old Business: Mr. Voyles reminded trustees of the new state statute, effective July 15, 1982, governing public library trustee attendance at meetings. He voiced concern that although ratification by the full Board of earlier action taken by the Executive Committee was deemed legal, he felt uncomfortable with this situation. Various trustees commented, with the final recommendation being to re-draft the appropriate sections of the Board's By-Laws by Attorney Rawlings. The recommended changes will be presented at the October meeting for the Trustee's discussion and consideration. Mr. Hanley moved approval of this action, Father Eifler seconded the motion, and the motion passed unanimously.

Mr. Kozlowski was directed to poll other libraries in the Commonwealth to determine how their boards were dealing with the new statute on trustee attendance.

Adjournment: There being no further business, the meeting was adjourned at 5:08 p.m.

APPROVED:

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*Sarah Pitts Hendon* PRESIDENT  
*R. S. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

October 12, 1982

The monthly meeting of the Board of Trustees was held on

October 12, 1982, at 4:00 p.m.

Present: Ms. Cooper, Graff, and Hendon; Messrs. Conway, Eifler, Hanley, Schlich, and Voyles. Absent: Ms. Maupin and Stultz and Mr. Mitchell. Mr. Gottlieb, Community Relations; Ms. Somerville, Children's Service; Mr. Evans, Business Office; Ms. Huffman, Circulation Services; Mr. Rees, Extension Services; Mr. King, Staff Association; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Conway moved approval of the minutes of the September 14, 1982, meeting. Ms. Cooper seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mr. Conway read a certification that bills in the amount of \$179,225.37 in the operating account and \$9,164.39 in the restricted account were audited and found correct; he moved approval. Mr. Schlich seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: The Director stated that he had received a report from Physical Facilities which indicated the guttering at the Highland Branch was beyond the usual repair. The Louis and Henry Architectural firm had recently strongly urged replacement of the gutters as soon as possible. Kozlowski commented that, based on this professional advice, the project be declared an emergency, so that work could proceed before winter. Kozlowski stated that Mr. Voyles, Chairman of the Building and Maintenance Committee, had concurred that work should begin quickly. Kozlowski further stated that the project could be completed for no more than seven thousand dollars, and that additional roof repairs would be included in this cost. Father Eifler moved that the Highland gutter replacement and roof repair be declared an emergency, so that work could begin immediately. Mr. Conway seconded the motion, and the motion passed unanimously.

Budget and Finance Committee: The Director reviewed expenditures to date for the first quarter of the current fiscal year.

The Assistant Director reported that circulation had increased eight and one-half percent over the same period last year, registration had increased fifteen percent over the same period last year, and reference requests had increased seven percent over the same period last year.

Mr. Kozlowski reminded the Board that monies received from the sale of the Kaufman-Straus Building would need to be reinvested on November 1. He stated that interest from the invested principal is part of the revenue used to fund the Library's operations for the current year. Father Eifler commented that a committee meeting would be called to discuss this matter.

Mr. Kozlowski reported that he had placed the revenue from the sale of the Highland Duplex in a restricted account. He further recommended that the monies be earmarked for automation. Father Eifler moved approval, Mr. Conway seconded the motion, and the motion unanimously carried.

Library Broadcasting Committee: No report was given.

President's Report: Mrs. Hendon reported that Mr. Wilson had resigned from the Board because of heavy business commitments.

She requested Attorney Rawlings review proposed amendments to the by-laws. After Mr. Rawlings presentation, considerable discussion was held regarding the two proposed amendments and regarding which of the two was superior. A consensus was reached which directed staff to mail both proposed amendments to each trustee, prior to the November board meeting. A cover memo will stipulate that a formal vote (on which amendment to adopt) will take place at the December meeting.

Director's Report: Mr. Kozlowski reported that he had called a number of other libraries in the state regarding their handling of the new statute on trustee attendance. Mr. Voyles felt no local formal action was needed because of the statute. Trustees in attendance agreed that the Board President should write a letter to a member who had missed three meetings within the prescribed time frame. This letter would warn the member that a fourth meeting missed within the time frame would, per state law, constitute removal from the Board of Trustees.

Kozlowski reminded trustees of the upcoming joint conference of the Southeastern and Kentucky Library Associations. He encouraged Board participation.

Lastly, the Director requested permission for the Staff Association to hold its Christmas party in the Main Library, after public hours, on Friday, December 17. Mr. Conway moved approval, Mr. Hanley seconded the motion, and the motion passed unanimously.

Old Business: Father Eifler reported that his ad hoc Art Committee would view the Library's art works on Thursday, October 21, at 10 a.m.

Adjournment: There being no further business, the meeting was adjourned at 5:05 p.m.

APPROVED:

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Carol S. Hendon PRESIDENT  
R. S. Kozlowski SECRETARY

## LOUISVILLE FREE PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

November 9, 1982

The monthly meeting of the Board of Trustees was held on November 9, 1982, at 4:00 p.m.

Present: Ms. Cooper, Graff, and Stultz; Messrs. Conway, Hanley, Mitchell, and Voyles. Absent: Mrs. Hendon and Messrs. Eifler and Schlich. Ms. Huffman, Circulation Services; Mr. Pennington, Physical Facilities; Mr. Gottlieb, Community Relations; Ms. Somerville, Children's Services; Mr. Evans, Business Office; Mr. Donoho, Library Broadcasting; Mr. Rees, Extension Services; Mr. King, Staff Association; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended.

Mr. Voyles presided.

Minutes: Mr. Conway moved approval of the minutes of the October 12, 1982, meeting. Mr. Mitchell seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mr. Conway read a certification that bills in the amount of \$190,400.18 in the operating account and \$8,166.60 in the restricted account were audited and found correct; he moved approval. Mrs. Graff seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: Mr. Voyles requested the Director give the report. Mr. Kozłowski stated that bids for the re-carpeting of the Bon Air Branch Library had been received. After review by the Physical Facilities Manager and the Board Attorney, the Director had recommended that the lowest bidder, the Stevens Engineering Company, be awarded the contract. Mr. Conway moved approval, Mr. Mitchell seconded the motion, and the motion passed unanimously.

Budget and Finance Committee: The Director reviewed expenditures for the first four months of the current fiscal year.

The Assistant Director reported that circulation had increased eight and one-half percent over the same period last year, registration had increased sixteen percent over the same period last year, and reference requests had increased eight and one-half percent over the same period last year.

Mr. Kozłowski stated that although line item adjustments within the current budget are usually made in the February revision, Mr. Voyles had suggested the possibility of transferring some funds into the out-of-state travel account before the end of the calendar year so that monies were available to assist staff and trustees who

would be attending the American Library Association Midwinter meeting in January. Kozlowski recommended that twelve hundred dollars from miscellaneous and three thousand dollars from staff development be transferred to the out-of-state travel account. Mr. Mitchell moved approval, Mr. Conway seconded the motion, and the motion passed unanimously.

Library Broadcasting Committee: Mrs. Graff reported that she had met with Mr. Donoho for an update of information pertaining to the Library's radio stations.

President's Report: Mr. Voyles reported that Mrs. Maupin had resigned from the Board, and that Vivian Stanley had been requested, by the Mayor, to fill Maupin's unexpired term.

Director's Report: Mr. Kozlowski recommended that the Board end its contract with the City's data processing department on December 31. He stated that Mr. Evans had investigated costs for the Library's automated payroll and personnel reports. This investigation indicated that the work could be done by the Automatic Data Processing (ADP) Company for a savings of \$4500. - \$6000. annually. Furthermore, needed additional reports would be included in the work performed by the ADP Company. Mr. Hanley requested that local banks be again contacted to determine whether or not they would do the work. Mr. Hanley then moved that the Library contract with the ADP Company for automated payroll and personnel management reports, unless a lower cost for the same work can be found available from one of the local banking institutions. Mr. Conway seconded the motion, and the motion passed unanimously.

The Director requested permission to allow the Louisville Art Gallery to hold a private, afterhours reception on Friday, December 3, 1982, in the south building. Permission was granted by consensus of the Board.

Lastly, the Director reported that 242 volunteers gave over 4,000 hours of labor to the Library System for the period July 1, 1982, through September 30, 1982.

Old Business: Mr. Voyles urged trustees to make purchases from the Friends of the Library Gift Shop. He also reminded trustees of the joint conference of the Southeastern and Kentucky Library Associations which would take place Wednesday through Saturday, November 10-13.

Adjournment: There being no further business, the meeting was adjourned at 5:03 p.m.

APPROVED:

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Sarah Pinto Henderson PRESIDENT

R. S. Kozlowski SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
December 14, 1982

The monthly meeting of the Board of Trustees was held on December 14, 1982, at 4:00 p.m.

Present: Ms. Graff, Hendon, Stanley, and Stultz; Messrs. Conway, Eifler, Hanley, Mitchell, Schlich, and Voyles. Absent: Ms. Cooper.

Mr. Gottlieb, Community Relations; Mr. King, Staff Association; Ms. Somerville, Children's Services; Ms. Huffman, Circulation; Mr. Evans, Business Office; Mr. Rees, Extension Services; Mr. Pennington, Physical Facilities; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Voyles moved approval of the minutes of the November 9, 1982, meeting. Mr. Conway seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mr. Conway read a certification that bills in the amount of \$202,371.55 in the operating account and \$7,226.91 in the restricted account were audited and found correct; he moved approval. Father Eifler seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: Mr. Kozlowski stated that Father Eifler's Ad Hoc Art Works Committee had suggested that the windows in the Bernheim Gallery be covered with a film to block the ultra-violet rays which are damaging to the paintings. He stated Mr. Voyles was aware of the suggestion. The Director stated that the Physical Facilities Department had received an estimate of under seven hundred dollars for the protective window covering. The Board's consensus was to proceed with the work.

Budget and Finance Committee: The Director reviewed expenditures for the first five months of the current fiscal year.

The Assistant Director reported that circulation had increased eight and nine-tenths percent over the same period last year, registration had increased fifteen and eight-tenths percent over the same period last year, and reference requests had increased ten percent over the same period last year.

The Director informed the Board that the 1983-84 budget process had begun earlier in the month.

Library Broadcasting Committee: No report was given.

President's Report: Mrs. Hendon reported that the funding bodies had approved a four percent cost-of-living raise, retroactive to July 1,

1982, for Library employees. She stated that this action had been approved by the Board in March, 1982, when the budget request was endorsed and submitted to the City and County. The Executive Committee, upon hearing from local governments, requested staff to implement the raise. Mr. Conway moved approval of the action, Mr. Schlich seconded the motion, and the motion passed unanimously.

Mrs. Hendon then addressed the recommended amendment to the Board's By-Laws. After lengthy discussion by various members of the Board and the Board Attorney, a motion to approve the following amendment to the fifth paragraph of Article IV was made by Father Eifler. Mr. Conway seconded the motion, and the amendment passed unanimously.

"Executive Committee. The Executive Committee shall consist of the President of the Board and the Chairmen of the standing committees and shall have specific authority to approve ordinary or current expenditures. Between meetings of the Board or if there is a lack of a quorum for a regularly scheduled Board meeting, and with any other Trustees present also voting, the Executive Committee shall exercise all other powers of the Board (subject to the Board's approval). It may make recommendations and suggestions it deems advisable for consideration of the Board and standing committees."

Mrs. Hendon read a letter from the County Judge's Office which stated that Elizabeth Jones would be the Judge's representative to the Louisville Free Public Library.

Director's Report: Mr. Kozlowski reported that a survey of local banking institutions indicated that the vast majority of them contracted with the Automated Data Processing (ADP) Company for their payroll needs. This report was a response to a question raised at the November Board meeting.

The Director then read excerpts from a national publication which praised the Library's publicity efforts. He stated staff pleasure at being so recognized.

Mr. Kozlowski requested permission to move the January meeting date from Tuesday, January 11, to Tuesday, January 18. He stated the change was necessary because he, Mr. Garnar, and Trustee Voyles would be attending the American Library Association midwinter conference on the eleventh. Mrs. Graff moved approval, Mr. Mitchell seconded the motion, and the motion passed unanimously.

Lastly, Kozlowski requested permission to allow the Friends of the Library to hold a Black Heritage Program at the Western Branch Library on Sunday, January 30, 2-4 p.m. Mr. Conway moved approval, Mr. Schlich seconded the motion and the motion passed unanimously.

In closing, the Director thanked the Board for their interest and activity during 1982.

Adjournment: There being no further business the meeting was adjourned at 4:58 p.m.

APPROVED:

*Sarah J. Hendon* PRESIDENT

*R. S. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

January 18, 1983

The monthly meeting of the Board of Trustees was held on January 18, 1983, at 4:00 p.m.

Present: Ms. Cooper, Graff, Hendon, and Stanley; Messrs. Conway, Eifler, Mitchell, Schlich, and Voyles. Absent: Mr. Hanley and Ms. Stultz.

Ms. Somerville, Children's Services; Mr. King, Staff Association; Mr. Rees, Extension Services; Mr. Pennington, Physical Facilities; Mr. Evans, Business Office; Mr. Gottlieb, Community Relations; Ms. Jones, County Judge's Office; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Conway moved approval of the minutes of the December 14, 1982, meeting. Mr. Mitchell seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mr. Conway read a certification that bills in the amount of \$202,924.50 in the operating account and \$6,776.87 in the restricted account were audited and found correct; he moved approval. Mr. Schlich seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: The Director was requested to give the report. He asked for permission to advertise for bids for the purchase of a new truck. Kozlowski stated that the purchase of a new truck had earlier been approved as part of the current budget. Mr. Conway moved that solicitation of bids be approved, Mr. Mitchell seconded the motion, and the motion passed unanimously.

Budget and Finance Committee: The Director reviewed expenditures for the first six months of the current fiscal year.

The Assistant Director reported that circulation had increased eleven percent over the same period last year, registration had increased sixteen and one-half percent over the same period last year, and reference requests had increased more than nine percent over the same period last year.

Mr. Kozłowski also reminded the Board that reinvestment of the Kaufman-Straus money was scheduled for January 31. He requested direction from the Budget and Finance Committee. Father Eifler requested committee members hold a short committee meeting after the Board meeting in order to discuss the reinvestment.

The Director also requested the Committee meet prior to the February Board meeting for the purpose of reviewing the mid-year budget revision and the proposed 1983-84 budget.

Library Broadcasting Committee: No report was given.

President's Report: Mrs. Hendon shared a letter she received from the Kentucky Library Trustees Association which indicated what the Association's spring activities would include.

The President requested the March 8, 1983, meeting be moved to Tuesday, March 15, 1983. Mr. Voyles moved approval, Mr. Conway seconded the motion, and the motion passed unanimously.

Director's Report: Mr. Kozłowski requested to close the system until 2 p.m. on Wednesday, April 20, for the purpose of holding a staff development meeting. Mr. Conway moved approval, Mrs. Graff seconded the motion, and the motion passed unanimously.

The Director gave a status report on the automation project. He stated that a recommendation may be presented to trustees at the March meeting.

Lastly, the Director reviewed the contents of the trustees' folders. He mentioned that the revised By-Laws were included in the packets, as well as publicity regarding the Friends forthcoming program to celebrate Black History Month. The program will take place at the Western Branch Library on Sunday, January 30, 2 p.m. A review of the Library's written policies regarding displays within agencies of the system concluded the Director's report.

Adjournment: There being no further business, the meeting was adjourned at 4:43 p.m.

APPROVED:

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*Sarah Shiky Hendon* PRESIDENT  
*R. S. Kozłowski* SECRETARY

## LOUISVILLE FREE PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

February 8, 1983

The monthly meeting of the Board of Trustees was held on February 8, 1983, at 4:00 p.m.

Present: Ms. Cooper, Graff, Hendon; Messrs. Conway, Hanley, Mitchell, Schlich, and Voyles. Absent: Ms. Stanley and Stultz and Fr. Eifler.

Mr. Gottlieb, Community Relations; Ms. Somerville, Children's; Mr. King, Staff Association; Mr. Donoho, Library Broadcasting; Mr. Rees, Extension Services; Mr. Pennington, Physical Facilities; Ms. Huffman, Circulation Services; Mr. Evans, Business Office; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Conway moved approval of the minutes of the January 18, 1983, meeting. Mrs. Graff seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mr. Conway read a certification that bills in the amount of \$146,472.26 in the operating account and \$8,247.45 in the restricted account were audited and found correct; he moved approval. Mr. Mitchell seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: No report was given.

Budget and Finance Committee: The Director reviewed expenditures for the first seven months of the fiscal year.

The Assistant Director reported that circulation had increased ten percent over the same period last year, registration had increased sixteen percent over the same period last year, and reference requests had increased ten percent over the same period last year.

Mr. Conway requested the Director review the recommended midyear budget revisions. Upon completion of the review, Mr. Conway moved that the revisions be approved. Mr. Schlich seconded the motion, and the motion passed unanimously.

Mr. Conway then presented the budget request for 1983-84 as presented to and approved by the Budget and Finance Committee. He requested a complete review by the Director and Assistant Director. After a review and discussion of the 1983-84 budget request, Mr. Voyles moved approval, Mr. Conway seconded the motion, and the requested budget was unanimously approved.

Library Broadcasting Committee: No report was given.

President's Report: Mrs. Hendon stated that she had learned that Mrs. Stanley's mother had died. She directed the Board Secretary to send a letter of sympathy to Mrs. Stanley.

Director's Report: The Director presented a recommendation from the position and classification study completed by Yarger and Associates. He indicated that the Managers had endorsed the pay plan and that it appeared to be affordable. Both the Director and Assistant Director reviewed the elements of the pay plan and answered Trustees' questions. Mr. Rawlings, Board Attorney, advised the Board that he would recommend a closer review of the proposal by his staff. Members present decided that the legal review would be completed so that a vote on the proposed pay schedule could take place at the March meeting.

Adjournment: There being no further business, the meeting was adjourned at 5:32 p.m.

APPROVED:

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*Sarah White Hendon* PRESIDENT  
*A. J. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

March 15, 1983

The monthly meeting of the Board of Trustees was held on March 15, 1983, at 4:00 p.m.

Present: Ms. Cooper, Graff, Hendon, and Kuhnle; Messrs. Conway, Eifler, Hanley, and Voyles. Absent: Ms. Stanley and Stultz and Messrs. Mitchell and Schlich.

Mr. Donoho, Library Broadcasting; Ms. Somerville, Children's Services; Mr. Evans, Business Office; Ms. Huffman, Circulation Services; Mr. Rees, Extension Services; Mr. Gottlieb, Community Relations; Mr. King, Staff Association; Ms. Jones, County Judge's Office; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Conway moved approval of the minutes of the February 8, 1983, meeting. Mrs. Graff seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mr. Conway read a certification that bills in the amount of \$201,854.13 in the operating account and \$4,081.87 in the restricted account were audited and found

correct; he moved approval. Mr. Voyles seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: No report was given.

Budget and Finance Committee: The Director reviewed expenditures for the first eight months of the fiscal year.

The Assistant Director reported that circulation had increased ten percent over the same period last year, registration had increased fourteen percent over the same period last year, and reference requests had increased eight percent over the same period last year.

The Director reported highlights of the City's budget hearing of the Library's 1983-84 funding request. He announced the County had scheduled a budget hearing on Monday, April 11, 1983, at 2 p.m.

Library Broadcasting Committee: Mrs. Graff reported that the Committee had met earlier to discuss whether or not the Library should operate the Kentuckiana Radio Information Service (KRIS). This radio reading service was provided by KRIS to blind listeners. The organization contacted the Library to state that the group was bankrupt and the service defunct. They further requested the Library operate the service. Mrs. Graff asked trustees for their comments. Discussion indicated that the Committee should obtain additional financial information from KRIS prior to a formal vote by the Board.

President's Report: Mrs. Hendon announced that the Friends' first Ohio Valley Book Fair would take place on Saturday, March 26, 10 a.m. to 4 p.m., on the mezzanine of the Main Library.

She requested Board permission to open the Main Library on Sunday, April 17, 2-4 p.m., for the Friends Annual Meeting and Volunteer Reception. Father Eifler moved approval, Mrs. Kuhnle seconded the motion, and the motion passed unanimously.

Lastly, Mrs. Hendon stated the Friends Used Book Sale would occur on Saturday, May 14, 10 a.m. - 5 p.m. and Sunday, May 15, 1-5 p.m.

Director's Report: Mr. Kozlowski gave a progress report on the automation project and answered inquiries from the trustees.

The Director reported that the Kentucky Library Association Public Library Section meetings would take place in Ft. Mitchell on April 13-15. Lastly, the Director reported on the Kentucky Library Association's successful effort in the hiring of a lobbyist.

