



Bullitt County Public Library
Minutes of the Regular Board Meeting
November 8, 2016 5:00 PM
Hillview, KY

Call to Order: Sherry Parker called the meeting to order at 5:05 p.m.

Present: Sherry Parker, President; Bernice Davis, Secretary; Lea Ann Johnson, Member; Joe Schweiss, Director; Jennifer Nippert, Assistant Director; guest Sean Firkins.

Absent: Darlene Mann, Vice President; Joyce Manning, Treasurer; Chris Bischoff, Regional Consultant.

Public Comment: none

Minutes: The minutes of the October meeting were presented. Sherry Parker noted an error in the last page of the minutes, in the sixth paragraph, regarding the extra day for holiday closure. The date was changed from December 25 to December 26. Lea Ann Johnson made a motion to approve the minutes as revised, seconded by Bernice Davis. Unanimously approved.

Treasurer's Report: The treasurer's report for October was presented. Bernice Davis made as motion to approve the treasurer's report as presented, seconded by Lea Ann Johnson. Unanimously approved.

Regional Consultant's Report: In Chris's absence, Joe highlighted the dates for the KPLA conference in Lexington on April 19-21, 2017. There is an opportunity for trustees to complete their certifications in one day during the conference.

Director's Report: Joe noted that this is the last meeting for our Treasurer, Joyce Manning. Joe thanked Joyce for her many years of service to the library.

Joe reported another strong month in October, with a 15% increase over last year in circulation of physical items, and a 46% increase in downloadables. Particularly strong are audio books, both in physical and downloadable formats. Count of individual computer sessions is down; however, if Joe starts to record the number of minutes per session, the board could see some different and useful data about computer usage at each location.

The last construction meeting for Mt. Washington was November 2, with the following nearing completion: masonry, window installation, inside rough-ins, metal roofing, and insulation. Water/sewer hookups and the fire suppression hookup are paid, and gas and electric service to the site are now payable by the library. As items are completed, large construction payouts are expected soon.



Mayor Armstrong communicated a bid from the Mt. Washington City Council of \$225,000 for the existing Mt. Washington facility. Bernice Davis made a motion to accept this offer, seconded by Lea Ann Johnson. Unanimously approved.

Next the board discussed real estate options for both the Nichols and Shepherdsville areas. As attempts to contact local realtor Jennifer Rayhill have not yielded results, Sherry Parker brought up a possible agent, Richard Grammer. Richard brought Joe some preliminary information on lots available in Shepherdsville, but Richard would like to establish a more formal relationship with the board before completing too much more work. In regards to the Nichols branch, the board discussed the importance of getting solid information about the sewer and internet infrastructure in the area before moving on purchasing property. To this end, Bernice Davis motioned that Joe serve as an agent for the board to work directly with Richard Grammer to provide realtor services to the library, seconded by Lea Ann Johnson. Unanimously approved.

Jennifer described the progress made thus far on developing the suite of policies regarding schedules and breaks, attendance and tardiness, sick leave, leave of absence, and personal leave. The library's human resources administrator, Rhonda Kinser, attended a helpful webinar on these topics and shared information with the library's administration about forming a "no fault" attendance policy as a model for the library. While several of our policies have been revised with this model in mind, neither the leave of absence policy nor the personal leave policy have been closely examined through this lens. Jennifer's recommendation was that the board table approving any of these policies until the whole suite has been examined in tandem. She invited the board to examine the policies and bring any questions or concerns to the next regular board meeting.

The board reviewed the library's anti-bullying policy, with no recommended revisions.

The board reviewed the library's sexual harassment policy, with no recommended revisions.

The board reviewed the library's whistleblower policy. Minor reformatting was recommended, to change "Anonymous Reports and Reports By Members of the Public" into a heading within the body of the policy. Lea Ann Johnson made a motion to make this revision, seconded by Bernice Davis. Unanimously approved.

Jennifer presented the updated Technical Services Manager job description, which includes more description of the managerial duties required in the position. Lea Ann Johnson made a motion to approve the update job description, seconded by Bernice Davis. Unanimously approved.

Jennifer presented a new job description for Technical Services Assistant Supervisor, to reflect the current practice in the department and to create a promotion path within the department to the Technical Services Manager position. Bernice Davis made a motion to approve the new job description, seconded by Lea Ann Johnson. Unanimously approved.

Next Meeting: The next meeting will be held at the Ridgway Memorial Library in Shepherdsville, on Tuesday, December 13, at 5 p.m.



Adjournment: Bernice Davis made a motion to adjourn the meeting at 6:40 p.m., seconded by Lea Ann Johnson. Unanimously approved.

Minutes taken by Joe Schweiss, Director, and Jennifer Nippert, Assistant Director

Bernice Davis, Secretary

Sherry Parker, President