



Bullitt County Public Library
Minutes of the Regular Board Meeting
February 28, 2017 5:00 PM
Shepherdsville, KY

Call to Order: Sherry Parker called the meeting to order at 5:02 p.m.

Present: Sherry Parker, President; Darlene Mann, Vice President; Bernice Davis, Secretary; Lea Ann Johnson, Member; Sean Firkins, Member; Joe Schweiss, Director; Chris Bischoff, Regional Consultant.

Absent: Jennifer Nippert, Assistant Director.

Public Comment: none

Minutes: The minutes of the January special called meeting were presented. No corrections were deemed necessary. Darlene Mann made a motion to approve the minutes as presented, seconded by Lea Ann Johnson. Unanimously approved.

Treasurer's Report: The treasurer's report for January was presented. Darlene Mann made a motion to approve the treasurer's report as presented, seconded by Sean Firkins. Unanimously approved.

Regional Consultant's Report: Chris pointed out Senate Bill 48, which did not make it through committee early this session for the Kentucky Legislature, will almost certainly be brought up again next year and still might come back before the end of session. The language of the bill would empower the county judge executive to exercise significantly more control over the nomination and appointment of library trustees.

Director's Report: Joe reported another strong month in circulation in January, with a 23% increase in physical items and a 44% increase in digital items over last year. We are digging deeper into the data to determine what collections are increasing or decreasing in popularity at each individual branch to work towards improved collections for each community. Library visits and Wi-Fi use were also strongly up over last year.

Moving onto our current construction project, Joe shared that the masonry is being worked on again as the exterior doors and metalwork near completion. Bathroom tiling has also begun. An email issue with our construction photography vendor caused us to finally receive a backlog of invoices from the beginning of this project.

Our recent real estate projects are both in the due diligence phases. Greg White is working on preliminary designs to show how our buildings will fit on the lots with the required amount of parking



spaces, plus show how necessary septic systems would fit on the Nichols lot. We have a completed consolidation survey for the four Nichols lots into a single plat, which we will turn over to Bullitt County Planning and Zoning after the purchases are complete. Greg said that everything is squared away with the Health Department as well. According to Richard Grammer, our realtor, we should work on completing the Nichols purchase first, so Joe told him to move along with everything we will need to close the deal. The board inquired about finishing the Shepherdsville lot purchase first but, after discussions, determined that the Nichols lot purchase was more time sensitive. Additionally, Greg would like us to really start thinking about what we want out of a large library building and to consider doing site visits with him to other libraries we admire.

Joe then brought up the fact that the terms for our area trustees from Mt. Washington and Lebanon Junction end on June 30th. We have to submit two names for each area but efforts to find applicants have not yielded much success. Joe asked that everyone think about people they know and promote the opportunity to serve on the board to anyone in those areas.

Joe then brought up an issue Sean Firkins had requested be discussed at this meeting. He would like to see the library set up an online service to allow library patrons to vote on board issues and allow them to submit ideas for our services. Chris mentioned that, by statute, we could not open voting up beyond the individual board members, but an online resource to collect feedback would be useful. Joe mentioned that we do collect feedback and even on Facebook, with its 1.6 billion monthly users, we only have some 2,300 people following our page. Chris and Joe both feel that beginning a strategic planning process will help the library collect data from current library users and non-users alike. Chris recommended that we bring in someone from outside that has training in leading public sessions that could be communicate with members of our community. Joe said he would gather info on candidates for the next meeting. Ideally, we would have the process ready to begin before or shortly after the new Mt. Washington branch opens.

Sean Firkins stepped down from his elected position as treasurer. Lea Ann Johnson nominated herself. Lea Ann Johnson motioned to appoint herself as the new treasurer, seconded by Darlene Mann. Unanimously approved.

Lea Ann Johnson motioned to strike the redundant Miscellaneous Staff Policies policy, seconded by Darlene Mann. Unanimously approved.

Darlene Mann motioned to strike the "Security when only two staff are in the library" policy, seconded by Bernice Davis. Unanimously approved.

The board reviewed the Outdoor Spaces policy, with no suggested changes.

The board reviewed the Recruitment and Hiring policy, with no suggested changes.

The board reviewed the Borrower's policy, with no suggested changes.



The board reviewed revisions to the library's Staff Serving on Committees policy to clarify the library's need to maintain appropriate staffing levels. Darlene Mann motioned to accept the revision as presented, seconded by Lea Ann Johnson. Unanimously approved.

The board reviewed revisions to the library's Rules of Conduct policy to allow certain types of food and beverages in appropriate areas. Bernice Davis motioned to accept the revisions as presented, seconded by Darlene Mann. Unanimously approved.

The board reviewed revisions to the library's Study Room Use policy (previously the Small Conference Room Use policy) to clarify the library's priority to access and scheduling of the rooms for library programs and partnerships. Darlene Mann motioned to accept the revision as presented, seconded by Bernice Davis. Unanimously approved.

The board reviewed revisions to the library's Genealogy and Local History Research policy to remove redundant pricing information. Darlene Mann motioned to accept the revisions as presented, seconded by Bernice Davis. Unanimously approved.

The board reviewed revisions to the library's Vacation Leave Scheduling policy to clarify the desired conditions for employees within departments not mentioned in other sections to schedule their leave. Darlene Mann motioned to accept the revision as presented, seconded by Bernice Davis. Unanimously approved.

The board reviewed revisions to the library's Staff and Trustee Development policy to add trustees to the list of people that the library will cover the costs of sending to workshops and conferences. Trustees and specified full-time employees will also have paid membership to the Kentucky Library Association. Darlene Mann motioned to accept the revision as presented, seconded by Bernice Davis. Unanimously approved.

Next Meeting: The next meeting will be held at the Ridgway Memorial Library in Shepherdsville, on Tuesday, March 28, 2017 at 5 p.m.

Adjournment: Bernice Davis motioned to adjourn the meeting at 7:15 p.m., seconded by Darlene Mann. Unanimously approved.

Minutes taken by Joe Schweiss, Director.

Bernice Davis , Secretary

Sherry Parker, President