Old Business: The Director and Assistant Director reviewed the results of the position and classification study, and answered questions from trustees. Mr. Rawlings stated that he had examined the proposal and found no legal problems with it. After discussion, Mr. Conway recommended approval of the plan, Mr. Voyles seconded the motion, and the motion passed with Mr. Hanley abstaining and Father Eifler voting no.

Adjournment: There being no further business, the meeting was adjourned at 5:06 p.m.

APPROVED:

*Sarah White Hendon* PRESIDENT  
*R. S. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

April 12, 1983

The monthly meeting of the Board of Trustees was held on April 12, 1983, at 4:00 p.m.

Present: Ms. Cooper, Graff, Hendon, Kuhnle, and Stanley; Messrs. Conway, Hanley, Mitchell, Schlich, and Voyles. Absent: Father Eifler.

Mrs. Pickett, Reference and Adult Services; Mr. King, Staff Association; Ms. Somerville, Children's; Mr. Evans, Business Office; Mr. Gottlieb, Community Relations; Mr. Rees, Extension; Mr. Pennington, Physical Facilities; Mr. Donoho, Library Broadcasting; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Conway moved approval of the minutes of the March 15, 1983, meeting. Mrs. Graff seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mr. Conway read a certification that bills in the amount of \$201,854.13 in the operating account and \$10,218.33 in the restricted account were audited and found correct; he moved approval. Mr. Schlich seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: The Director requested permission to advertise for proposals from security, janitorial, and heating and air-conditioning vendors. Mr. Mitchell moved approval, Mr. Conway seconded the motion, and the motion passed unanimously.

Mr. Kozlowski then explained that no bids were received after an advertisement appeared for a three-quarter ton pickup truck. The Board Attorney had advised that direct estimates could be acquired by the Library in view of the fact that no proposals had been received. The Director read a recommendation from Physical Facilities which indicated the truck in question could be purchased for \$7,026.00 from an area vendor. He endorsed the recommendation. Mr. Conway moved approval, Mrs. Graff seconded the motion, and the motion passed unanimously.

Budget and Finance Committee: The Director reviewed expenditures for the first nine months of the fiscal year.

The Assistant Director reported that circulation had increased ten percent over the same period last year, registration had increased fourteen percent over the same period last year, and reference requests had increased eight percent over the same period last year.

Mr. Kozlowski reported that Mrs. Hendon, Mr. Schlich, Mr. Garnar, and he attended a budget hearing with County officials.

Library Broadcasting Committee: Mrs. Graff stated that after the Board and staff had researched the situation regarding the Kentuckiana Radio Information Service, she could only recommend that the Library not involve itself with operating the service. Mrs. Graff stated that the Library's limited resources and the possibility of funding reductions in the forthcoming year were paramount considerations during her committee's discussions. She moved that the Library decline the KRIS offer to operate the service. Mr. Hanley seconded the motion, and the motion passed unanimously.

Mrs. Graff asked Mr. Donoho to discuss the next agenda item. He reviewed the need to relocate the stations' archives and thus make the present space occupied by the archives available for expansion as mandated by the Corporation for Public Broadcasting. Funding from CPB will be jeopardized, Mrs. Graff stated, if the stations do not comply. Mr. Donoho gave a succinct review of the situation. Mrs. Graff then moved that staff be permitted to relocate the archives in the Portland Branch in order to proceed with plans for renovation. Mr. Schlich seconded the motion, and the motion passed unanimously. (Money for the proposed renovation will come from membership and federal monies.)

Mr. Kozlowski requested Mr. Donoho give the highlights surrounding a proposed fundraiser to benefit the stations. After this review, Mr. Hanley moved approval, Mr. Conway seconded the motion, and the motion passed unanimously.

President's Report: Mrs. Hendon proposed a change in the make-up of the Nominating Committee of the Board. She asked trustees whether or not the Nominating Committee should be composed of two members of the Executive Committee and two members appointed from the Board at large. After discussion, Mr. Hanley moved that official notice of a proposed By-Laws change be mailed, and that the proposal be placed on the May agenda, at which time a vote would be taken. Mr. Voyles seconded the motion, and the motion passed unanimously.

Mrs. Hendon also reviewed the state statute regarding trustee attendance and reminded members that notices regarding this law and attendance records had once again been mailed to all trustees.

Lastly, the President also requested that a possible change in the annual meeting be discussed at the May meeting. She requested the Director to mail notice of this topic to all trustees as mandated by the By-Laws.

Director's Report: The Director reported on the overwhelming success of the videocassette circulating collection.

Mr. Kozlowski then recommended that the Board permit the Art Gallery to hold a private party, after hours, on May 13, 5:30 - 7:30 p.m. Mr. Mitchell moved approval, Mr. Conway seconded the motion, and the motion passed unanimously.

The Director explained that the Polaroid Camera Company had donated twenty cameras to the Library for circulation to the public. He requested permission to begin the service on Monday, April 18. Mrs. Stanley moved approval, Mrs. Kuhnle seconded the motion, and the motion passed unanimously.

For information purposes, the Director explained that a traveling exhibit, "The Great Kings of Africa," would be displayed at the Western Branch for the period April 25 - 29.

Lastly, Mr. Kozlowski requested approximately fifteen hundred dollars for eight members of the management staff to visit the Cleveland Public Library to observe their functioning integrated automated system. The Library's automation consultant highly recommended such an on-site visit. Mr. Kozlowski stated the travel money could be taken from the restricted automation fund. Mr. Mitchell moved approval, Mr. Schlich seconded the motion, and the motion passed unanimously.

Adjournment: There being no further business, the meeting was adjourned at 5:23 p.m.

APPROVED:

*Sarah Stites Hendon* PRESIDENT  
*R. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

May 10, 1983

The monthly meeting of the Board of Trustees was held on May 10, 1983, at 4:00 p.m.

Present: Ms. Cooper, Graff, Hendon, Kuhnle, and Stanley; Messrs. Conway, Hampton, Hanley, Mitchell, and Voyles. Absent: Mr. Schlich.

Mr. Gottlieb, Community Relations; Ms. Somerville, Children's Services; Mr. King, Staff Association; Mr. Evans, Business Office; Mr. Pennington, Physical Facilities; Mr. Rees, Extension Services; Mr. McDaniels, Library Broadcasting; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Conway moved approval of the minutes of the April 12, 1983, meeting. Mrs. Graff seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mr. Conway read a certification that bills in the amount of \$163,334.94 in the operating account and \$8,182.06 in the restricted account were audited and found correct; he moved approval. Mr. Mitchell seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: Mr. Voyles reported that the Beechmont Neighborhood Association was attempting to procure funds from the Board of Aldermen in order to refurbish decorative lightposts and iron work at Iroquois Branch Library. He stated that staff had approved the concept, and he moved the Board do so also. Mr. Hanley seconded the motion, and the motion passed unanimously.

Mr. Voyles also reported that a letter from Alderman Smith requested Board approval to assist financially with building projects at Western Branch Library. Mr. Voyles stated that the Director had corresponded with the Alderman and had explained that as funding would become available, appropriate approval would be requested from the Board of Trustees.

Budget and Finance Committee: The Director reviewed expenditures for the ten-month period of the fiscal year.

The Assistant Director reported that circulation had increased ten percent over the same period last year, registration had increased twelve percent over the same period last year, and reference requests had increased six percent over the same period last year.

Library Broadcasting Committee: No report was given.

President's Report: Mrs. Hendon reported that Father Eifler was no longer a member of the Board. Discussion ensued regarding the state law and public library trustee attendance. Mr. Hanley moved a second letter be sent to Mayor Sloane reiterating Father Eifler's fine service to the Library. Mr. Conway seconded the motion, and the motion passed unanimously. Mr. Mitchell moved that Mr. Rawlings write the Attorney General of Kentucky regarding the possibility of a local Board instituting excused absences. Mr. Conway seconded the motion, and the motion passed unanimously.

Mrs. Hendon reviewed the proposed change to the By-Laws regarding the Nominating Committee. Mr. Conway moved that the Nominating Committee be composed of two members of the Executive Committee and two members of the Board-at-large. Mr. Hanley seconded the motion, and the motion passed unanimously. Mrs. Hendon then appointed Messrs. Voyles and Conway and Ms. Cooper and Graff to serve as the Nominating Committee and to present a slate at the June meeting.

Mrs. Hendon requested the pleasure of the Board in regard to a second change in the By-Laws which would change the month of the annual meeting. Mr. Conway moved that the annual meeting take place in June of each year, Ms. Cooper seconded the motion, and the motion passed unanimously.

Lastly, Mrs. Hendon assigned the Building and Maintenance Committee the task of recommending to the Board what to do with the art works owned by the System.

Director's Report: Mr. Kozlowski reviewed the status of the automation project, including the on-site visit to the Cleveland Public Library.

The Director also announced that the Library had won a prestigious John Cotton Dana Award for the third consecutive year.

Mr. Kozlowski requested Board approval to run for Vice President/President-Elect of the national Public Library Association in April, 1984. He stated that, should he win, he would need to represent the Association at various meetings throughout the country. Consequently, his time away from the Library, he said, would increase somewhat. He further stated that his Association travel expenses would be reimbursed by the Association. Mr. Mitchell approved the request, Mrs. Kuhnle seconded the motion, and the motion passed unanimously.

Lastly, the Director requested permission to sell eight shares of stock valued at three hundred dollars. The stock, he reported, was given to the radio stations during an on-air fund raiser. He recommended investing the proceeds in one of the restricted Library Broadcasting investment accounts. Mr. Conway moved approval, Mrs. Graff seconded the motion, and the motion passed unanimously.

Adjournment: There being no further business, the meeting was adjourned at 5:02 p.m.

APPROVED:

*Sarah Brito Hendon* PRESIDENT  
*R. S. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

June 14, 1983

The monthly meeting of the Board of Trustees was held on June 14, 1983, at 4:00 p.m.

Present: Ms. Cooper, Graff, Hendon, Kuhnle, and Stanley; Messrs. Conway, DeWitt, Hampton, Hanley, Mitchell, Schlich, and Voyles.

Absent: None.

Mr. Donoho, Library Broadcasting; Mr. Evans, Business Office; Mr. King, Staff Association; Ms. Somerville, Children's Services; Ms. Douthitt, Extension Services; Mr. Gottlieb, Community Relations; Mr. Pennington, Physical Facilities; Ms. Pickett, Reference and Adult Services; Mr. Stetson, representing the Board Attorney; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Conway moved approval of the minutes of the May 10, 1983, meeting. Mrs. Graff seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mr. Conway read a certification that bills in the amount of \$135,163.23 in the operating account and \$9,872.04 in the restricted account were audited and found correct; he moved approval. Mrs. Kuhnle seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: Mr. Voyles recommended that bids be awarded to the lowest and best heating, ventilating, and air-conditioning contractor, security vendor, and cleaning vendor. He reported that staff had evaluated the bids and recommended to the Committee that Bluegrass Cleaning, Kentucky Security Police, and Clark Heating and Air-conditioning be awarded the work for fiscal year 1983-84. He moved approval, Mr. Conway seconded the motion, and the motion passed unanimously.

Budget and Finance Committee: The Director reviewed expenditures for the eleven-month period of the fiscal year.

The Assistant Director reported that circulation had increased ten percent over the same period last year, registration had increased thirteen percent over the same period last year, and reference requests had increased six percent over the same period last year.

Library Broadcasting Committee: Mrs. Graff reported that the approved removal of Broadcasting archives to the Portland Branch was moving forward. She said that staff had ordered the appropriate boxes and were awaiting an estimate from a moving vendor. Monies to pay for this move, she stated, would come from renovation funds set aside from grant monies received by the radio stations.

The successful reception for radio personality Bob Edwards was reviewed by Mr. Voyles and staff.

A discussion took place regarding broadcasts of taped opera during the summer months. Mr. Donoho explained that Metropolitan Opera broadcasting would resume with the commencement of the Metropolitan season in the fall.

President's Report: Mrs. Hendon yielded the chair to Mr. Voyles, who then announced the Nominating Committee's slate for 1983-84. The Nominating Committee recommended Mrs. Hendon serve as President and Mr. Voyles serve as Vice-President for the term ending June, 1984. Nominations from the floor were requested. Mr. Mitchell moved the Committee's slate be accepted and nominations be closed. Mr. Conway seconded the motion, and the slate was unanimously accepted.

Mrs. Hendon then proceeded to announce the following committee assignments:

Executive Committee: Hendon (Chair), Voyles, Conway, Graff.

Building and Maintenance Committee: Voyles (Chair), Stanley, Mitchell, DeWitt.

Budget and Finance Committee: Conway (Chair), Cooper, Kuhnle.

Planning and Interior Operations Committee: Graff (Chair), Hampton, Hanley.

Library Broadcasting Committee: Cooper (Chair), Graff, Hanley, DeWitt.

Director's Report: The Director reported on the progress made toward finalization of a draft contract with the preferred automation vendor. He stated he hoped to present a contract and other particulars to trustees in August or September for their discussion and approval. He further reported that staff was working with the Louis and Henry Architectural firm in order to solidify details for the central site computer room.

Mr. Kozlowski stated that it was time to review whether or not the annual fee for a non-resident borrower's card should be raised. He mentioned that the Circulation management staff had recommended raising the fee from twelve to twenty-five dollars. He explained that any individual who lived, worked, or attended school within Jefferson County qualified for a resident card. Non-resident cards, he reported, account for about one percent of the one hundred and twenty-thousand cards issued annually. Mr. Hanley moved that the non-resident card fee be raised to twenty-five dollars, Mr. Conway seconded the motion, and the motion passed unanimously.

Adjournment: There being no further business, the meeting was adjourned at 4:54 p.m.

APPROVED:

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*Sarah Stike Hudson* PRESIDENT  
*R. S. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

July 12, 1983

The monthly meeting of the Board of Trustees was held on July 12, 1983, at 4:00 p.m.

Present: Ms. Graff and Kuhnle; Messrs. Conway, DeWitt, Hampton, Hanley, Mitchell, and Voyles.

Absent: Ms. Cooper, Hendon, and Stanley.

Mr. Gottlieb, Community Relations; Mr. King, Staff Association; Mr. Rees, Extension Services; Ms. Somerville, Children's Services; Mr. Evans, Business Office; Ms. Huffman, Circulation Services; Mr. Pennington, Physical Facilities; Ms. Jones, County Judge's Office; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended.

Mr. Voyles presided.

Minutes: Mr. Mitchell moved approval of the minutes of the June 14, 1983, meeting. Mr. Conway seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mrs. Graff read a certification that bills in the amount of \$148,653.89 in the operating account and \$10,861.48 in the restricted account were audited and found correct; she moved approval. Mr. Conway seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: No report was given.

Budget and Finance Committee: Mr. Conway requested the Director to comment on the Monthly Report. Mr. Kozlowski reviewed expenditures and receipts for the twelfth and last month of the current fiscal year.

The Assistant Director reported that circulation had increased 10.8 percent over the same period last year, registration had increased 13.1 percent over the same period last year, and reference requests had increased 6.4 percent over the same period last year.

Mr. Kozlowski reported that the Library had not received funding for cost-of-living raises for fiscal year 1983-84 from the County, although money for this purpose had been received from the City. He reported that he had been informed by the County Budget Office that the County's share of cost-of-living raises would be distributed to joint agencies after the County had decided what percentage increase their employees would receive.

The Director further reported that the final 1983-84 Budget would be presented to the Budget and Finance Committee for their approval prior to the August Board meeting.

Mr. Kozlowski stated that the request to re-roof the Crescent Hill Branch had been sponsored by Alderman Steinberg, and a request for renovation of lavatories at the Parkland Branch had been sponsored by Alderman Meeks. Both requests were approved by the Board of Aldermen. Mr. DeWitt moved that the Board send resolutions of appreciation to both aldermen thanking them for their support. Mrs. Kuhnle seconded the motion, and the motion passed unanimously.

Library Broadcasting Committee: No report was given.

President's Report: Mr. Voyles reported that the Director had been named one of two finalists for the position of Director of the Public Library of Charlotte and Mecklenberg County, North Carolina. Mr. Voyles stated that the Director's good work had earned him a national reputation and, consequently, other library systems were interested in his services.

Director's Report: The Director reported that work on the seventh and, hopefully final, draft of the automation agreement with the preferred vendor was in progress. He stated that the staff implementation task force should have the implementation schedule completed by early August. He further stated he hoped that the Library's automation consultant would be present at the August meeting to offer information to the Board and answer

any questions. Prior to the August meeting, Kozlowski said he planned to mail a summary report regarding automation which would include automation phases and costs for implementing those phases. Lastly, the Director mentioned that he hoped to present the final contract for approval at the September meeting.

The Director reviewed the concept of receiving fifty-thousand dollars from the State Library to assist in converting the Louisville Free Public Library data base onto a machine readable format. Although details must be discussed with the State Librarian, Kozlowski requested the Board approve accepting the grant and permitting the Board President to sign the agreement after review by the Board's attorney. Mr. Mitchell moved approval, Mrs. Kuhnle seconded the motion, and the motion passed unanimously.

Lastly, the Director requested formal action to permit Ms. Cooper and Kuhnle, new members of the Budget and Finance Committee, to sign checks for the Library. Mr. Mitchell moved approval, Mr. Conway seconded the motion, and the motion passed unanimously.

Old Business: Mr. Rawlings reported that he had received no word from the Attorney General's office regarding clarification of the state attendance law governing library trustees. He stated he would send a follow-up letter.

Adjournment: There being no further business, the meeting was adjourned at 4:33 p.m.

APPROVED:

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*Sarah P. Henderson* PRESIDENT

*R. A. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

August 9, 1983

The monthly meeting of the Board of Trustees was held on August 9, 1983, at 4:00 p.m.

Present: Ms. Cooper, Graff, and Kuhnle; Messrs. Conway and Voyles.

Absent: Ms. Hendon and Stanley; Messrs. DeWitt, Hampton, Hanley, and Mitchell.

Ms. Pickett, Reference and Adult Services; Mr. Donoho, Library Broadcasting; Mr. King, Staff Association; Ms. Williams, Business Office, Ms. Somerville, Children's Services; Ms. Huffman, Circulation Services; Mr. Pennington, Physical Facilities; Mr. Rees, Extension Services; Mr. Gottlieb, Community Relations; Ms. Allen and Grawemeyer, Technical Services; Rob McGee, Automation Consultant; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended.

Mr. Voyles presided.

Minutes: Mr. Conway moved approval of the minutes of the July 12, 1983, meeting. Mrs. Kuhnle seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mrs. Graff read a certification that bills in the amount of \$156,386.21 in the operating account and \$16,708.70 in the restricted account were audited and found correct; she moved approval. Mr. Conway seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: The Director stated that Community Development funds for reroofing the Crescent Hill Branch and restroom renovation at the Parkland Branch were forthcoming.

Budget and Finance Committee: Mr. Conway requested the Director to comment on the Monthly Report. Mr. Kozlowski reviewed expenditures for the first month of the current fiscal year.

The Assistant Director reported that circulation had increased eight percent over the same period last year, registration had increased seven percent over the same period last year, and reference requests had increased almost three percent over the same period last year.

The Director commented that copies of the 1982-83 annual statistical report were included in trustee packets.

Mr. Conway reviewed the 1983-84 operating budget, highlighting various figures. He stated that the Director and Assistant Director had reviewed each line item during a meeting with the Budget and Finance Committee earlier that afternoon. He further stated that this budget was a revision of the earlier version approved by the Board. Mr. Conway reported that when the County releases funds for the cost-of-living raise, employees would receive that raise retroactive to July 1, 1983. After discussion, Mr. Conway moved approval, Mrs. Kuhnle seconded the motion, and the motion passed unanimously.

Library Broadcasting Committee: Mrs. Cooper reported that her committee agreed with the staff recommendation that the Studio for the Handicapped, Inc. be charged a fee for use of the radio station sub-carrier. The fee recommended would equal the fee which had been paid by the Kentuckiana Radio Information Service. Mrs. Cooper moved approval, Mr. Conway seconded the motion, and the motion passed unanimously.

President's Report: Mr. Voyles requested Mrs. Kuhnle give a report on the progress of the Search Committee. Mrs. Kuhnle stated that Mrs. Hendon had appointed her chairperson and Conway, Graff, and Voyles would serve with her. Vacancy notices had been mailed, she reported, to professional library periodicals. After reading the vacancy notice, she commented that the Search Committee had a difficult job ahead.

Director's Report: Mr. Kozlowski introduced Rob McGee, the Library's automation consultant and then proceeded to review his memorandum of July 28 dealing with the automation of the Louisville Free Public Library. Trustees' questions were answered and discussion ensued. Kozlowski stated that a recommendation would be on the agenda

at the September Board meeting regarding the automation contract. He encouraged trustees to ask additional questions prior to the meeting in September.

Mr. Voyles praised staff for the thorough job of analysis performed by them prior to this point in the automation plan.

Lastly, the Director stated that Mr. McGee would attempt to be present during the September Board meeting to answer any highly technical questions which might arise.

Adjournment: There being no further business, the meeting was adjourned at 4:49 p.m.

APPROVED:

*Sarah Stites Hendon* PRESIDENT  
*R. A. Kozlowski* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

September 13, 1983

The monthly meeting of the Board of Trustees was held on September 13, 1983, at 4:00 p.m.

Present: Ms. Cooper, Graff, Hendon, Kuhnle; Messrs. Conway, Hampton, Mitchell, and Voyles.

Absent: Messrs. DeWitt and Hanley; Ms. Stanley.

Mr. Donoho, Library Broadcasting; Mr. King, Staff Association; Mr. Gottlieb, Community Relations; Ms. Somerville, Children's Services; Mr. Rees, Extension Services; Ms. Huffman, Circulation Services; Mr. Pennington, Physical Facilities; Ms. Allen, Technical Services; Mr. Evans, Business Office; Ms. Pickett, Reference and Adult Services; Mr. McGee, automation consultant; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Conway moved approval of the minutes of the August 9, 1983, meeting. Mrs. Graff seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mr. Conway read a certification that bills in the amount of \$169,437.49 in the operating account and \$12,746.02 in the restricted account were audited and found correct; he moved approval. Mrs. Graff seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: The Director presented an offer from Alderman Hall to extend and resurface the Bon Air Branch parking lot. After discussion, Mrs. Graff moved acceptance, Mr. Voyles seconded the motion, and the motion passed unanimously.

The Director recommended signing a contract between the Board and the City's Community Development Cabinet to proceed with re-roofing the Crescent Hill Branch. Mr. Conway moved approval, Mrs. Kuhnle seconded the motion, and the motion passed unanimously.

Budget and Finance Committee: Mr. Kozlowski reviewed expenditures to date.

The Assistant Director reported that circulation had increased seven percent over the same period last year, registration had increased two and one-half percent over the same period last year, and reference requests had increased six percent over the same period last year.

Library Broadcasting Committee: No report was given.

President's Report: Mrs. Hendon requested that Mr. Garnar be appointed Acting Director, effective October 1, 1983, and until a new director had assumed his or her duties. She also requested that Mr. Garnar be paid the current rate the director is paid, effective October 1, 1983. Mr. Mitchell moved approval, Mr. Conway seconded the motion, and the motion passed unanimously.

Mrs. Kuhnle reported that the Search Committee had received applications for the position of director. She further stated that advertisements in national library publications had begun to appear and additional advertisements will appear through the months of September and October.

Mrs. Hendon requested ratification of action taken at the August meeting:

1. Minutes of the July meeting . . . Kuhnle moved, Conway seconded, passed unanimously.
2. Certification of bills . . . Mitchell moved, Conway seconded, passed unanimously.
3. 1983-84 Operating Budget . . . Conway moved, Graff seconded, passed unanimously.
4. Charges for radio station sub-carrier channel . . . Graff moved, Conway seconded, passed unanimously.

Director's Report: The Director reviewed the documentation sent to trustees in July and early September. His presentation included comments and remarks from Mr. McGee, automation consultant to the Library. After discussion, the director recommended that the Board approve signing the contract for automating library functions with the preferred vendor, Data Research Associates of St. Louis. Mr. Conway moved approval, Mr. Hampton seconded the motion, and the motion passed unanimously.

Old Business: Mr. Garnar announced that the County had matched the City's appropriation to grant library staff a cost-of-living increase retroactive to July 1, 1983. (The Board had earlier approved the raise contingent upon receiving the monies from the County.)

He also reported that any trustees interested in attending the Kentucky Library Trustees Association Meeting during the KLA meeting, October 12-14, should contact him.

Adjournment: There being no further business, the meeting was adjourned at 5:06 p.m.

RESOLUTION

WHEREAS, the Board of Trustees of the Louisville Free Public Library has accepted, with regret, the resignation of Ronald S. Kozlowski as Director of the Louisville Free Public Library, and

WHEREAS, the Board of Trustees recognizes Mr. Kozlowski's excellent management of the Louisville Free Public Library for over six (6) years, and

WHEREAS, the Board of Trustees desires to express to Mr. Kozlowski the Board's gratitude for his excellent service,

Now, therefore, BE IT RESOLVED that the Board of Trustees hereby places into the records of the Louisville Free Public Library this statement setting forth the Library's appreciation for the excellent and professional service and guidance that characterized Ronald S. Kozlowski's management of the Louisville Free Public Library.

*Sarah Sticks Hendon*  
Mrs. James R. Hendon, President  
Board of Trustees

APPROVED:  
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*Sarah Sticks Hendon* PRESIDENT  
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SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

October 11, 1983

The monthly meeting of the Board of Trustees was held on October 11, 1983, at 4:00 p.m.

Present: Ms. Graff and Kuhnle; Messrs. Conway, Dewitt, Eifler, Hampton, Hanley, Mitchell, Voyles.

Absent: Ms. Cooper, Hendon, and Stanley.

Mr. Donoho, Library Broadcasting; Mr. Gottlieb, Community Relations; Ms. Somerville, Children's Services; Mr. Pennington, Physical Facilities; Mr. Evans, Business Office; Ms. Huffman, Circulation Services; Mr. Rees, Extension Services; Mr. Rawlings, Board Attorney; and the Acting Director also attended.

Mr. Voyles presided.

Minutes: Mr. DeWitt moved approval of the minutes of the September 13, 1983, meeting. Ms. Graff seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mrs. Graff read a certification that bills in the amount of \$166,706.30 in the operating account and \$7,485.03 in the restricted account were audited and found correct; she moved approval. Mr. Conway seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: The Acting Director recommended signing a contract between the Board and the City's Community Development Cabinet to proceed with the renovation of Parkland Branch Library restroom. Mr. Conway moved approval, Mr. DeWitt seconded the motion, and the motion passed unanimously.

The Acting Director reported that specifications for the Crescent Hill Branch roof project were almost complete. After review of the specifications, advertisements for bids will be issued, pursuant to the Board's action at its September meeting.

Budget and Finance Committee: The Acting Director reviewed expenditures to date. He also indicated that circulation had increased seven percent over the first quarter of last year, registration had increased one percent over the first quarter of last year, and reference requests had increased seven point eight percent over the first quarter of last year.

Library Broadcasting Committee: No report was given.

President's Report: Mr. Voyles reported that the Search Committee met on October 6, 1983, to review applications. The next Committee meeting was scheduled for Monday, October 17, 1983. Thirty-one applications have been received.

Acting Director's Report: Mr. Garnar requested permission to close the system until 2:00 p.m. on Wednesday, November 16, 1983, for the purpose of holding a staff development meeting. Mr. Mitchell moved approval, Mr. Conway seconded the motion, and the motion passed unanimously.

The Acting Director requested permission to close the Library System on Saturday and Monday, December 24 and 26, and Saturday and Monday, December 31 and January 2. Mrs. Graff moved approval, Mr. Mitchell seconded the motion, and the motion passed unanimously.

Mr. DeWitt requested that the Acting Director draft a general policy, for Board consideration, which would delineate when the Library would be closed, if an authorized holiday falls on a day the Library is already closed.

The Acting Director presented two proposals concerning sick leave benefits which had been made by the staff Employee Relations Committee and recommended by the managers. Mr. DeWitt moved approval and Mr. Conway seconded the motion. After considerable discussion, the motion was defeated in a roll call vote. Those voting for approval were: Messrs. Conway, and Mitchell, and Mrs. Kuhnle. Those voting against approval were: Mrs. Graff, and Messrs. DeWitt, Eifler, Hampton, Hanley. Mr. Hanley moved that the proposals be reviewed by a Board committee, in the context of the total benefit package. Mr. DeWitt seconded the motion, which passed unanimously. Mr. Mitchell indicated that such a review should be for the purposes of improving and not reducing current benefits. Mr. Voyles referred the matter to the Executive Committee.

Mr. Garnar reported that the automation contract had been signed by Mr. Kozlowski. It is to be signed by the vendor and returned with the performance bond.

Old Business: Mr. Voyles appointed Father Eifler to continue the study of the Library's art works.

Adjournment: There being no further business, the meeting adjourned at 5:06 p.m.

APPROVED:

Sarah Stites Hendon PRESIDENT

SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

November 8, 1983

The monthly meeting of the Board of Trustees was held on November 8, 1983, at 4:00 p.m.

Present: Ms. Hendon, Kuhnle; Messrs. Conway, DeWitt, Eifler, Hanley, Mitchell, Voyles.

Absent: Ms. Graff and Mr. Hampton.

Mr. Gottlieb, Community Relations; Mr. Donoho, Library Broadcasting; Mr. Pennington, Physical Facilities; Mr. Rees, Extension Services; Mr. Evans, Business Office; Ms. Huffman, Circulation Services; Mr. King, Staff Association; Mr. Rawlings, Board Attorney; and the Acting Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Conway moved approval of the minutes of the October 11,

1983, meeting. Mr. Voyles seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mr. Conway read a certification that bills in the amount of \$196,843.57 in the operating account and \$9,283.48 in the restricted account were audited and found correct; he moved approval. Mr. Voyles seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: The Acting Director reported that advertisements for bids had been placed for the Crescent Hill roof project. The bid opening will take place on November 22, 1983.

Budget and Finance Committee: The Acting Director reviewed the expenditures to date. He also reported that circulation had increased six point eight percent over the same period last year, registration decreased one point two percent over the same period last year, and information requests increased seven point seven percent over the same period last year.

Library Broadcasting Committee: The Acting Director recommended approval of a proposal that the Library's radio stations participate with WPLN, Nashville, Tennessee, in sponsoring an Iberian tour as a fund raising activity. Mr. DeWitt moved approval, Mr. Conway seconded the motion, and the motion passed unanimously.

President's Report: At Mrs. Hendon's request, Mrs. Kuhnle reported that fifty-four applications had been received for the Director's position. The leading applicants will be scheduled for on-site interviews during November and December.

Mrs. Hendon requested ratification of the Executive Committee's action, of October 25, 1983, to permit the Friends of the Library to hold a meeting at the Library on Sunday, November 13, 1983. Mr. Hanley moved approval, Mrs. Kuhnle seconded the motion, and the motion passed unanimously.

Acting Director's Report: The Acting Director requested permission to permit the Staff Association to hold a Christmas Party, 5:30 p.m. to 7:30 p.m., December 16, 1983. Father Eifler moved approval, Mr. Hanley seconded the motion, and the motion passed unanimously.

The Acting Director recommended Board approval of a proposal from Extension Services and Physical Facilities that Okolona Branch Library be relocated to a trailer situated in the Bittersweet Shopping Center. The Executive Committee also recommended approval. Mrs. Kuhnle moved approval, Mr. Mitchell seconded the motion, and the motion passed unanimously.

Lastly, Mr. Garnar announced that the October book sale had been the second most successful sale in the history of the Library.

Old Business: At Mrs. Hendon's request, Mr. Conway reviewed the two sick leave proposals which had been referred to the Executive Committee and reported that the Committee recommended approval. Mr. Conway moved approval and Mr. Mitchell seconded the motion. After considerable discussion, the motion passed by a six to two vote; with Father Eifler and Mr. Hanley voting against the proposals.

Mrs. Hendon reported that Mrs. Cooper had resigned from the Board of Trustees for personal and health reasons, effective November 1, 1983. Mrs. Hendon also reported that Ms. Stanley was no longer a member of the Board. Discussion ensued regarding the state law and the Office of the Kentucky Attorney General's opinion concerning public library trustee attendance. The consensus of the Board was to defer action until the next meeting.

New Business: Mr. Hanley reviewed information which had been supplied to the Board concerning acquisition of library materials during the past five years. General discussion ensued on budgeting for library materials and the need for more funds.

Adjournment: There being no further business, the meeting adjourned at 5:25 p.m.

APPROVED:

Sarah Diko Hendon PRESIDENT

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SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

December 13, 1984

The monthly meeting of the Board of Trustees was held on December 13, 1983, at 4:00 p.m.

Present: Ms. Graff, Hendon, Kuhnle; Messrs. Conway, DeWitt, Eifler, Hampton, Hanley, Voyles.

Absent: Mr. Mitchell.

Mr. Donoho, Library Broadcasting; Mr. Evans, Business Office; Mr. Gottlieb, Community Relations; Ms. Huffman, Circulation Services; Mr. King, Staff Association; Mr. Pennington, Physical Facilities; Mrs. Pickett, Reference and Adult Services; Mr. Rees, Extension Services; Ms. Somerville, Children's Services; Mr. Rawlings, Board Attorney; and the Acting Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Conway moved approval of the minutes of the November 8, 1983, meeting. Mr. DeWitt seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mrs. Graff read a certification that bills in the amount of \$175,785.40 in the operating account and \$10,311.17 in the restricted account were audited and found correct; she moved approval. Mr. Voyles seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: The Acting Director stated that bids for reroofing Crescent Hill Branch had been received. After review by Lewis and Henry, Architects and the Physical Facilities Manager, he recommended that the lowest bidder, Merrick-Kemper, be awarded the contract which would include the use of all new Spanish tile. Mr. Hampton moved approval and Mrs. Graff seconded the motion. After discussion, the motion passed by a seven to two vote; with Father Eifler and Mr. DeWitt voting against the motion.

Budget and Finance Committee: The Acting Director reviewed the expenditures to date. He also reported that circulation had increased five percent over the same period last year, registration decreased point five percent over the same period last year, and information requests decreased one point four percent over the same period last year.

Library Broadcasting Committee: No report was given.

President's Report: At Mrs. Hendon's request, Mrs. Kuhnle read the following report of the Search Committee:

The Search Committee for a new Director recommends to the Board of Trustees that they offer the position of Director of the Louisville Free Public Library to William Ptacek, Director of the Idaho Falls Public Library, Idaho Falls, Idaho. The Committee makes this recommendation after an extensive study of the letters and other material of 54 candidates and after having interviewed the seven most qualified candidates. The conclusion of the Committee was that Mr. Ptacek's qualifications were most suitable to the current needs of the library. This assessment was also reflected in a large majority of the comments which had been solicited from the Managers, President of the Staff Association and President of the Friends of the Library.

Mr. Ptacek has very successfully directed the Idaho Falls Public Library. In that position he has also served as Regional Director for 18 other libraries in the Eastern Idaho Regional Library System. He has been able to communicate the needs of his library to city and county funding bodies and to the public. He has been active in professional organizations at the state and national level. He has led an active and effective friends of the library group. He has also been active in various local community activities. Before going to Idaho Falls, Mr. Ptacek had public library experience at the Chicago Public Library. There he has been: reference librarian, branch library head, Head of System-Wide Circulation, and Assistant Director of Personnel. His last position at Chicago Public Library was Chief of Northeast District. As Chief he coordinated the administration of facilities, staff, and services for 22 branch libraries, with a staff of 216 FTEs, and an annual materials budget of \$500,000.

Mr. Ptacek received the degree of B.A. in English and Psychology from the University of Illinois. He has received an MLS degree, with special studies in computer science and reference and adult services, from the State University of New York. He also has a Certificate of Advanced Study, with emphasis in the areas of library systems, personnel administration, and public sector finance, from the University of Chicago. Mr. Ptacek has written articles and is co-author, with

Peggy Sullivan, of Public Libraries: Smart Practices in Personnel.

Mr. Ptacek is, 33 years old, married to a former children's librarian, and has three children.

Mrs. Kuhnle then moved acceptance of the recommendation to employ Mr. William Ptacek as Director of the Louisville Free Public Library. Mr. Conway seconded the motion and, after discussion, the motion passed unanimously.

Ms. Hendon and Kuhnle expressed their appreciation for the work done by the Search Committee, the Library staff, and the President of the Friends.

Mr. Conway moved that the Board commend Ms. Kuhnle and the Search Committee for the thought and effort which had been expended. Mr. DeWitt seconded the motion, and the motion passed unanimously.

Acting Director's Report: Mr. Garnar recommended that the Board permit the Louisville Art Gallery to hold a private party, after hours, on January 22, 1984, 1:00 to 3:00 p.m. Mr. DeWitt moved approval; Mr. Voyles seconded the motion and the motion passed unanimously.

The Acting Director requested permission to move the January meeting date of the Board from Tuesday, January 10, 1984, to Tuesday, January 17, 1984. He stated that the change was necessary because he and Trustee Voyles would be attending the American Library Association midwinter conference on the tenth. Mr. Voyles moved approval; Ms. Kuhnle seconded the motion and the motion passed unanimously.

Mr. Garnar announced that application had been made to the Younger Women's Club for a \$3,500.00 grant to purchase children's books.

The Acting Director also noted that the \$159,000.00 down payment on the automation project had been made to DRA. As agreed to earlier, Monsarrat Automation Restricted Fund monies were used.

Mr. Garnar announced that the heating system was being replaced at Shelby Park Branch because the seventy-year-old pipes were leaking. Funds would be requested from the City for reimbursement of the costs.

Lastly, Mr. Garnar announced that the Kentucky Legislative Breakfast was scheduled for January 12, 1984, in Frankfort, Kentucky.

Adjournment: There being no further business, the meeting adjourned at 4:58 p.m.

APPROVED

Sarah Stiles Hendon PRESIDENT

SECRETARY

## LOUISVILLE FREE PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

January 17, 1984

The monthly meeting of the Board of Trustees was held January 17, 1984, at 4:00 p.m.

Present: Ms. Graff, Hendon, Kuhnle; Messrs. Conway, DeWitt, Eifler, Hampton, Hanley, Mitchell, Voyles.

Mr. Evans, Business Office; Mr. Gottlieb, Community Relations; Ms. Huffman, Circulation Services; Mr. King, Staff Association; Mr. Pennington, Physical Facilities; Ms. Somerville, Children's Services; Mr. Rawlings, Board Attorney; and the Acting Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Conway moved approval of the minutes of the December 13, 1983, meeting. Mr. Voyles seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mrs. Graff read a certification that bills in the amount of \$252,035.20 in the operating account and \$166,479.28 in the restricted account were audited and found correct; she moved approval. Mr. Conway seconded the motion, and the motion passed unanimously.

Building and Maintenance Committee: Mr. Voyles read a memorandum, from Mr. Pennington, on the status of various projects.

Budget and Finance Committee: Mrs. Hendon appointed Father Eifler to the Budget and Finance Committee.

The Acting Director reviewed the expenditures to date. He also reported that circulation had increased one point one percent over the same period last year, registration decreased four point eight percent over the same period last year, and information requests had increased point one percent over the same period last year.

Library Broadcasting Committee: Mrs. Hendon appointed Mr. Hanley chairman of the Library Broadcasting Committee.

The Acting Director reported that the Big Singing Days program produced by Library Broadcasting, had been aired by thirty-three National Public Radio stations. Library Broadcasting has received several laudatory comments concerning the program.

President's Report: At Mrs. Hendon's request, Mrs. Kuhnle reported that Mr. William Ptacek had accepted the position of Library Director and was expected to assume the duties on or about February 1, 1984.

Acting Director's Report: The Acting Director requested permission to sell six shares of Dart Drug Corporation, Inc. stock which had been given to the radio stations by an anonymous donor. He recommended investing the proceeds in one of the restricted Library Broadcasting investment accounts. Father Eifler moved approval, Mr. Mitchell seconded the motion, and the motion passed unanimously.

The Acting Director reported that Louis and Henry were completing the specifications for the automation central site. He also reported that a representative from the automation vendor was scheduled to meet with Library staff in mid February.

Old Business: Mr. Hanley requested that, when feasible, the monthly report be distributed to Board members before the meeting.

Adjournment: There being no further business, the meeting adjourned at 4:40 p.m.

APPROVED:

Sarah Stivco Hendon PRESIDENT

SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

February 14, 1984

The monthly meeting of the Board of Trustees was held on February 14, 1984, at 4:00 p.m.

Present: Ms. Graff, Hendon, Kuhnle; Messrs. Conway, DeWitt, Hampton, Hanley, Mitchell, Voyles.

Absent: Father Eifler.

Mr. Donoho, Library Broadcasting, Mr. Evans, Business Office; Mr. Gottlieb, Community Relations; Mr. King, Staff Association; Mr. Pennington, Physical Facilities; Mr. Rees, Extension Services; Ms. Somerville, Children's Services; Mr. Rawlings, Board Attorney; and the Assistant Director and Director also attended.

Mrs. Hendon presided.

Minutes: Mr. Mitchell moved approval of the minutes of the January 17, 1984, meeting. Mr. Conway seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Mrs. Graff read a certification that bills in the amount of \$181,535.80 in the operating account and \$10,027.40 in the restricted account were audited and found correct; she moved approval. Mr. Conway seconded the motion and the motion passed unanimously.

Building and Maintenance Committee: Mr. Voyles read the minutes of the Building and Maintenance and Executive Committees meeting of February 6, 1984. He moved ratification of the Committees' action to request proposals for the central computer site renovation. Mr. Mitchell seconded the motion, and the motion passed unanimously.

Budget and Finance Committee: Mr. Conway requested the Director review the recommended midyear budget revisions. Upon completion of the review, Mr. Conway moved that the revisions be approved. Mr. Hanley seconded the motion, and the motion passed unanimously.

Mr. Conway then reported that action on rotation of the Library's bank accounts would be deferred until the March meeting, in order to further study the matter.

The Director reviewed expenditures to date. The Assistant Director reported that circulation had decreased one point six percent over the same period last year, registration had decreased four point seven percent over the same period last year, and information requests had increased five point seven percent over the same period last year.

Library Broadcasting Committee: Mr. Hanley announced that he would be scheduling a meeting of the Committee.

Mr. Donoho reported that thirteen people had signed up for the Iberian Tour, that the spring fund raiser had just begun, and that Ms. Lane Light had been hired as Development Director. He also reported that planning was proceeding on the Library Broadcasting renovation project.

President's Report: Mrs. Hendon announced that the Friends Volunteer Reception would be held on February 25, 1984.

Mrs. Hendon also requested that Ms. Kathryn Cramer attend Board meetings for the purpose of taking notes and writing the minutes. This suggestion met with general approval.

Director's Report: Mr. Ptacek announced that Ms. Mary Somerville had been appointed Coordinator of the automation project. Ms. Somerville indicated that staff would be used to implement the project and that this would be an asset. Mr. Ptacek also indicated that ongoing automation costs would be phased into the operating budget.

The Director reported that staff were reviewing branch library hours and services in order to improve them.

Mr. Ptacek requested Mr. Rees to report on the use of Main and branches as safe places. The concept met with approval. Details of the program will be worked out.

Mr. Ptacek also reported that three proposals had been presented to the State Library.

Finally, the Director thanked the Board of Trustees, staff and community for the support which he had received.

Adjournment: There being no further business, the meeting adjourned at 5:02 p.m.

APPROVED:

Sarah Stokes Hendon PRESIDENT  
William P. Hunt SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

March 13, 1984

The monthly meeting of the Board of Trustees was held on March 13, 1984, at 4:00 p.m.

Present: Ms. Hendon, Kuhnle; Messrs. Conway, DeWitt, Eifler, Hampton, Hanley, Loeb, Mitchell, and Voyles.

Absent: Ms. Graff

Mr. Donoho, Library Broadcasting; Mr. Evans, Business Office; Mr. Gottlieb, Community Relations; Mr. King, Staff Association; Mr. Pennington, Physical Facilities; Mr. Rees, Extension Services; Ms. Somerville, Children's Services; Mr. Rawlings, Board Attorney; Ms. Huffman, Circulation Services; and the Director, Assistant Director and Administrative Assistant also attended.

Mrs. Hendon presided.

Minutes: Mr. Mitchell moved approval of the minutes of the February 14, 1984, meeting. Mr. Hampton seconded the motion, and the minutes were approved as mailed.

Mrs. Hendon introduced Mr. Saul M. Loeb, County appointee named to replace Ms. Priscilla Cooper, to the other Board members and department managers.

Planning and Interior Operations Committee: Mr. Hampton read a certification that bills in the amount of \$153,599.97 in the operating account and \$8,418.39 in the restricted account were audited and found correct; he moved approval, Mr. DeWitt seconded the motion and the motion passed unanimously.

Mr. Hanley reviewed a proposal for changing hours at 8 branches. Mr. Hanley moved approval of the change in hours, Mr. DeWitt seconded the motion and it was passed unanimously.

Mr. Loeb was asked to serve on the Planning and Interior Operations Committee and he accepted.

Mr. Voyles moved approval of a recommendation to auction off surplus supplies and equipment on April 28, 1984; Mr. Conway seconded the motion, and it was passed unanimously.

Building and Maintenance Committee: Mr. Voyles read the minutes of the Executive and Building and Maintenance Committees. He moved ratification of the Committees' actions to accept the low bid of Bornstein Building Company, and to install automatic sliding doors between the computer room and the automation area. Mr. Conway seconded the motion and it passed unanimously.

Budget and Finance Committee: Mr. Conway presented the proposed 1984-85 budget which was submitted to the County. Mr. Ptacek explained the salary equalization program. He also said \$32,000.00 was requested to open the main library on Sundays from 1-5 p.m., not including the summer. After discussion, Mr. Conway moved approval of the budget as submitted; Mr. Mitchell seconded the motion and it passed with one dissenting vote.

Mr. Conway then reported on the bank account rotation study. He moved that the Library's accounts be transferred to Continental National Bank of Kentucky for the next four year period. Mr. Voyles seconded the motion and it passed unanimously.

Mr. Garnar reviewed the monthly report and said that circulation increased point five percent for the month. Registration increased five point seven percent for the month.

Library Broadcasting Committee: Mr. Hanley reported on Mr. Jesse Burd's correspondence. The Committee reviewed both the correspondence from Mr. Burd and information supplied by Library Broadcasting. Library Broadcasting is studying various systems and costs for a fire alarm system in the transmitter room. Mr. Hanley said the Committee is satisfied with the engineer's report and moved approval of the Committee's decision. Mr. Conway seconded the motion and it passed unanimously.

Mr. Donoho reported the fundraiser was the second best ever; \$36,500.00 was pledged and 50% of that has come in. Mr. Donoho also said thirteen people have signed up for the Iberian Tour.

President's Report: Mrs. Hendon announced the Kentucky Library Trustees Meeting, April 4-6 and urged the Board members to attend.

Mrs. Hendon said the Friends planned to hold the next Ohio Valley Book Fair on April 6 and 7. She described the preview reception with paid admission on the 6th.

Mrs. Hendon also commended the Friends for the support they have given the Library. Ms. Kuhnle moved the Board draft a letter of appreciation to the Friends; the motion was seconded and passed unanimously.

Director's Report: Mr. Ptacek requested the Library remain open on April 6 from 7:00 p.m. to 10:00 p.m. Mr. Voyles moved approval of the request; it was seconded by Ms. Kuhnle and the motion passed unanimously.

Mt. Ptacek reported work had progressed on the central site. Ms. Mary Somerville reported committees were being formed to involve all staff in automation.

Mr. Ptacek reported on the possible effect of forming a library district.

Adjournment: There being no further business, the meeting adjourned at 5:35 p.m.

APPROVED:

Sarah Dittus Hendon PRESIDENT  
William Ptacek SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

April 10, 1984

The monthly meeting of the Board of Trustees was held on April 10, 1984, at 4:00 p.m.

Present: Ms. Graff, Hendon, Kuhnle, Miller; Messrs. Conway, DeWitt, Eifler, Hampton, Hanley, Loeb, Mitchell, and Voyles.

Mr. Evans, Business Office; Mr. Gottlieb, Community Relations; Mr. King, Staff Association; Mr. Pennington, Physical Facilities; Ms. Allen, Technical Services, Ms. Huffman, Circulation; Ms. Somerville, Children's Services; Mr. Sanders, Board Attorney's Office; and the Director, Assistant Director and Administrative Assistant also attended.

Mrs. Hendon presided.

Minutes: Mr. Voyles moved approval of the minutes of the March 13, 1984, meeting. Mr. Conway seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Ms. Graff read a certification that bills in the amount of \$171,480.68 in the operating account and \$16,614.07 in the restricted account were audited and found correct; she moved approval, Mr. Mitchell seconded the motion and the motion passed unanimously.

Ms. Graff asked the Board to authorize the Director to designate Library closings for approved holidays and to keep the Library open after operating hours for special events. Mr. Hanley moved approval of the request, it was seconded by Mr. Conway and the motion passed unanimously.

Building and Maintenance Committee: No report was given, but Mr. Voyles commented favorably on the progress of the new computer room.

Budget and Finance Committee: Mr. Conway reported on the status of the 1984-85 budget requests which were submitted to the City and County.

Mr. Ptacek explained the branch consolidation proposal submitted to Evelyn Waldrop. He said the plan was well received by Mrs. Waldrop and the Board of Aldermen.

Mr. Ptacek said the County had shown some interest in the Porta-Structure, a movable Library unit that could be used in County locations.

Mr. Conway reported the Committee is reassessing the audit procedure. After a discussion, it was decided to request a detailed audit report from the City Finance Director.

Library Broadcasting Committee: Mr. Hanley reported on the meeting with Marlow Burt, Executive Director of the Kentucky Center for the Arts. The Library's Development Director is exploring ways in which the Library can participate in cooperative ventures with the KCA and other organizations for fund raising.

President's Report: Mrs. Hendon said she instructed the Director to work with Board members to study methods for improved funding.

Mrs. Hendon introduced Mrs. Barbara Miller, the new City appointee and said Father Eifler had been reappointed to another four year term.

Mrs. Hendon announced the Friends Book Sale will be May 19 from 10:00 a.m. to 5:00 p.m. and May 20, from 1:00 to 5:00 p.m.

The Friends Annual Meeting will take place on April 15 from 2:00 to 4:00 p.m.

The Okolona Branch opening is scheduled for Saturday, April 14 at 8:30 a.m.

Director's Report: Mr. Ptacek reported on the West End Initiative project. He said approximately 77 people were invited to a meeting at the Main Library on April 19 at 7:30 p.m. to determine the needs of the communities served by the branches.

Automation: Ms. Somerville reported the central site hardware is expected to arrive July 1. The database through DRA Net will be in operation at that time.

Staff automation committees are contributing ideas and discussing testing, supplies and equipment needs. The bar code labels will arrive for testing soon. Circulation Services is using the Word Processor to put the restricted user's list on the computer. The printouts will be sent to the branches and will be a great time saver.

Mr. Ptacek said the break-ins at the branches are being investigated by the police. He said simple alarms will be installed in the branches in an effort to prevent more burglaries.

Adjournment: There being no further business, the meeting adjourned at 4:38 p.m.

APPROVED:

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*Sarah Stites Hendon* PRESIDENT

*William Ptacek* SECRETARY

## LOUISVILLE FREE PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

May 15, 1984

The monthly meeting of the Board of Trustees was held May 15, 1984, at 4:10 p.m.

Present: Ms. Graff, Hendon, Kuhnle, Miller; Messrs. DeWitt, Eifler, Hampton, Hanley, and Voyles.

Absent: Mr. Loeb.

Mr. Donoho, Library Broadcasting; Mr. Gottlieb, Community Relations; Mr. King, Staff Association; Mr. Pennington, Physical Facilities; Ms. Pickett, Reference and Adult Services; Ms. Douthitt, Extension Services; Ms. Somerville, Children's Services; Mr. Sanders, representing the Board Attorney; and the Director, Assistant Director and Administrative Assistant also attended.

Mrs. Hendon presided.

Minutes: Ms. Graff moved approval of the minutes of the April 10, 1984, meeting. Ms. Kuhnle seconded the motion, and the minutes were approved as mailed.

Planning and Interior Operations Committee: Ms. Graff read a certification that bills in the amount of \$226,300.60 in the operating account and \$74,337.91 in the restricted account were audited and found correct. She moved approval; Mrs. Kuhnle seconded the motion and it passed unanimously.

Building and Maintenance Committee: A resolution was made to hold three or four Board meetings a year of branch libraries, the dates and locations to be decided by the Director. Mrs. Graff moved approval, it was seconded by Mr. Hampton and the motion passed unanimously.

Budget and Finance Committee: Father Eifler reported the committee studied the letter from Mr. Schwoeppe, Director of Finance and Administration Cabinet,

concerning the audit. The consensus was that no action be taken at this time.

Library Broadcasting Committee: Mr. Hanley reported both stations increased their cume rating during the winter monitoring period. A portion of the money from the fundraiser will be used to purchase a back-up system to keep the stations on the air when problems occur.

President's Report: Mrs. Kuhnle urged the Board members to attend the Friends Book Sale on May 19 and 20.

Mr. Ptacek, speaking for the Funding Alternatives Committee, said the first priority was to begin working on long range plans. Mr. Voyles said the committee would keep the Board informed of annexation developments as they relate to the Library.

Mrs. Hendon asked Mr. Voyles, Mrs. Kuhnle, and Mr. DeWitt to serve with her on the nominating committee. They will submit a slate for President and Vice-President at the June meeting.

Mrs. Hendon informed the Board of the \$5,000 bequest from Patricia Burrell to the Kentucky Room.

Director's Report: Ms. Pickett reported on the reorganization process at Main which is intended to improve and streamline service.

Mr. Pennington reported that photocopiers are being installed in the branches. This service will be free to the Library and is expected to provide a small income.

Mr. Garnar reported on Judge McConnell's capital improvement plan which would provide four Porta-Structures as branch libraries at Middletown, Okolona, Fairdale and Waverly Hills.

Mr. Ptacek reported on the first meeting of the West End Initiative and explained the new services and programs which are intended to increase community awareness and usage of the libraries.

He also said the Mayor has asked the library to have a "Library mobile" participate in "Summer Scene." There will also be a computer mobile and at the

conclusion of the summer program, the computer will remain at the library.

Ms. Somerville reported the policy file and indexing are completed and that the hardware will arrive by July 1.

Mr. Pennington reported the surplus auction netted \$1,179.19 for the Library.

Old Business: Mrs. Hendon recommended the President of the Friends be invited to all Board meetings.

Adjournment: There being no further business, the meeting adjourned at 5:15 p.m.

APPROVED:

*Sarah Whites Hendon* PRESIDENT  
*W. H. P. T.* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

June 12, 1984

The monthly meeting of the Board of Trustees was held on June 12, 1984, at 4:00 p.m.

Present: Ms. Graff, Hendon, Kuhnle, Miller; Messrs. DeWitt, Eifler, Hampton, Hanley, Loeb, Voyles.

Ms. Huffman, Circulation Services; Ms. Orr, Friends President, Ms. Somerville, Children's Services; Ms. Taffel, representing Judge McConnell's Office; Mr. Donoho, Library Broadcasting; Mr. Evans, Business Office; Mr. Gottlieb, Community Relations; Mr. King, Staff Association; Mr. Pennington, Physical Facilities; Mr. Rees, Extension Services; Mr. Rawlings, Board Attorney; Mr. Ptacek, Director, Mr. Garnar, Assistant Director and Ms. Cramer, Administrative Assistant also attended.

Mrs. Hendon presided.

Minutes: The minutes of the May 15, 1984, meeting were approved as mailed.

Planning and Interior Operations Committee: Ms. Graff read a certification that bills in the amount of \$143,639.37 in the operating account and \$49,858.40 in the restricted fund were audited and found correct. She moved approval, Father Eifler seconded the motion and the motion passed unanimously.

Library Broadcasting Committee: Mr. Hanley said the committee had begun work on the long range plan and will give its report at the August meeting. Mr. Hanley proposed Library Broadcasting, including radio stations WFPL-FM and WFPK-FM be recognized as an integral part of the Library for purposes of purchasing materials and maintaining tax exempt status. Mr. Voyles seconded the motion and it passed unanimously.

Director's Report: Mr. Ptacek reported on the progress of the four new branch libraries and said the Middletown City Council has been asked to assist in finding a suitable location. The County's Engineering Department and Planning and Zoning Office are also looking for possible sites.

Mr. Ptacek also discussed the preliminary budget recommendations for 1984-85. The reduction in the materials budget will be partially offset by savings in maintenance which will result from the capital improvement funds for branch renovation.

President's Report: Mrs. Hendon reported the nominating committee had nominated Mr. Voyles as President of the Board of Trustees and Mrs. Graff as Vice President. There were no nominations from the floor. Mrs. Kuhnle moved approval of the nominations, Mrs. Miller seconded the motion and it passed unanimously. Mrs. Hendon turned the meeting over to Mr. Voyles.

Mr. Voyles thanked the Board members and commended Mrs. Hendon for her years of service and for her many accomplishments during her 24-year tenure.

Mr. Voyles asked Father Eifler to chair the Budget and Finance Committee, and Mrs. Kuhnle and Mrs. Graff to serve on the committee. Their objectives are to work with staff to:

1. Develop the 84-85 Budget after final approval by City and County.
2. Explore possibilities for salary equalization.
3. Explore alternatives for improved Employee Benefits.
4. Explore alternatives for increased revenues from interest.
5. Develop 85-86 Budget along with a strategy for lobbying.

Mr. DeWitt was asked to chair the Building and Maintenance Committee and

Mr. Hampton and Mr. Hanley to serve. Their objectives are to work with staff to:

1. Develop overall plan for Branch Renovations, and Main Library improvements.
2. Build 4 new branch libraries under Judge McConnell's Capital Improvement program.
3. Oversee the implementation of automation.

Mrs. Kuhnle was asked to chair the Planning and Interior Operations Committee

and Mrs. Miller and Mrs. Hendon to serve. Their objectives are to work with staff to:

1. Develop a 5-year plan for the Library System.
2. Continue the investigation of alternative funding sources.

Mr. Hanley was asked to continue to chair Library Broadcasting. Mr. Loeb and Mrs. Graff were asked to serve on the committee. Their objectives are to develop a long range plan for the Library and two radio stations that will cover:

1. Marketing
2. Development
3. Programming

Old Business: There being no old business, the meeting adjourned at 4:45 p.m.

APPROVED:

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*Sarah H. H. Madon* PRESIDENT  
*William P. H.* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
July 10, 1984

The monthly meeting of the Board of Trustees was held July 10, 1984, at 4:00 p.m.

Present: Ms. Graff, Kuhnle, Miller; Messrs. DeWitt, Eifler, Hampton, Hanley, Loeb, Voyles.

Absent: Ms. Hendon.

Ms. Huffman, Circulation Services; Ms. Orr, Friends President, Ms. Somerville, Children's Services; Mr. Brown, Reference and Adult Services; Mr. Byars and Mr. Pennington, Physical Facilities; Mr. Gottlieb, Community Relations; Mr. King, Staff Association; Ms. Williams, Business Office; Mr. Rees, Extension Services; Mr. Seitz, Government Documents; Mr. Matlow, Employee Relations Committee; Mr. Rawlings, Board Attorney; Mr. Ptacek, Director, Mr. Garnar, Assistant Director and Ms. Cramer, Administrative Assistant also attended.

Mr. Voyles presided.

Minutes: The minutes of the June 12, 1984, meeting were approved as mailed.

Planning and Interior Operations Committee: Ms. Kuhnle read a certification that bills in the amount of \$134,179.61 in the operating account and \$60,466.00 in the restricted fund were audited and found correct. She moved approval, Mr. Loeb seconded the motion and the motion passed unanimously.

Building and Maintenance Committee: Mr. DeWitt reported the committee was to tour several branches to determine what renovation work should be done next.

Mr. DeWitt proposed to retain Louis and Henry Architects to prepare a specification for modular libraries on which firms could submit bids; and requested authorization for the committee to negotiate whatever contracts it deems appropriate. He moved approval, Father Eifler seconded the motion and it passed unanimously.

Budget and Finance Committee: Father Eifler introduced the 1984-85 budget, which Mr. Ptacek explained in greater detail. Father Eifler moved acceptance of the budget as presented; Ms. Kuhnle seconded the motion and it passed unanimously.

Action on the hospitalization plan was deferred until the August meeting.

Father Eifler moved approval of the U.S. Conference of Mayors' Deferred Compensation Program for Library staff. Ms. Miller seconded the motion and it passed unanimously.

Mr. Garnar outlined the sick leave for pension policy. After discussion, Father Eifler moved approval of the policy; Ms. Kuhnle seconded the motion, and it passed unanimously.

President's Report: The Board watched the slide presentation entitled "Always in Season," produced by Donna Lawrence for the American Library Association, and filmed at the Louisville Free Public Library.

Director's Report: Mr. Ptacek said nine staff members attended the American Library Association Conference in Dallas.

Mary Somerville and Claudia Huffman will attend a DEC user's meeting.

Adjournment: There being no old business, the meeting adjourned at 5:08 p.m.

APPROVED:

PRESIDENT

SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

AUGUST 14, 1984

The monthly meeting of the Board of Trustees was held on August 14, 1984, at 4:00 p.m.

Present: Ms. Graff, Miller; Messrs. De Witt, Eifler, Hampton, Hanley, Loeb, Voyles.

Absent: Ms. Hendon and Kuhnle.

Ms. Huffman, Circulation Services; Ms. Orr, Friends President; Ms. Somerville, Children's Services; Ms. Allen, Technical Services; Mr. Cannon, Fincastle Branch; Mr. Evans, Business Office; Mr. Gottlieb, Community Relations; Messrs. King and Matlow, Staff Association; Messrs. Pennington and Byars, Physical Facilities; Mr. Burton, representing the Board Attorney; Mr. Ptacek, Director; Mr. Garner, Assistant Director and Ms. Cramer, Administrative Assistant also attended.

Mr. Voyles presided.

Minutes: The minutes of the July 10, 1984, meeting were approved as mailed.

Planning and Interior Operations Committee: Fr. Eifler moved approval of certification that bills in the amount of \$208,148.70 in the operating account and \$65,763.69 in the restricted account were audited and found correct. Mrs. Graff seconded the motion and it passed unanimously.

Building and Maintenance Committee: Mr. DeWitt reported the committee had obtained an estimate from Louis & Henry Architects for renovation work in Library Broadcasting. He recommended the Board retain Louis & Henry to plan all phases of the renovations. Membership and CPB funds are available to complete phase one of the work. The entire project is estimated to cost approximately \$300,000. Mr. Hanley seconded the motion and it passed unanimously.

Having reviewed proposals which had been received, the committee also recommended Louis & Henry be retained to perform a branch renovation study at a cost of \$9,000. Mr. DeWitt moved the recommendation be approved, Mr. Hanley seconded the motion and it passed unanimously.

Mr. Ptacek reviewed sketches of the new branches and said bids came in lower than expected, so plans were expanded and firms were asked to resubmit bids.

Mr. DeWitt suggested the September 11 Board meeting be held at the Shawnee Branch.

Budget and Finance Committee: Fr. Eifler reported the results of a meeting between the Committee and City and County Personnel Department representatives. The City and County will undertake a wage and benefit study which is expected to take about eight weeks.

Library Broadcasting Committee: Mr. Hanley reported the committee met on July 17 to review the five-year plan. Their report will be presented at the September meeting.

President's Report: Mr. Voyles reported that some correspondence had been received concerning consolidation of Taylor Boulevard Branch with Iroquois Branch.

Director's Report: Mr. Ptacek reported a \$30,000 MURL grant was awarded by KDLA to the Library.

Ms. Somerville reported on automation training for staff. Negotiations with the two cable companies are progressing. The Library has purchased 300,000 records for the database.

Mr. Gottlieb reported on the Saturday Night project which will take place in September. The project will include a photographic exhibit, a series of jazz broadcasts, the premiere of an original poem about the "Old Walnut Street" and a series of programs featuring prominent individuals from the West Louisville Community.

Old Business: There being no old business, the meeting adjourned at 5:15 p.m.

APPROVED:

PRESIDENT

*William Ptacek* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

SEPTEMBER 11, 1984

The monthly meeting of the Board of Trustees was held on September 11, 1984, at 4:00 p.m. at the Shawnee Branch. :

Present: Ms. Hendon, Kuhnle, Miller; Messrs. DeWitt, Eifler, Hampton, Hanley, Loeb.

Absent: Ms. Graff and Mr. Voyles.

Ms. Huffman, Circulation Services; Ms. Orr, Friends President; Ms. Sharon Butts, Louisville Times; Mr. Donoho, Library Broadcasting; Mr. King,

Staff Association; Mr. Pennington, Physical Facilities; Mr. Rees, Extension Services; Mr. Ptacek, Director; Mr. Garnar, Assistant Director and Ms. Cramer, Administrative Assistant also attended.

Fr. Eifler presided.

Minutes: The minutes of the August 14, 1984, meeting were approved as mailed.

Planning and Interior Operations Committee: Mrs. Kuhnle moved approval of certification that bills in the amount of \$129,446.64 in the operating account and \$274,541.69 in the restricted account were audited and found correct. Mrs. Hendon seconded the motion and it passed unanimously. Mrs. Kuhnle explained the Swain Marketing proposal and said the committee wanted to investigate another company before making a decision. The results will be presented at the October meeting.

Building and Maintenance Committee: Mr. DeWitt reported Louis & Henry were ready to discuss the proposed branch renovations. The sites for the new branches have been selected. Peters Construction submitted the low bid on the new branches. Work will begin on the first branch by October.

Library Broadcasting Committee: Mr. Hanley distributed copies of the preliminary long range plan and requested the Board to direct any questions or comments to Mr. Ptacek before the October meeting. Some of the committees objectives are to: build the listening audience; to undertake more substantial fund raising efforts; to strengthen public awareness of the association between the Library and the radio stations.

Director's Report: Mr. Ptacek reported the first Sunday users statistics were encouraging.

The Main Library's materials budget will be about the same as last year. Ways to raise \$50,000 for branch materials budget are under consideration.

Mr. Rees reported on the success of the program to increase Branch library usage in the West End.

The West End Initiative project has attracted a great deal of interest in the community and has drawn the public's attention to the services the Library has to offer.

Mr. Hampton moved the next Board meeting to be held at a branch, be held at Bon Air. Mrs. Miller seconded the motion and it passed unanimously.

Old Business: There being no old business, the meeting adjourned at 5:05 p.m.

APPROVED:

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PRESIDENT

*William P. Stapp*

SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

OCTOBER 9, 1984

The monthly meeting of the Board of Trustees was held on October 9, 1984.

Present: Ms. Graff, Hendon, Kuhnle, Miller, Stapp; Messrs. DeWitt, Eifler, Hampton, Hanley, Loeb, Voyles.

Absent: None.

Ms. Pickett and Roby, Reference and Adult Services; Ms. McConnell, Community Relations; Ms. Light, Library Broadcasting; Ms. Huffman, Circulation Services; Mary Somerville, Children's Services; Ms. Butts, representing The Louisville Times; Mr. Donoho, Library Broadcasting; Mr. Evans, Business Office; Mr. Matlow, Staff Association; Mr. Rees, Extension Services; Mr. Pennington, Physical Facilities; Mr. Rawlings, Board Attorney; the Director, Assistant Director and Administrative Assistant also attended.

Mr. Voyles presided.

Minutes: The minutes of the September 11, 1984, meeting were approved as mailed.

Building and Maintenance Committee: Mr. DeWitt reported Middletown would probably be the first new branch and that construction was scheduled to begin October 21.

Louis & Henry have developed a priority list and budget analysis for the branch renovations. The Library is approximately \$150,000 short of necessary funding and alternate funding sources are being explored.

Mr. Hanley moved the Board empower the Committee to contract with Louis & Henry for full architectural services. Father Eifler seconded the motion and it passed unanimously.

President's Report: Mr. Voyles introduced Mrs. Mary Jane Stapp, County Appointee, to the Board.

Mr. Voyles reminded the Board members of the Kentucky Library Association luncheon for Friends and Trustees and urged everyone to attend.

Mr. Ptacek asked the Board for any help it could offer in getting a proposal for a microcomputer grant accepted by the Gheens Foundation.

Director's Report: Mr. Ptacek asked Ms. Somerville for an automation update. Ms. Somerville explained the microfiche version of the card catalog and said it would be ready for public use during the last week of October.

Mr. Ptacek asked Ms. Pickett to explain the changes to the second floor. Ms. Pickett said the service desk had been moved to a more central location, enabling staff to cover more floor area. The Ready Reference function was moved up to the second floor from the magazine and newspaper room.

The Board members then moved to the second floor to see the changes.

Planning & Interior Operations Committee: Mrs. Kuhnle read a certification that bills in the amount of \$156,744.54 in the operating account and \$21,281.73 in the restricted account were audited and found correct. She moved approval; Mrs. Hendon seconded the motion and it passed unanimously.

Mrs. Kuhnle moved the Board accept Marketing and Design System's proposal to conduct a survey concerning the use of Library services and needs of the Community. Ms. Miller seconded the motion and it passed unanimously.

After a discussion concerning funding sources, it was decided the Budget and Finance Committee would study the possible funding sources and present its findings to the Board at the November meeting.

Mrs. Kuhnle moved the Library close on December 24 and 25 for Christmas and on December 31 and January 1 for New Years. Mr. Hanley seconded the motion and it passed unanimously.

Budget and Finance Committee: Father Eifler reported the Committee recommended the Kaufman-Straus funds be invested by Prudential Bache Securities for the next three years. He moved approval of the motion, it was seconded by Ms. Kuhnle and it passed unanimously.

Library Broadcasting Committee: Mr. Hanley recommended the Board accept the long-range plan for Library Broadcasting. Mr. Loeb moved approval, Ms. Graff seconded the motion, and it passed unanimously.

Mr. Donoho reported the first fund raising drive is scheduled for November 2 through 17. The 1984-85 underwriting goal which doubled last year's goal has already been met.

There being no old business the meeting adjourned at 5:35 p.m.

APPROVED:

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PRESIDENT

William P. Hunt SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

NOVEMBER 14, 1984

The monthly meeting of the Board of Trustees was held on November 14, 1984.

Present: Ms. Graff, Hendon, Kuhnle, Miller, Stapp; Messrs. Eifler, Hampton, Loeb, Voyles.

Absent: Messrs. DeWitt and Hanley.

Ms. Orr, Friends President; Ms. Huffman, Circulation Services; Ms. Somerville, Children's Services, Ms. Lowe, Community Relations; Mr. Matlow, Staff Association; Mr. Rees, Extension Services; Mr. Pennington, Physical Facilities; Mr. Evans, Business Office; Mr. Rawlings, Board Attorney; the Director, Assistant Director and Administrative Assistant also attended.

Mr. Voyles presided.

Minutes: The minutes of the October 9, 1984, meeting were approved as mailed.

Planning and Interior Operations Committee: Ms. Kuhnle read a certification that bills in the amount of \$237,054.18 in the operating account and \$132,906.54 in the restricted account were audited and found correct. She moved approval, Ms. Graff seconded the motion and it passed unanimously.

Building and Maintenance Committee: Ms. Stapp proposed the Board assign the construction contracts for the four new branch libraries to Capital Projects Corporation. Ms. Miller seconded the motion and it passed unanimously.

Ms. Stapp moved the Board purchase from the Cumberland Federal Savings and Loan, for \$19,000.00, the land needed for the new Okolona Branch Library, contingent on the approval of the County concerning details such as title search. County bond funds will be used for the purchase. Mrs. Hendon seconded the motion and it passed unanimously.

for City branch renovation work as outlined in their letter of November 1, 1984. Mr. Loeb seconded the motion and it passed unanimously.

Finance Committee: Father Eifler reported on the status of restricted fund accounts and said the committee intended to investigate alternate investment possibilities.

Father Eifler reported it was the Finance Committee's recommendation the Board proceed with the City of Louisville's general audit this year while exploring other possibilities for future audits. He moved approval

of the recommendation, Mr. Loeb seconded the motion and it passed unanimously. 147

He said the committee recommended the interest from Newmark and Microcard accounts be used to fund the library usage survey. He moved approval, Mrs. Hendon seconded the motion and it passed unanimously.

Father Eifler moved the Board approve a resolution granting a 4% retroactive to July 1, 1984 cost of living increase to Louisville Free Public Library staff. Ms. Miller seconded the motion and it passed unanimously.

President's Report: Mr. Voyles read Mr. Ptacek's memo of November 2, 1984, requesting an ad hoc Personnel Committee be appointed to study policy issues concerning terms of employment for Library employees, to review City personnel recommendations and to review wages, benefits and general personnel practices. Mr. Voyles asked Mrs. Miller to chair the Personnel Committee and Father Eifler, Messrs. DeWitt and Hampton to serve on the committee. Ms. Graff moved approval of the appointments, Ms. Stapp seconded the motion and it passed unanimously.

Ms. Orr, reported the Friends of the Louisville Free Public Library wanted to hold a preview booksale of collector's corner books the Friday before the regular book sale. The admission fee is to be set by the Friends Board. Mrs. Hendon moved the Board accept the plan, Ms. Kuhnle seconded the motion and it passed unanimously.

Mr. Voyles announced the December 11 Board meeting will be held at the Bon Air Branch.

Mr. Loeb suggested the Board work with Community Relations and the Friends to promote Library visibility by functions such as author lunches. The subject will be taken up at the next Board meeting.

Directors' Report: Mr. Ptacek reported Jay Wright of the Speed Museum and James Bentley of the Filson Club had inspected the Library's artwork and were attempting to schedule a meeting with a conservator and an appraiser in the near future.

Bon Air's conversion has begun and will be demonstrated at the next Board meeting.

Old Business: After a discussion of the books stolen from the Library, the Board Attorney said he would review the insurance coverage to determine whether any portion of the loss was covered.

There being no further old business, the meeting adjourned at 5:06 p.m.

APPROVED:

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PRESIDENT  
*William P. Staal*  
SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
DECEMBER 11, 1984

The monthly meeting of the Board of Trustees was held on December 11, 1984.

Present: Ms. Graff, Kuhnle, Miller; Messrs. DeWitt, Eifler, Hampton, Hanley, Voyles.

Absent: Ms. Hendon and Stapp, Mr. Loeb.

Alderman Sharon Hall; Ms. Orr, Friends President; Ms. Huffman, Circulation Services; Ms. Somerville, Children's Services; Ms. Lowe, Community Relations; Ms. Perkins, Bon Air; Mr. Rees, Extension Services; Mr. Pennington, Physical Facilities; Mr. Donoho, Library Broadcasting; Mr. Burton, representing the Board Attorney; the Director, Assistant Director and Administrative Assistant also attended.

Mr. Voyles presided.

Minutes: The minutes of the November 14, 1984, meeting were approved as mailed.

President's Report: Mr. Voyles introduced Alderman Sharon Hall to the Board.

Planning and Interior Operations Committee: Ms. Kuhnle read a certification that bills in the amount of \$167,388.92 in the operating account and \$66,165.75 in the restricted account were audited and found correct. She moved approval, Mr. DeWitt seconded the motion and it passed unanimously.

Ms. Kuhnle reported the Community Survey in preparation for the long-range plan is underway. The objective is to identify trends in the community and to determine library usage. The final report will be submitted in early February.

Building and Maintenance Committee: Mr. DeWitt reported Messrs. Garnar and Ptacek met with the State Director of Library Facilities to discuss allocation of funds for the renovation project. The first project will include Iroquois and Shelby and all the architectural and engineering fees for the entire set of branches. The second phase will be undertaken later in the year with possible state assistance.

Mr. DeWitt distributed photographs of the Middletown Branch which is nearing completion.

Library Broadcasting Committee: Mr. Hanley reported on the meeting between the Committee and the University of Louisville. To date there has been no decision regarding the future of W.U.O.L.

Tom Donoho and Lane Light have been very successful in their attempts to obtain free publicity for the Library.

Budget and Finance Committee: Father Eifler reported that Mr. Shankenfelder of Prudential Bache Securities has invested approximately \$500,000 of the Library's portfolio at 12% interest. The balance is in a money market.

Personnel Committee: Mr. Ptacek explained the salary increase/benefit program the Library has been attempting to negotiate with the City. Mr. Don Langford of the City Personnel Office studied the situation and submitted a report of his findings to Mr. Ptacek.

Ms. Miller explained the reorganization and staff reduction would be achieved through attrition.

Director's Report: Mr. Ptacek asked the Board to allow the Louisville Art Gallery to hold its annual auction in the Main Library. Ms. Graff moved approval, it was seconded by Mr. Hanley and passed unanimously.

The city of Louisville is presently negotiating with Storer Cable Company as a possible source of transmission lines for the automation project. This would mean a considerable savings to the Library.

The Board next toured the Bon Air Branch, the first to be automated, and received the new plastic library cards.

Old Business: The Board attorney is studying the Library's insurance policy to determine coverage for the theft of several thousands of dollars worth of Books last winter.

Ms. Graff and Kuhnle will work with Mr. Voyles on an acknowledgement of Ms. Hendon's many years of service.

The next meeting of the Board of Trustees will be held on Tuesday, January 15, 1985 at 4:00 p.m.

There being no further business, the meeting adjourned at 5:40 p.m.

APPROVED:

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PRESIDENT

*William Ptacek*

SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

January 15, 1985

The monthly meeting of the Board of Trustees was held on January 15, 1985.

Present: Ms. Hendon, Kuhnle, Miller, Stapp; Messrs. DeWitt, Eifler, Hanley, Schulman.

Absent: Mrs. Graff; Messrs. Hampton, Loeb and Voyles.

Ms. Huffman, Automation; Ms. Heath , Circulation; Ms. Lowe, Community Relations; Ms. Pickett, Reference and Adult Services; Ms. Dickerson, Feldman, Goodman, Marx, Library Staff; Mr. Evans, Business Office; Mr. Rees, Extension Services; Mr. Pennington, Physical Facilities; Mr. Matlow, Staff Association; Mr. Cannon, Library Staff; Mr. Sanders, representing the Board Attorney; Ms. Ellen Briscoe, representing the Public Works and Services Cabinet; the Director, Assistant Director and Administrative Assistant also attended.

Father Eifler presided.

Minutes: The minutes of the December 11, 1984 meeting were approved with one correction.

President's Report: Fr. Eifler introduced Mr. Robert Schulman, county appointee to the Board, and asked him to serve on the Library Broadcasting Committee.

Fr. Eifler reported the Library's request for funding of microcomputers had been turned down by the Gheens Foundation because the request fell outside current priorities.

Planning and Interior Operations Committee: Ms. Kuhnle read a certification that bills in the amount of 103,295.29 in the operating account and 35,013.21 in the restricted account were audited and found correct. She moved approval. Ms. Hendon seconded the motion and it passed unanimously.

Ms. Kuhnle reported the community survey is proceeding according to schedule and should be completed by the end of January.

Building and Maintenance Committee: Mr. DeWitt reported the Middletown Branch was nearing completion. The contract for the Okolona Branch has been executed.

The firm of Lewis and Henry has indicated an additional cost due to preparing city branch renovation bid specifications as two projects. Mr. DeWitt moved approval of the increase, Mr. Hanley seconded the motion and it passed unanimously.

Finance Committee: Father Eifler reported the Library has entered into an agreement with the Speed Museum and the Filson Club to bring in an authority on American painting, along with a preservationist to review the Library's holdings and submit a recommendation based on their findings.

Personnel Committee: Ms. Miller asked the Board to review the proposed personnel policy changes. After considerable discussion, Ms. Miller moved the Board accept the city's personnel policies proposal as presented, and amended to read: "City personnel will provide personnel services for libraries including ongoing position analysis and evaluation, as requested." Acceptance is also contingent on city and county funding for salary increases. Mr. DeWitt seconded the motion, and it passed unanimously.

Director's Report: Mr. Ptacek reported Charles Brown was in charge of Main's conversion project.

Bon Air's conversion is scheduled for completion in March.

The City of Louisville is negotiating with Storer Cable Company and the Library hopes to begin data transmission over the institutional Network in the near future.

Old Business: The next meeting of the Louisville Free Public Library Board of Trustees will be February 12, 1985 at 4:00 p.m.

In order to ensure a quorum, Father Eifler asked that the March meeting be moved to March 19 at 4:00 p.m. and the Board Members agreed.

There being no further business the meeting adjourned at 5:20 p.m.

APPROVED:

PRESIDENT

SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

February 12, 1985

The monthly meeting of the Board of Trustees was held on February 12, 1985.

Present: Ms. Graff, Hendon, Kuhnle, Stapp; Messrs. DeWitt, Hampton, Schulman, Voyles.

Absent: Mrs. Miller, Messrs. Eifler, Hanley and Loeb.

Ms. Huffman, Automation; Ms. Heath, Circulation; Ms. Lowe, Community Relations; Ms. Dickerson, Ky. Room; Ms. Somerville, Children's Services; Mr. Evans, Business Office; Mr. Rees, Extension Services; Mr. Pennington, Physical Facilities; Mr. Donoho, Library Broadcasting; Mr. Rawlings, the Board Attorney; Ms. Briscoe, representing the Public Works and Services Cabinet; Ms. Orr, Friends President; the Director, Assistant Director and Administrative Assistant also attended.

Mr. Voyles presided.

Minutes: The minutes of the January 15, 1985 meeting were approved as mailed.

President's Report: Mr. Voyles reminded the Board the March 19 meeting will be held at the Crescent Hill Branch.

Planning and Interior Operations Committee: Ms. Kuhnle read certification that bills in the amount of \$165,510.69 in the operating account and \$46,043.00 in the restricted account were audited and found correct. She moved approval, Ms. Stapp seconded the motion and it passed unanimously.

Ms. Kuhnle introduced Messrs. Eisman and Anderson of the ECA Company who reported on the results of the community survey and trend analysis. They submitted a preliminary report and said the final report would be ready by February 15.

Building and Maintenance Committee: Mr. DeWitt reported the Middletown Branch was nearing completion.

Mr. DeWitt moved the Library assign the contract for Okolona to Jefferson County Capital Projects Corporation. Mrs. Hendon seconded the motion and it passed unanimously.

The branch renovation projects have been advertised and bids will be received by February 28.

Finance Committee: Ms. Kuhnle and Mr. Ptacek reviewed the mid-year revisions of the 84-85 Budget. Ms. Kuhnle moved approval of the revision; Mr. Hampton seconded the motion and it passed unanimously.

Ms. Kuhnle noted that the staff has begun work on the 1985-86 budget request and said the Library will request \$1,000,000 for the materials budget in the next fiscal year. A meeting of the Budget and Finance Committee and interested board members will review the budget request prior to its submission to the city and county.

Personnel Committee: Mr. Ptacek said the Library had a commitment from the city and the county for funding the salary increases next year.

Director's Report: Mr. Ptacek reported on the Fincastle/Highland Park consolidation and said the most favorable site was at the Fairgrounds.

The Board attorney reported on the progress of the Library's claim with the Home Insurance Company for recovery of money lost through the book theft last year. The insurance company has been unwilling to honor the Library's claim and Mrs. Hendon moved the Board authorize Rawlings and Associates to sue Home Insurance Company if it continues to refuse to honor the claim. Mr. DeWitt seconded the motion and it passed unanimously.

Old Business: The next meeting of the Louisville Free Public Library Board of Trustees will be March 19, 1985 at 4:00 p.m. at the Crescent Hill Branch. Anyone needing a ride or directions should call the Administrative Office.

There being no further business, the meeting adjourned at 5:20 p.m.

APPROVED:

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PRESIDENT

Willy Ptacek SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

March 19, 1985

The monthly meeting of the Board of Trustees was held on March 19, 1985.

Present: Ms. Hendon, Kuhnle, Miller; Messrs. DeWitt, Eifler, Hampton, Hanley, Loeb, Schulman, Voyles.

Absent: Ms. Graff, Stapp.

Ms. Lowe, Community Relations; Ms. Orr, Friends President; Ms. Quin, Eline Branch; Ms. Somerville, Children's Services; Ms. Tynes, Crescent Hill Branch; Ms. Ellen Briscoe, Public Works Cabinet; Alderman Melissa Meredith, Ms. Martha Neal Cooke, and Ms. Sharon Butts, Louisville Times; Mr. Pennington, Physical Facilities; Mr. Rees, Extension Services; Mr. Kurt Hillebrand, City of Louisville Representative; Mr. George Rawlings, Board Attorney; the Director, Assistant Director and Administrative Assistant also attended.

Mr. Voyles presided.

Minutes: The minutes of the March 19, 1985 meeting were approved as mailed.

President's Report: Mr. Voyles reminded the Board of the Public Libraries Section spring meeting in Frankfort. Mr. Voyles introduced Alderman Melissa Meredith who said she had asked Storer Cable Company for a cost estimate to connect the library to the institutional networks.

Ms. Monica Orr, Friends President, presented Ms. Sarah Stites Hendon with a plaque in recognition of her many years of outstanding service to the Board of Trustees. The plaque will be placed at the entrance to the Crescent Hill addition.

Ms. Orr invited the Board to attend the annual Friends Meeting which will feature mayoral candidates who will share their views on the library.

Mr. Voyles informed the Board of the resignation of Ms. Janet Graff. Mr. DeWitt moved the Board accept the resignation with regret. Mr. Hampton seconded the motion and it passed unanimously. Mr. Ptacek was asked to write a letter of appreciation to Ms. Graff.

Planning and Interior Operations Committee: Ms. Kuhnle read a certification that bills in the amount of \$158,769.30 in the operating account and \$75,892.66 in the restricted account were audited and found correct. She moved approval, Mr. DeWitt seconded the motion and it passed unanimously.

Ms. Kuhnle said the staff has received copies of the library survey to study.

Ms. Pat Tynes, Crescent Hill Branch Head, was introduced to the Board.

Building and Maintenance Committee: Mr. DeWitt reported bids for renovation of Shelby and Iroquois Branches had been received. He moved Bornstein Builders be awarded the contract when funds are made available. Ms. Hendon seconded the motion and it passed unanimously.

Mr. Ptacek said progress was being made in financing the renovation work on the remaining branches.

Budget and Finance Committee: Mr. Ptacek reviewed the 1985-86 budget request and said one major element of the budget was an emphasis on the materials budget. Ms. Kuhnle moved approval of the budget, Fr. Eifler seconded the motion and it passed unanimously.

Personnel Committee: Ms. Miller reported the Personnel Committee met with the Staff Advocacy Committee to discuss the proposed policy changes. It was decided to meet quarterly to keep lines of communication open between library staff and the Personnel Committee.

Library Broadcasting: Mr. Hanley reported on the meeting between the Broadcasting Committee and Woodburn and Associates to discuss the results of the community survey. The survey indi-

cated community support for a major fund raising effort.

Fr. Eifler moved the Broadcasting Committee proceed with plans for a major fund raising campaign. Mr. Hampton seconded the motion and it passed unanimously.

Director's Report: Mr. Ptacek asked the Board to approve the Cherokee Triangle Association's usage of the Highland Branch Library's meeting room. Mr. Hampton moved approval; Fr. Eifler seconded the motion and it passed unanimously.

Mr. Ptacek reported the Library had found a location on Preston Highway for the Fincastle/Highland Park Branch Consolidation.

Old Business: Mr. Rawlings, Board Attorney, said the Home Insurance Company still had not settled the Library's claim.

There being no further business, the meeting adjourned at 5:15 p.m.

APPROVED:

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PRESIDENT

*William P. ...*

SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

April 16, 1985

The monthly meeting of the Board of Trustees was held on April 16, 1985.

Present: Ms. Guest, Kuhnle, Miller, Stapp; Messrs. DeWitt, Eifler,

Hampton, Hanley, Voyles.

Absent: Mr. Schulman.

Ms. Orr, Friends President; Ms. Claudia Huffman, Automation Department; Ms. Somerville, Children's Services; Ms. Ellen Briscoe, Public Works Cabinet; Mr. Donoho, Library Broadcasting; Mr. Pennington, Physical Facilities; Mr. Rees, Extension Services; Mr. George Rawlings, Board Attorney; the Director, Assistant Director and Administrative Assistant also attended.

Mr. Voyles presided.

Minutes: The minutes of the March 19, 1985 meeting were approved as mailed.

President's Report: Mr. Voyles introduced Ms. Catherine Guest, city appointee to the Board.

Mr. Thomas Hampton has been reappointed for another four year term.

Mr. Voyles reminded the Board of the County Judge Candidate Forum sponsored by the Friends of the Library. It will be held at the new Middletown Branch on April 22.

Mr. Voyles displayed the certificate and plaque recognizing Ms. Hendon's years of service to the Board of the Louisville Free Public Library. Mr. Voyles asked for a resolution to adopt the certificate of appreciation. Ms. Miller so moved, Mr. Hanley seconded the motion and it passed unanimously.

Mr. Ptacek invited the Board members to the press conference on April 24, to announce the Bon Air Branch automation, and to thank the Board of Alderman for negotiating \$100,000 into the cable contract.

Planning and Interior Operations Committee: Ms. Kuhnle read a certification that bills in the amount of \$191,302.25 in the operating account and \$25,737.33 in the restricted account were audited and found correct. She moved approval, Mr. DeWitt seconded the motion and it passed unanimously.

Mrs. Kuhnle reviewed the long-range plan outline. Mr. Ptacek stressed the importance of the mission statement. Mr. Voyles asked the group to study the long-range plan for discussion at the next meeting.

Building and Maintenance Committee: Mr. DeWitt said renovation of the Shelby Park and Iroquois branches is ready to begin as soon as clearance is received from the State Library.

The Building and Maintenance Committee is studying the best way to proceed with the renovation projects, within the funding currently available.

Finance Committee: Father Eifler said only one bid was received for the insurance contract. That bid was from the Sterling Thompson Insurance Company in the amount of \$48,592. The bid was accepted by the committee. During the discussion it was decided to advertise in September or October this year in order to attract more bids.

Father Eifler moved the Board approve the action taken on the insurance bid. Mr. Hampton seconded the motion and it passed unanimously. Father Eifler asked for a report of all insurance carried by the Library so the Finance Committee could review the coverage. Mr. Voyles requested a study of past minutes to determine whether any action has been taken to indemnify the directors in the event of a law suit. Mr. Ptacek indicated that such coverage was in place.

Library Broadcasting: Mr. Hanley reported on the plan for the Capital Campaign. A key aspect of the new plan is to hire a consultant for two or three days a month for three or four months to provide an overview and framework for library staff who would do the actual work. Mr. Hanley moved the Board authorize the Broadcasting Committee to interview consultant firms, and if appropriate, enter into an agreement with one to provide services to the fundraising campaign, not to exceed \$10,000 over the life of the campaign. The agreement would not bind the Board for any expenses

incurred after the May board meeting, unless the contract is approved by the entire Board. Father Eifler seconded the motion and it passed with Mrs. Kuhnle abstaining from both the discussion and the vote.

Director's Report: Mr. Ptacek reported the new Preston branch facility was on order and said the consolidation of the Fincastle and Highland Park Branches was proceeding smoothly.

The County Budget Office held the first review of the Library's 1985-86 request budget. Mr. Ptacek explained the reduction schedule, which the Library is required to submit.

There being no further business, the meeting adjourned at 5:15.

APPROVED:

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PRESIDENT

William F. ... SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

May 14, 1985

The monthly meeting of the Board of Trustees was held on May 14, 1985.

Present: Ms. Guest, Kuhnle, Miller, Perry, Stapp; Messrs. Eifler, Hampton, Hanley, Schulman, Troutman, Voyles.

Absent: Mr. DeWitt.

Ms. Orr, Friends President; Ms. Heath, Circulation Services, Ms. Huffman, Automation Department; Ms. Light, Library Broadcasting; Ms. Somerville, Children's Services; Ms. Lowe, Community Relations; Ms. Quin, Eline Branch Head; Mr. Donoho, Library Broadcasting; Mr. Evans, Business Office; Mr. Pennington, Physical Facilities; Mr. Rees, Extension Services;

Mr. Mark Neff, Neighborhood Response Center; Mr. George Rawlings, Board Attorney; the Director, Assistant Director and Administrative Assistant, also attended.

Mr. Voyles presided.

Minutes: The minutes of the April 16, 1985 meeting were approved as mailed.

President's Report: Mr. Voyles introduced Mr. Charles Troutman, County appointee to the Board.

Ms. Miller introduced Ms. Hortense Perry, also a County appointee.

Mr. Voyles read a letter of appreciation from former Board member Saul Loeb.

Mr. Voyles reported the Board President was a member of the Nominating Committee and requested the by-laws be amended to read: "The Board President will serve as an ex-officio member of all committees except the Nominating Committee." The Board will vote on the amendment at the June meeting.

Planning and Interior Operations Committee : Ms. Kuhnle read a certification that bills in the amount of \$249,256.83 in the Operating Account and \$33,143.55 in the Restricted Account were audited and found correct. She moved approval; Mr. Troutman seconded the motion and it passed unanimously.

Ms. Quin, head of the Eline Branch, read an outline of the updated Long-Range Plan. The complete Plan should be ready by the June Board meeting.

Building and Maintenance Committee: Mr. Hanley reported that Federal Funds for the Shelby and Iroquois Branches had been received. Work will begin soon on the Valley Station Branch. Mr. Hanley moved the Director be authorized to contract for work on the Shelby, Iroquois, Highland, Western and Valley Station branches. Fr. Eifler seconded the motion and it passed

unanimously.

Budget and Finance Committee: Father Eifler reported on the automation project funding.

The Board Attorney will review the Library's insurance policies to determine the extent of coverage for the Board members.

Mr. Bill Gerdt inspected the Library's art collection and made several recommendations concerning its disposal. The Bierstadt painting is to be sent to Oberlin for authentication and possible restoration before contacting a dealer.

Mr. Ptacek asked the Board to recognize Emily and Mildred Ewen for their efforts in cataloging the collection. Father Eifler so moved; Ms. Miller seconded the motion and it passed unanimously.

Library Broadcasting: Mr. Ptacek said the committee had contacted three consultant firms and one, Schnelling Kolb and Kuhnle, made a presentation to the Committee of the best way to handle the capital campaign.

Mr. Schulman stressed the need for commitment of the Board in developing contacts in the community.

Mr. Hanley said in order to receive continued funding from the Corporation for Public Broadcasting, an effort must be made to upgrade Broadcastings' facilities.

Mr. Donoho said the fundraiser raised \$70,500, nearly \$20,000 more than previous drives.

Personnel Committee: Ms. Miller reported the City and County have approved implementation of the City salary schedule.

Mrs. Miller moved the Board regularly recognize an outstanding Library staff member, selected by the Administrative Office, with a certificate of appreciation. Mr. Hanley seconded the motion and it passed unanimously.

Director's Report: Mr. Ptacek reported Library staff had met with County government officials. The City and County are working on budgets for joint agencies.

New Business: Mrs. Miller, reported the Nominating Committee had selected Mr. Voyles as Board President and Mrs. Kuhnle as Vice President for the 85-86 term. Mr. Troutman moved approval of the slate; Mr. Schulman seconded the motion and it passed unanimously. The vote will be taken at the June meeting.

The next meeting of the Board will be June 11, 1985, at 4:00 p.m. in the Board Room.

There being no further business, the meeting adjourned at 5:07.

APPROVED:

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\_\_\_\_\_ PRESIDENT  
*Mrs. Miller* SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

June 17, 1985

The monthly meeting of the Board of Trustees was held on June 11, 1985.

Present: Ms. Kuhnle, Miller, Perry, Stapp; Messrs. DeWitt, Eifler, Hampton, Hanley, Troutman, Voyles.

Absent: Ms. Guest, Mr. Schulman.

Ms. Lowe, Community Relations; Ms. Orr, Friends President; Ms. Quin, Eline Branch; Ms. James, Children's Services; Ms. Debusman, Newman Branch; Ms. Alice Hoffman, Portland Branch; Mr. Brown, Reference and Adult Services; Mr. Rees, Extension Services; Mr. Evans, Business Office; Messrs. King and Matlow, Staff Association; Ms. Robinson, Community Relations; Mr. George Rawlings,

Board Attorney, the Director, Assistant Director and 165  
Administrative Assistant also attended.

Mr. Voyles presided.

Minutes: The minutes of the May 14, 1985 meeting were approved as mailed.

President's Report: Mr. Voyles asked Ms. Orr, Friends President for an update on the petition drive. Ms. Orr reported 23,000 signatures had been collected, and asked for the Board's assistance.

Ms. Lowe reported on the opening of the new Okolona Branch and said area residents felt it was a day of pride for the community.

Mr. Voyles said the American Library Association meeting in July made it necessary to move the Board meeting to July 16.

Planning and Interior Operations: Ms. Kuhnle read a certification that bills in the amount of \$163,767.14 in the operating account and \$17,899.11 in the restricted account were audited and found correct. She moved approval, Ms. Miller seconded the motion, and it passed unanimously.

Ms. Quin presented an overview of the Long Range Plan. The members will vote on the Plan at the July meeting.

Budget and Finance Committee: Mr. Ptacek reported on the progress of the city and county budget hearings.

Fr. Eifler said it was the recommendation of the Board attorney that the \$5,000 deductible clause be eliminated from the Director's liability insurance coverage. Fr. Eifler moved the clause be eliminated; Mr. Troutman seconded and after discussion the motion was withdrawn. The committee will research costs of various policies and present its recommendation at the next meeting.

Library Broadcasting: Mr. Ptacek reported the Library was considering Snelling, Kolb and Kuhnle for services in conjunction with the capital campaign. No decision will be made until the Library Tax District campaign is finished.

Personnel Committee: Ms. Miller read a commendation to Ms. Alice Hoffman for her outstanding work as children's librarian.

Ms. Debusman, on behalf of the Staff Association, presented Ms. Orr with a rose and thanked the Friends of the Library for their commitment and dedication to the Library.

President's Report: Fr. Eifler reported the nominating committee had nominated Mr. Voyles as President of the Board of Trustees and Ms. Kuhnle as Vice President. There were no nominations from the floor. Mr. Hanley moved approval of the nominations, Mr. Troutman seconded the motion and it passed unanimously.

New Business: Mr. Voyles announced committee appointments.

Old Business: At the May meeting, it was decided to amend the wording of the by-laws to read: "The president shall be a voting member of all committees except the Nominating Committee". Mr. Voyles called for a motion on the amendment; Father Eifler so moved; Mr. Troutman seconded the motion and it passed unanimously.

Ms. Stapp requested the committees schedule regular meetings to facilitate attendance.

Mr. Hanley moved rescheduled Board meetings not be counted as absences if members are unable to attend. Mr. Hampton seconded the motion and it passed unanimously.

There being no further business, the meeting adjourned at 5:00.

APPROVED:

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PRESIDENT

*William P. ...*  
SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

Board of Trustees Meeting

July 16, 1985

The monthly meeting of the Board of Trustees was held on June 16, 1985.

Present: Ms. Miller, Perry, Fr. Eifler, Mr. Hanley, Schulman, Troutman, Voyles.

Ms. Butts, Louisville Times; Ms. Grawemeyer, Technical Services; Ms. Huffman; Automation; Ms. Johnston, Technical Services; Ms. Lowe, Community Relations; Ms. Orr, Friends President; Ms. Quin, Eline Branch; Ms. Pickett, Reference and Adult Services; Mr. Matlow, Staff Association, Mr. McDaniel, Library Broadcasting; Mr. Pennington, Physical Facilities; Mr. Rees, Extension; Mr. Schindler, Public Works and Services; the board attorney, director, assistant director and administrative assistant also attended.

Mr. Voyles presided.

Minutes: The minutes of the June meeting were approved with one correction.

Library Broadcasting: Mr. Hanley reported on the Committee's decision to discontinue NPR membership on WFPK. He moved approval, Mr. Troutman seconded. After discussion, it was decided to table the motion until the full board has a chance to review alternate programming.

The Library Broadcasting Committee reviewed renovation plans which had been executed by Louis and Henry. The plans will be sent to the Building and Maintenance Committee.

Personnel Committee: Ms. Miller commended Janet Johnston of the Technical Services Department for her years of excellent service to the Louisville Free Public Library.

President's Report: Mr. Voyles introduced Monica Orr, Friends president. Ms. Orr said the petitions for the library tax district would be presented to Fiscal Court on July 23, 1985, and invited the board to attend.

Mr. Voyles reported on programs he attended at the American Library Association's Conference in Chicago.

Planning and Interior Operations Committee: Mr. Schulman read a certification that bills in the amount of \$266,693.15 in the Operating Account and \$30,995.63 in the Restricted Account were audited and found correct. He moved approval; Ms. Perry seconded the motion and it passed unanimously.

Ms. Miller moved approval of the long range plan; Fr. Eifler seconded. During discussion, Mr. Troutman said he needed more time to study the plan. Ms. Miller withdrew the motion: A vote will be taken at the August meeting.

Budget and Finance Committee: Fr. Eifler moved the Board approve the 1985-86 budget; Ms. Miller seconded. Mr. Ptacek recapped the budget and answered questions from the board. After discussion the motion passed unanimously.

The board attorney reported on the trustee's insurance. He recommended passing a resolution to reimburse a trustee in the event of a lawsuit. Fr. Eifler recommended contacting the City to see what its policy is. The board members were asked to check personal insurance policies to determine liability coverage. The Budget and Finance Committee will consider trustees insurance further and present their findings at the next meeting.

Fr. Eifler reported on the status of the Uri endowment. He recommended \$53,000 and \$60,000.00, already received, be treated as a separate fund and the interest to be used for the purchase of books and placed in a separate book account. After discussion, Fr. Eifler moved the board attorney and the director to request an accounting of the funds from First Kentucky Trust and present a current status report at the August meeting. Mr. Troutman seconded the motion and it passed unanimously.

The next meeting of the Board of Trustees will take place on August 13 at 4:00 p.m.

There being no further business, the meeting adjourned at 5:00 p.m.

APPROVED:

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PRESIDENT

*Janet Johnston*

SECRETARY

## LOUISVILLE FREE PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

August 13, 1985

The monthly meeting of the Board of Trustees was held on August 13, 1985.

Present: Ms. Guest, Kuhnle, Miller, Perry, Stapp; Messrs. DeWitt, Hampton, Hanley, Troutman, Voyles.

Absent: Mr. Schulman, Fr. Eifler.

Ms. Orr, Friends President; Ms. Huffman, Automation Department; Ms. Hayes, Parkland Branch; Ms. Somerville, Children's Services; Ms. Lowe, Community Relations; Ms. Quin, Eline Branch Head; Mr. McDaniel, Library Broadcasting; Mr. Matlow, Staff Association; Mr. Pennington, Physical Facilities; Mr. Rees, Extension Services; Mr. Schindler, Public Works & Services; Mr. Burton, representing the Board Attorney; the Director, Assistant Director and Administrative Assistant also attended.

Mr. Voyles presided.

Minutes: The minutes of the July 16, 1985 meeting were approved as mailed.

Reports:

Planning and Interior Operations Committee: Ms. Kuhnle read a certification that bills in the amount of \$247,711.36 in the Operating Account and \$85,315.31 in the Restricted Account were audited and found correct. She moved approval; Mr. Troutman seconded the motion and it passed unanimously.

Ms. Kuhnle moved approval of the Long Range Plan; Ms. Miller seconded. After discussion, the motion carried with one dissenting vote from Mr. Troutman.

Personnel Committee: Ms. Miller read the following testimonial to Gloria Hayes of the Parkland Branch:

Public service and programming are clearly a priority at the Parkland Branch Library! On just about any given day of the week, you will find several ongoing programs taking place at Parkland, thanks to the initiative of Gloria Hayes.

Even before systemwide emphasis was placed on programming, Gloria was already instituting classes and programs for the community. Parkland offers programs and classes on health, arts and crafts, macrame, crochet, bridge -- just to name a few. In addition, with a little persuasion on Gloria's part, a one-day workshop on creative writing turned into an extended 8-week course attended by neighborhood residents as well as by people from Bardstown, Kentucky.

Since she started at Parkland in 1964, Gloria has developed a close rapport with her patrons. Everyone in the community knows Gloria as the "library lady" who is always there at Parkland to help people find pleasure in reading and in learning new skills through free programs. Always positive and cheerful, she displays a friendly smile for everyone who enters Parkland.

Therefore, it is with gratitude and appreciation that I honor Gloria Hayes as "Employee of the Month". She is truly dedicated to developing Parkland as a community center for people to gather and find assistance in their everyday needs.

Finance Committee: Ms. Kuhnle reported on the status of the trustee's insurance. It was the recommendation of the Committee to keep the current policy and to deal with claims on an individual basis. Ms. Kuhnle moved approval; Mr. Hanley seconded the motion and it passed unanimously.

Ms. Kuhnle reported the interest due on the Uri bequest had been posted to the account. On Mr. Burton's recommendation, the Finance Committee accepted First Kentucky Trust's accounting. Ms. Kuhnle moved the Board separate \$150,000 in Uri bequest funds, the interest to be used annually to purchase books. Mr. Hanley seconded the motion and it carried unanimously.

Library Broadcasting: Mr. Hanley reported no decision had been made on National Public Radio programming due to the resignation of Mr. Donoho.

Mr. Ptacek reported Mike French, president of Louisville Forum, said the group planned to raise \$25,000 to bring Bob Edwards back to Louisville.

Building and Maintenance Committee: Mr. DeWitt reported the committee visited Highland, Western and Shelby, three of the four branches currently being renovated. Work is progressing on schedule.

President's Report: Mr. Voyles called on Ms. Orr for an update on the library district. Signatures were still being verified against the computerized list. Board of Elections staff will next manually check those signatures not found to be valid the first time.

Mr. Voyles reminded the board of the Kentucky Library Association's annual meeting in Paducah on October 10.

Director's Report: Mr. Ptacek reviewed changes in the format of the monthly financial report.

Mr. Ptacek next reviewed the allocation of materials budget which was based on the long range plan.

New Business: Mr. Troutman proposed Section 7 of the Board by-laws be amended to read, "This report, when approved, shall be signed by the Board of Alderman and members of the County Fiscal Court."

The next meeting of the board will be September 10 at 4:00 p.m.

There being no old business, the meeting adjourned at 5:01.

APPROVED:

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*Troutman*

PRESIDENT  
SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

September 10, 1985

The monthly meeting of the Board of Trustees was held on September 10, 1985.

Present: Ms. Guest, Miller, Perry, Stapp; Messrs. DeWitt, Eifler, Hampton, Hanley, Schulman, Troutman, Voyles.

Absent: Ms. Kuhnle.

Ms. Debusman, Staff Association, Ms. Claudia Huffman, Automation Department; Ms. Somerville, Children's Services; Ms. Douthitt, Extension Services; Ms. Lowe, Community Relations; Messers. Pennington and Lockhart, Physical Facilities; Mr. Rees, Extension Services; Mr. Sanders, representing the Board Attorney; the Director, Assistant Director and Administrative Assistant also attended.

Mr. Voyles presided.

Minutes: The minutes of the August 13, 1985 meeting were approved as mailed.

Planning and Interior Operations Committee: Mr. Schulman read a certification that bills in the amount of \$302,752.78 in the operating account and \$63,238.68 in the restricted account were audited and found correct. He moved approval, Ms. Stapp seconded the motion and it carried unanimously.

Finance Committee: Mr. Ptacek reported that just after the August meeting, the library received approximately \$32,000 upon the death of Callaghan F. O'Donovan, husband of the late Alexandra Uri. The Board President and Finance Committee Chairman authorized adding the money to the newly created Uri Book Fund. Mr. Ptacek asked for ratification of that decision. Mr. Hanley so moved, Mr. Troutman seconded and the motion carried unanimously.

Library Broadcasting: Mr. Hanley reported that at the quarterly meeting held in August, the general operating performance and long range plan were reviewed. The search for a new station manager is continuing.

Mr. Ptacek reported the next fund raiser would occur in November.

Personnel Committee: Ms. Miller read the following commendation to Mr. James Lockhart:

Nearly every aspect of library service is affected in some way or other by it's support services departments. This is certainly true of Physical Facilities. The types of service required of Facilities' personnel are not always pleasant nor do they occur at opportune times. The one person you can count on to secure a building at 3:00 in the morning or bail water all night at a leaky branch is James Lockhart. His dependability is apparent when thumbing through his personnel file. He has an excellent attendance record and usually has to be reminded to take vacation or lose it.

Mr. Lockhart has been "on call" since the new building opened in 1969. If James retires, his beeper will have to be surgically removed.

Therefore, it is with gratitude and appreciation we present "Employee of the Month" to Mr. Lockhart.

Thanks for being there.

Ms. Miller reported the first meeting with the Staff Association and Staff Advocacy Committee would take place in October.

President's Report: Mr. Voyles announced the Kentucky Library Association's Trustees Workshop would take place on Saturday, September 14 at the Ramada Inn on Brownsboro Road.

Mr. Voyles said the October 8 board meeting will be held at the Okolona Branch. Anyone needing transportation should contact Kathryn Cramer in the Administrative Office

Director's Report: Mr. Ptacek called on Mr. Pennington for a report on the Preston Branch fire that occurred on September 6. A full report will be made at the October meeting.

Ms. Douthitt, Extension Department, reported the Department had been working with the Jefferson County Adult Education Office to establish adult education and GED classes in branch libraries.

On October 7, adult reading classes will begin at Shawnee, Shelby, Southwest and Jeffersontown branches. A Parkland class will begin on September 23. Ms. Douthitt requested volunteer help from the Board.

Old Business: Mr. Voyles called for a motion to approve a change in Section VII, paragraph three of the bylaws. The paragraph would read:

The Librarian shall annually, in the month of July, have prepared a report showing the use of the Library for the fiscal year ending the last day of June preceding, the receipts and expenditures of all the moneys handled by it during the year, and giving such other information as may promote the usefulness of said Library to the public or may be called for by the legislative body of the City of Louisville,

and said report shall be then transmitted to the Board of Aldermen and Fiscal Court members by the Library Trustees.

Mr. Troutman moved approval, Father Eifler seconded, and the motion carried unanimously.

Mr. Troutman said the words "and Fiscal Court members" should be inserted after the phrase "the legislative body of the City of Louisville."

This change will be voted on at the October meeting.

There being no further business, the meeting adjourned at 4:41 p.m.

APPROVED:

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PRESIDENT

*Mattie Plunk*

SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

October 8, 1985

The monthly meeting of the Board of Trustees was held on October 8, 1985.

Present: Ms. Kuhnle, Miller, Perry, Stapp; Messrs. DeWitt, Hanley, Schulman, Troutman, Voyles.

Absent: Ms. Guest, Fr. Eifler, Mr. Hampton.

Ms. Huffman, Automation Department; Ms. Douthitt and Roby, Extension Services; Ms. Lowe, Community Relations; Ms. Zabel, and Herman, Okolona Branch; Mr. Pennington, Physical Facilities; Mr. Rees, Extension Services; Ms. Abel,

representing the Board Attorney; Mr. Schiller, Department of Public Works; Mr. Garr, Louisville Times; the Director, Assistant Director and Administrative Assistant also attended.

Mr. Voyles presided.

Minutes: The minutes of the September 10, 1985 meeting were approved with one change.

Planning and Interior Operations Committee: Ms. Kuhnle read a certification that bills in the amount of \$215,074.08 in the operating account and \$132,439.33 in the restricted account were audited and found correct. She moved approval, Mr. Hanley seconded the motion and it carried unanimously.

Budget and Finance Committee: Ms. Kuhnle reported the Committee recommended that the Board engage Intermuseum Laboratory in Oberlin Ohio to restore the Bierstadt painting, per their letter of September 5, 1985. She moved approval of that decision, Mr. Hanley seconded, and after discussion, the motion passed with one dissenting vote from Mr. Troutman.

The committee also recommended the board bylaws be amended to include an indemnification statement as recommended by the American Libraries Trustees Association. Ms. Kuhnle moved approval, Mr. Hanley seconded and the motion passed unanimously.

The following statement will be voted on at the next meeting.

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INDEMNIFICATION POLICY

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If any claim or action not covered by insurance of State Statute is instituted against a trustee, officer, or employee of the Louisville Free Public Library arising out of an act or omission by a trustee, officer, or employee acting in good faith for a purpose considered to be in the best interest of the Library; or if any claim or action not covered by insurance of State Statute is instituted against a trustee, officer, or employee allegedly arising out of an act or omission occurring within the scope of his/her duties as such a trustee, officer, or employee; the Library will at the request of the trustee, officer, or employee;

- (a) appear and defend against the claim or action; and
- (b) pay or indemnify the trustee, officer, or employee for a judgment and court costs, based on such claim or action; and
- (c) pay or indemnify the trustee, officer, or employee for a compromise or settlement of such claim or action, providing the settlement is approved by the Board of Trustees.

For the purpose of this article, the term trustee, officer, or employee shall include any former trustee, officer, or employee of the Library.

In the event that all or any portion of this Indemnification Policy be declared invalid by any court or competent jurisdiction, this Policy shall be deemed to afford the trustees, officers, or employees of the Library as defined above the fullest extent of indemnification permitted by law in regard to their Library-related activities above set forth. The amount of indemnity provided to any one or more trustee, officer, or employee of the Library in any current year shall comply with KRS 173.060 so long as such statute remains applicable to the Library.

Ms. Kuhnle moved that the Board accept the committee's recommendation that the Library administration be directed to hire Mr. Eric Tachau as a consultant to write specifications for the library's risk management program. Mr. Hanley seconded the motion and, after discussion, it passed with one dissenting vote from Mr. Troutman. Mr. Schulman abstained from voting.

Personnel Committee: Ms. Miller reported the Personnel Committee met with representatives from the Staff Association and the Staff Advocacy Committee on October 1, 1985. Ms. Debusman will draft the committee's objectives.

Ms. Miller reported that the administration would consult the city personnel department concerning the Christmas and New Year's holidays. The Director will report at the November board meeting.

President's Report: Mr. Voyles called for a vote on the following change to Section VII, paragraph three of the board bylaws:

The Librarian shall annually, in the month of July, have prepared a report showing the use of the Library for the fiscal year ending the last day of June preceding, the receipts and expenditures of all the moneys handled by it during the year, and giving such other information as may promote the usefulness of said Library to the public or may be called for by the legislative body of the City of Louisville and Fiscal Court members, and said report shall be then transmitted to the Board of Aldermen and Fiscal Court members by the Library Trustees.

Mr. Troutman moved approval, Ms. Perry seconded and the motion carried unanimously.

Director's Report: Mr. Ptacek reported on the fire insurance coverage at the Preston Branch. The building deductible is \$2,500 and the book deductible is \$250. Structural damage is estimated to be \$35,294.

Old Business: Mr. Ptacek said October 16 was the closing date for the position of Library Broadcasting Manager.

The next meeting will be Tuesday, November 12 at 4:00 p.m. in the Board Room of the Main Library.

There being no further business, the meeting adjourned at 4:50 p.m.

APPROVED:

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PRESIDENT

*William Ptacek*  
SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

November 12, 1985

The monthly meeting of the Board of Trustees was held on November 12, 1985.

Present: Ms. Guest, Kuhnle, Miller, Perry, Stapp; Messrs. DeWitt, Hanley, Schulman, Voyles, Fr. Eifler.

Absent: Messrs. Hampton, Troutman.

Ms. Huffman, Automation Department; Ms. Orr, Friends President, Ms. Somerville and James, Children's Services, Ms. Lowe, Community Relations; Ms. Debusman, Newman Branch; Ms. Stahmer and Money Penny, Library Broadcasting; Mr. Brown, Reference Department; Mr. Matlow, Staff Association; Mr.

McDaniel, Library Broadcasting; Mr. Pennington, Physical Facilities; Mr. Rees, Extension Services; Mr. Rawlings, Board Attorney; Mr. Schindler, Department of Public Works; The Director and Administrative Assistant also attended.

Mr. Voyles presided.

Minutes: The minutes of the October 8, 1985 meeting were approved as mailed.

Planning and Interior Operations Committee: Ms. Kuhnle read a certification that bills in the amount of \$233,240.56 in the operating account and \$211,088.26 in the restricted account were audited and found correct. She moved approval, Ms. Perry seconded the motion and it carried unanimously.

Finance Committee: Ms. Kuhnle reported the Committee had decided to accept Mr. Tachau's recommendation not to advertise for insurance bids at this time. He will meet with the Library's insurance agent to explore ways in which cost increases can be held to a minimum. She moved approval of that decision, Mr. DeWitt seconded and the motion carried unanimously.

Mrs. Kuhnle reported a bid proposal for the library's audit had been drawn up and would be sent to the eight firms recommended by the city.

Library Broadcasting: Ms. Stahmer reported WFPK exceeded its goal during the fund raiser.

Mr. Hanley reported that seven candidates for the Broadcasting Manager's position had been selected for interviews which will take place in December.

Personnel Committee: Ms. Miller read the following commendation to Anna Lee Moneyppenny:

Anna Lee Moneyppenny joined the staff of the Louisville Free Public Library on January 7, 1957. She performed virtually every task in what was formerly called audio-visual services. She checked films, served patrons, cataloged records and occasionally changed tapes on the radio station. She studied for and earned a third class radio telephone license for duties as a radio technician.

With the separation of audio-visual into Films and Broadcasting, Anna Lee took on new duties in the radio station. She worked in traffic management, handling the responsibility of logging radio schedules to FCC requirements for both stations and making certain that program tapes were in the right place at the right time. When the stations joined the satellite network, Anna Lee took on the added responsibility of scheduling and logging satellite transmissions.

Library and Broadcasting staff daily pay her the highest compliments for her knowledge and efforts. "Ask Anna Lee" is what you hear when a question comes up. Anna Lee Moneyppenny has earned recognition for her long service, her dependability and dedication to the Louisville Free Public Library.

President's Report: Mr. Voyles called on Ms. Orr for an update on the status of the Library District petition. Ms. Orr reported the additional signatures had been turned in and were being verified. Dates for the public hearings have not yet been scheduled.

Director's Report: Mr. Ptacek told the Board members about the video conference on censorship he attended at the Channel 15 studio.

Ms. James explained the process by which a book is reevaluated when a patron files a request for reconsideration.

Old Business: Mr. Voyles called for a vote on the amendments to the bylaws proposed at the October meeting. Ms. Stapp moved approval, Mr. DeWitt seconded and the motion carried unanimously.

The next board meeting will be December 10 at 4:00 p.m. at the Main Library. There being no further business, the meeting adjourned at 4:50 p.m.

APPROVED:

PRESIDENT

SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

DECEMBER 1985

The monthly meeting of the Board of Trustees was held on December 10, 1985.

Present: Ms. Guest, Kuhnle, Miller, Perry, Stapp; Messrs. DeWitt, Eifler, Hanley, Hampton, Schulman, Troutman, Voyles.

Ms. Debusman, Newman Branch; Ms. Lowe, Community Relations; Ms. Somerville, Children's Services; Mr. Evans, Business Office; Mr. Pennington, Physical Facilities; Mr. Rees, Extension Services; Mr. Brown, Reference and Adult Services; Mr. Matlow, Staff Association; Mr. Rees, Extension Services; Mr. Weston, Library Broadcasting; Messrs. Rawlings and Sanders, Board Attorneys; the Director, Assistant Director and Administrative Assistant also attended.

Mr. Voyles presided.

Minutes: The minutes of the November 12, 1985 meeting were approved as mailed.

Planning and Interior Operations Committee: Ms. Kuhnle read a certification that bills in the amount of \$201,738.89 in the operating account and \$7,084.28 in the restricted account were audited and found correct. She moved approval, Mr. Schulman seconded the motion and it carried unanimously.

Budget and Finance Committee: Mr. Pennington reported the Preston Branch would reopen on December 16. The library is currently negotiating with Home Insurance Company on the cost of replacing books destroyed in the fire.

Library Broadcasting: Mr. Hanley reported that the membership drive brought in nearly 600 new members.

Mr. Hanley introduced Gerry Weston, the new station manager, selected from more than 60 applicants.

Personnel Committee: Ms. Miller read the following commendation to Mr. Randy Matlow, Reference and Adult Services.

It is my pleasure to announce that Mr. Randy Matlow, library assistant in the Business and Technological Sciences area of the main library's Reference and Adult Services Division, is the recipient of this month's Employee of the Month Award.

Mr. Matlow came to the Louisville Free Public Library system in September of 1981 after obtaining a masters degree in Environmental Sciences from Ohio State University. Mr. Matlow worked for seven years in the OSU library system where, even as now, his pleasant, selfless temperament and his genuine dedication to the highest standards of patron services earned him the admiration and respect of patron and staff alike. While there, Mr. Matlow further developed his extensive knowledge of the scientific and technological fields and became adept at instructing users in the intricacies of public access (online) catalogues. He has readily adapted this academic library experience and scientific background to public library service.

Apart from his public service achievements, Mr. Matlow's desire to excel, to achieve his personal potential and to assist others in realizing their potentials, have enabled him to become a most positive role model and staff leader. He has served as president of the Staff Association and chaired many staff committees. Mr. Matlow currently functions as a reference desk librarian and supervises the main library's large page pool.

For nobly discharging his public service responsibilities and enabling this institution to meet and exceed its public service commitments to the residents of Louisville and Jefferson County, Mr. Matlow is to be commended most highly. Mr. Matlow is one of those rare individuals who in the words of Shakespeare "is so far before that the swiftest wing of recompense is hard to overtake" him. I am pleased to honor Mr. Matlow with this award.

President's Report: Mr. Voyles asked the Board Attorney to explain the implications of the proposed Library District.

Mr. Rawlings discussed ways the board structure would be altered by the new district and how the library would be funded.

Director's Report: Mr. Ptacek invited the Board to the Iroquois and Shelby Park Branch reopenings and to the public hearings to support the library tax district.

Mr. Ptacek introduced Charles Brown, Assistant Manager of Reference and Adult Services, who will be in charge while Mrs. Pickett recovers from a recent heart attack.

The next meeting will be January 14, 1986 at 4:00 p.m. in the Boardroom.

There being no further business, the meeting adjourned at 5:00 p.m.

APPROVED:

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PRESIDENT

*William Ptacek*  
SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

JANUARY 14, 1986

The monthly meeting of the Board of Trustees was held on January 14, 1986.

Present: Ms. Guest, Kuhnle, Miller, Perry, Stapp; Messrs. DeWitt, Eifler, Hanley, Hampton, Schulman, Troutman, Voyles.

Ms. Debusman, Newman Branch; Ms. Lowe, Community Relations; Ms. Orr, Friends President; Ms. Somerville, Children's Services; Ms. Heath, Circulation; Ms. Huffman, Automation; Ms. Grawemeyer, Technical Services; Ms. Douthitt and Ms. Roby, Extension Services; Mr. Evans, Business Office; Mr. Pennington, Physical Facilities; Mr. Rees, Extension Services; Mr. Matlow, Staff Association; Mr. Weston, Library Broadcasting; Ms. Temes, City Representative; Mr. Ward, County Representative; Ms. Abel, representing the Board Attorney; Mr. Garr, Courier Journal and Times; Ms. Warton and Mr. Kirk, WAVE TV; Mr. Miller, WAVE Radio; the Director, Assistant Director and Administrative Assistant also attended.

Mr. Voyles presided.

Minutes: The minutes of the December 10, 1985 meeting were approved as mailed.

Planning and Interior Operations Committee: Ms. Kuhnle read a certification that bills in the amount of \$271,323.07 in the operating account and \$13,986.36 in the restricted account were audited and found correct. She moved approval, Ms. Miller seconded the motion and it carried unanimously.

Finance Committee: Ms. Kuhnle moved the Finance Committee meet with City and County officials before recommending policy decisions to the Board. Fr. Eifler seconded the motion and after discussion it passed with one dissenting vote from Mr. Troutman.

Library Broadcasting: Mr. Hanley reported there would be no significant cost reduction in eliminating one radio station. Mr. Hanley also reported the committee was considering initiating a capital campaign to aid the stations.

Personnel Committee: Ms. Miller reported on the meeting with library staff and presented the following guidelines to the Board for approval:

#### Library Personnel Relations Committee Guidelines

##### Purpose

To open lines of communication between staff, administration and members of the Board of Trustees.

To foster mutual appreciation among staff, administration and trustees.

To share information about staff concerns and staff reactions to decisions made by the Board of Trustees and the Administration.

To better inform staff representatives concerning the background of administrative decisions that have been made and of policies that are in the process of being formulated.

##### Membership

The membership consists of the four members of the Board of Trustees Personnel Committee, three officers of the Staff Association, three officers of the Staff Advocacy Committee, and the Director and Assistant Director.

The chairperson of the Board of Trustees Personnel Committee serves as the director of the Library, the president of the Staff Association and the chairperson of the Staff Advocacy Committee compose the Executive Committee.

##### Meetings

The committee will meet at 12 noon on the first Wednesday of each quarter and at the discretion of the chairperson.

##### Procedure

Matters brought for discussion should be of broad concern to the staff, administration or Board of Trustees. Matters of individual concern are to be handled by stated library policies for they do not fall within the realm of this committee.

An agenda prepared by the Executive Committee shall be distributed at the meeting.

Following each meeting a brief resume summarizing the discussion will be drafted and this, attached to the agenda, will be circulated to the staff, the Administration and the Board of Trustees.

January 7, 1986

She moved approval, Ms. Perry seconded and the motion carried unanimously.

President's Report: Ms. Orr told the Board about a bill introduced by Representative Dottie Priddy which would allow the library tax district issue to be placed on a ballot.

Mr. DeWitt moved the board acknowledge the Friend's effort on behalf of the Library. Mr. Schulman seconded the motion and it carried unanimously.

Mr. Voyles read a letter from Ms. Ellerkamp, Director of the Taxpayers Action Group, requesting a meeting to discuss funding alternatives. Mr. Voyles also read his response, inviting TAG to submit its written proposals to the Board.

Director's Report: Mr. Ptacek reported on the January third meeting with the library staff to discuss the implications of the Library Tax District defeat. He said the intention of the staff was to move forward and provide good service to the community.

New Business: Mr. Troutman moved the Board make Christmas Eve and New Year's Eve Library holidays. Ms. Stapp seconded the motion and after discussion, it was defeated with only Mr. Troutman assenting.

Mr. Troutman moved the Southwest Branch be closed and the staff and book collection moved to Valley Station Branch which would open on February 9, 1986. The motion failed for lack of a second.

The next meeting of the Board will be February 11, 1986  
at 4:00 at the Shelby Branch.

There being no further business, the meeting adjourned  
at 4:55 p.m.

APPROVED:

PRESIDENT

SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

**SPECIAL CALLED**

BOARD OF TRUSTEES MEETING

JANUARY 24, 1986

A special called meeting of the Board of Trustees was held  
at noon on January 24, 1986.

Present: Ms. Guest, Kuhnle, Miller, Perry, Stapp;  
Messrs. Eifler, Hanley, Hampton, Schulman, Troutman, Voyles.

Absent: Ms. Perry; Messrs. Hanley and DeWitt.

Ms. Orr, Friends President, the Board Attorney,  
Director, Assistant Director and Administrative Assistant  
also attended.

Mr. Voyles presided.

Mr. Voyles noted the State open meeting law did not  
apply because the Library had not received any written  
notification requests from the media.

Mr. Voyles explained that the meeting was called to draft a response to the City/County Compact Proposal as it relates to the Louisville Free Public Library.

After considerable discussion, the following resolution was drafted:

The Louisville Free Public Library Board of Trustees regrets that the Administrations of the City and County were not able to consult the Library Board and or Administration about the Compact Proposal as it relates to the Louisville Free Public Library.

The proposed legislation fails to recognize the unique nature of libraries as a source of public information insulated from censorship and politics.

The Board supports your efforts to achieve greater efficiency in City and County Government through the Compact Proposal. However, the Board stresses that the continuation of an independent, citizen, governing board is essential to the integrity of the library operation. A departure from this would be a serious step backward.

Father Eifler moved approval of the resolution; Ms. Kuhnle seconded and it carried unanimously.

There being no further business, the meeting adjourned at 1:25 p.m.

APPROVED:

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PRESIDENT

Wille P. St... SECRETARY

## LOUISVILLE FREE PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

FEBRUARY 11, 1986

The monthly meeting of the Board of Trustees was held on February 11, 1986.

Present: Ms. Kuhnle, Miller, Perry, Stapp; Messrs. DeWitt, Hanley, Hampton, Schulman, Troutman, Voyles.

Absent: Fr. Eifler and Ms. Guest.

Ms. Debusman, Newman Branch; Ms. Lowe, Community Relations; Ms. Orr, Friends President; Ms. Somerville, Children's Services; Ms. Huffman, Automation; Ms. Roby, Extension Services; Ms. Christine, Shelby Branch; Mr. Pennington, Physical Facilities; Mr. Rees, Extension Services; Mr. Weston, Library Broadcasting; Mr. Burton, representing the Board Attorney; Mr. Bleiburg, Courier Journal and Times; Mr. Beverly, County Representative; Brian Taylor, Volunteer Assistant; the Director, Assistant Director and Administrative Assistant also attended.

Mr. Voyles presided.

Minutes: The minutes of the January 14, 1986 meeting were approved as mailed. The minutes of the special called meeting were approved with one correction.

Planning and Interior Operations Committee: Ms. Kuhnle read a certification that bills in the amount of \$212,977.39 in the operating account and \$18,717.97 in the restricted account were audited and found correct. She moved approval, Mr. DeWitt seconded the motion and it carried unanimously.

Finance Committee: Ms. Kuhnle explained the mid-year budget revision. She moved approval, Mr. Hanley seconded, and after discussion the motion carried unanimously.

Ms. Kuhnle and Mr. Ptacek briefly reviewed the internal audit report. Ms. Miller commended Mr. Evans for his excellent response to the recommendations contained in the auditor's report.

Library Broadcasting: Mr. Weston reported that Morning Edition would be broadcast from the Library, and invited the Board to a reception for Mr. Edwards. Mr. DeWitt moved the Director prepare a formal acknowledgement to those who sponsored Mr. Edwards' visit to Louisville. Mrs. Miller seconded the motion and it carried unanimously.

Personnel Committee: Ms. Miller read the following commendation to Ms. Christine, Shelby Park Branch head:

Barbara Christine  
Shelby Park Library  
February 1986

Barbara Christine is a dedicated, caring, hard-working librarian. She has worked in a variety of positions at the Louisville Free Public Library for more than twenty eight years. Since 1973, she has been head librarian at the Shelby Park Branch.

During her years at Shelby Park, Ms. Christine has demonstrated a commitment to the Shelby Park community and to the role of the branch in that community that has often gone beyond the bounds of duty and expectation. For example, she regularly volunteers her own time to deliver library materials to homebound residents of the area who are not able to visit the library. She is also keenly aware of the importance that a branch library can have in the lives of disadvantaged children and has worked hard to make the branch a place of exploration and enrichment for children in the neighborhood.

During the recent renovation of the Shelby Park branch she showed again her commitment and caring keeping the branch running under very adverse conditions, coping admirably with dust, wet paint, and workmen under foot. She worked harder and longer than any of the people doing the renovation work and never lost her patience. When the work was completed it was a pleasure to see the work that had been done but even more a pleasure to note Ms. Christine's excitement and pride.

Ms. Christine's current project is to get Shelby Park's collection converted for computer circulation as quickly as possible. She is showing a real flair for working with the computer. She is anxious for Shelby Park branch to enjoy the advantages of the automated system. As she pushes to get Shelby Park on-line once again the key fact about Ms. Christine as a librarian is demonstrated - she cares.

President's Report: Mr. Voyles asked Mr. Ptacek to update the board on the current status of legislation pertaining to the Library. Mr. Ptacek reported House Bill 269 was being rewritten.

Director's Report: Mr. Ptacek asked Mr. Pennington to lead a tour of the building and identify the improvements made during the renovation.

The next meeting of the Board will be March 11, 1986, at 4:00 p.m. at the Main Library.

There being no further business, the meeting adjourned at 5:20 p.m.

APPROVED:

PRESIDENT

SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

March 11, 1986

The monthly meeting of the Board of Trustees was held on March 11, 1986 in the Board Room.

Present: Ms. Guest, Kuhnle, Miller, Perry; Messrs. DeWitt, Eifler, Hanley, Hampton, Troutman, Voyles.

Absent: Ms. Stapp and Mr. Schulman.

Ms. Debusman, Newman Branch; Ms. Lowe, Community Relations; Ms. Orr and Ms. Wathen, Friends of the Library; Ms. Somerville, Children's Services; Ms. Huffman, and Valko, Automation; Ms. Roby, Extension Services; Ms. Heath, Circulation; Ms. Temes, City Representative; Mr. Pennington, Physical Facilities; Mr. Evans, Business Office; Messrs. Brown, Hellner and Matlow, Reference Department; Mr. Weston, Library Broadcasting; Messrs. Rawlings and Sanders, Board Attorneys; Mr. Voos, representing Ms. Waldrop's office; the Director, Assistant Director and Administrative Assistant also attended.

Mr. Voyles presided.

Minutes: The minutes of the February 11, 1986 meeting were approved with one correction. There was one dissenting vote from Mr. Troutman.

Planning and Interior Operations Committee: Ms. Kuhnle read a certification that bills in the amount of \$193,918.42 in the operating account and \$26,105.95 in the restricted account were audited and found correct. She moved approval, Ms. Perry seconded the motion and it carried unanimously.

Ms. Kuhnle reported it was the recommendation of the Committee to close Film Services and reassign the staff to fill other vacancies caused by the hiring freeze. She moved approval of the recommendation, Ms. Perry seconded and after discussion, the motion carried unanimously.

Ms. Kuhnle reported the Committee also recommended the Library not open the Fairdale and Valley Station branches at this time and that they be offered to the County for use on a temporary basis to keep the buildings in good repair until such time as the Library can obtain adequate funding to open and operate these branches. Fr. Eifler seconded the motion and after discussion it passed with one dissenting vote from Mr. Troutman.

Finance Committee: Fr. Eifler reported the Committee had selected the Arthur Young Company to conduct the Library's annual audit. He moved approval of the Committee's decision; Ms. Kuhnle seconded the motion and it carried unanimously.

Fr. Eifler reported the Committee's decision to revive the Louisville Free Public Library Foundation as a charitable and educational foundation to preserve the capital assets of the Library and Library Broadcasting and to obtain significant donations from private sources. The Committee will discuss this

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proposal with City and County officials.

Mr. Ptacek explained the 1986-87 request budget to the board. After discussion Fr. Eifler moved the budget be submitted to the City and County. Mr. Hanley seconded and the motion carried with one dissenting vote from Mr. Troutman.

Library Broadcasting: Mr. Hanley commended Ms. Lowe for the fine work she did arranging the successful reception for Mr. Bob Edwards.

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Personnel Committee: Ms. Miller read the following commendation to Mr. Hellner, Reference Librarian.

I take great pleasure in announcing that Mr. Timothy Hellner, Librarian II supervisor of the Main Library's Fine Arts Division, has been selected as the Louisville Free Public Library's Employee of the Month.

Mr. Hellner has been associated with libraries for the last twenty years: First with Bellarmine's and then with the University of Louisville's library prior to arriving at the Louisville Free Public Library in 1971. Since then, Mr. Hellner has distinguished himself and brought praise to the library not only for the professionalism and resourcefulness with which he discharges his duties, but also for his application of native intelligence, highly developed communicative and interpersonal skills, and selfless, energetic dedication to public service.

Mr. Hellner's dedication to public service may be exemplified by his involvement with a homebound patron who died several years ago. Mr. Hellner not only took reference calls and selected reading material for him, but also personally delivered books to this lonely, demanding patron.

More recently, Mr. Hellner has been the laboring oar in the library's establishment of an Electronic Bulletin Board system at the Main Library; and has assisted the branches with placement and utilization of microcomputers. Almost singlehandedly Mr. Hellner overcame tremendous hardware and software problems to activate the Library's Freeboard, as the Electronic Bulletin Board is called, and to make it an overwhelming success. (By the way, a newspaper article concerning Mr. Hellner and the Freeboard appeared in last Saturday's Scene; and Mr. Hellner is also writing an article for a national newsletter about micros in our library system).

For his many accomplishments, I commend Mr. Hellner, Fine Arts Librarian who has truly developed the fine art of public service.

President's Report: Mr. Voyles recognized Ms. Ceel Wathen incoming president of the Friends of the Library. Ms. Miller moved the board formally thank Ms. Monica Orr, outgoing Friends President, for her many contributions to the Louisville Free Public Library. Mr. Hanley seconded the motion and it carried unanimously.

Mr. Voyles discussed the City-County Compact and the implications of House Bill 269. Mr. Ptacek also noted the letter from insurance consultant, Eric Tachau, recommending support of Senate Bill 249 which would allow non-profit agencies to join together to provide self insurance.

The board members were invited to the Friends annual meeting on March 23.

Director's Report: Mary Somerville reported on the progress of various grants for which the library has applied.

The next meeting of the Board will be on April 8 at 4:00 p.m. in the Board Room.

There being no further business, the meeting adjourned at 5:12 p.m.

APPROVED:

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PRESIDENT

William Ptacek SECRETARY

## LOUISVILLE FREE PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

April 8, 1986

The monthly meeting of the Board of Trustees was held on April 8, 1986 in the Board Room.

Present: Ms. Guest, Kuhnle, Miller, Stapp; Messrs. DeWitt, Eifler, Hanley, Hampton, Schulman, Troutman.

Ms. Debusman, Newman Branch; Ms. Wathen, Friends of the Library; Ms. Somerville, Children's Services; Ms. Huffman, Automation; Ms. Roby Extension Services; Ms. Heath, Circulation; Ms. Temes, City Representative; Ms. Zabel, Okolona Branch; Mr. Pennington, Physical Facilities; Mr. Evans, Business Office; Mr. Voyles; Mr. Blieberg, Courier Journal; Mr. Matlow, Reference Department; Mr. Weston, Library Broadcasting; Mr. Rees, Extension Services; Ms. Bowmer, Straus and Yancey, League of Women Voters, Mr. Voos, representing Ms. Waldrop's office; the Director, Assistant Director and Administrative Assistant also attended.

Ms. Kuhnle presided.

Minutes: The minutes of the March 11, 1986 meeting were approved as mailed.

Planning and Interior Operations Committee: Mr. Schulman read a certification that bills in the amount of \$279,787.54 in the operating account and \$9,598.15 in the restricted account were audited and found correct. He moved approval, Mr. Hanley seconded the motion and it carried unanimously.

Personnel Committee: Ms. Miller read the following

commendation to Ms. Linda Zabel, Okolona Branch Head:

Linda Zabel is a relative newcomer to the Louisville Free Public Library system, beginning as a children's librarian at the Jeffersontown branch in May 1984. While there, she was instrumental in implementing the renovation of the children's area. Her knowledge of microcomputers proved to be valuable in teaching children and staff how to use the micros when they were first introduced in the branches.

In August of 1985, Ms. Zabel became the first person to participate in an experiment in which the children's librarian is also the branch head. She became head of the Okolona branch, but continued storytelling and other children related duties. Ms. Zabel's ability to set priorities and the enthusiasm with which she tackles any assigned task will give us a good opportunity to assess this experiment.

She has exhibited outstanding supervisory skills. The transition from a hand-charge agency to a completely automated agency went smoothly under her guidance. She manages various committee assignments and still finds the time to participate in community activities, even as branch circulation continues to rise at record-breaking speed. We are fortunate to have such a capable and pleasant employee on the staff.

Ms. Miller reported a subcommittee of the Staff Advocacy Committee had reviewed the City Personnel Manual. Copies are in the Administrative Office, Reference Department, Library Broadcasting, and Regional Libraries.

The committee also discussed the mayor's letter to Mr. Voyles, delineating the City's involvement in managing the Library. Ms. Miller said it was the decision of the committee to circulate an abstract of the letter among the staff. Mr. Schulman moved the Director contact the mayor for permission to publish the entire letter. Mr. Troutman seconded the motion and it passed with one dissenting vote from Ms. Miller.

Building and Maintenance Committee: Mr. DeWitt reported on the progress of the 4 branch renovation projects. He moved the

Library obtain quotations from three contractors to complete work on the Western Branch. Mr. Troutman seconded the motion and it passed unanimously.

President's Report: Ms. Kuhnle thanked Mr. Voyles for his excellent guidance as president of the Board of Trustees and for his eight years of service on the board.

Ms. Kuhnle appointed a nominating committee consisting of Mr. DeWitt and Fr. Eifler from the Executive Committee, and Mrs. Miller and Mr. Schulman as members at large. Ms. Miller will chair the committee which will present its slate for president and vice-president at the May meeting.

Finance Committee: Fr. Eifler reported on the progress of the trustees insurance coverage.

Fr. Eifler also reported on the meeting with Ms. Evelyn Waldrop regarding the Louisville Public Library Foundation.

Library Broadcasting: Mr. Hanley reported on the quarterly Broadcasting Committee meeting. He said preventative maintenance will be a priority. The WFPK Fund Drive broke a record when it topped \$20,000.

Director's Report: Mr. Ptacek asked Mr. Rees to explain the plan to improve reference services at the branch libraries. Mr. Rees reviewed the current situation and outlined the methods by which services would be improved.

The next meeting of the board will be held on May 13, 1986 at the Western Branch.

There being no further business the meeting adjourned at 4:48 p.m.

APPROVED:

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PRESIDENT

Trilla Ptacek  
SECRETARY

1. The first part of the document is a list of names and titles, including "The Hon. Mr. Justice G. D. C. O'Connell, Chief Justice of the Supreme Court of the State of New South Wales" and "The Hon. Mr. Justice G. D. C. O'Connell, Chief Justice of the Supreme Court of the State of New South Wales".

2. The second part of the document is a list of names and titles, including "The Hon. Mr. Justice G. D. C. O'Connell, Chief Justice of the Supreme Court of the State of New South Wales" and "The Hon. Mr. Justice G. D. C. O'Connell, Chief Justice of the Supreme Court of the State of New South Wales".

3. The third part of the document is a list of names and titles, including "The Hon. Mr. Justice G. D. C. O'Connell, Chief Justice of the Supreme Court of the State of New South Wales" and "The Hon. Mr. Justice G. D. C. O'Connell, Chief Justice of the Supreme Court of the State of New South Wales".

4. The fourth part of the document is a list of names and titles, including "The Hon. Mr. Justice G. D. C. O'Connell, Chief Justice of the Supreme Court of the State of New South Wales" and "The Hon. Mr. Justice G. D. C. O'Connell, Chief Justice of the Supreme Court of the State of New South Wales".

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