



Bullitt County Public Library  
Minutes of the Regular Board Meeting  
April 12, 2016 at 5:00 PM  
Shepherdsville, KY

**Call to Order:** Sherry Parker called the meeting to order at 5:07 pm.

**Present:** Sherry Parker, President; Bernice Davis, Secretary; Joyce Manning, Treasurer; Darlene Mann, Member; Lea Ann Johnson, Member; Joe Schweiss, Director; Chris Bischoff, Regional Consultant.

**Guest:** Judy T. Jackson.

**Absent:** None.

**Public Comment:** None.

**Minutes:** The minutes of the March meeting were presented. Darlene Mann noticed a mistake on the third page that listed her last name as "Davis" and requested it be corrected. A motion to approve the minutes as corrected was made by Darlene Mann. Lea Ann Johnson seconded the motion. The motion was approved unanimously.

**Treasurer's Report:** The Treasurer's Report for March was presented. A motion to approve the Treasurer's Report was made by Bernice Davis. Darlene Mann seconded the motion. The motion was approved unanimously.

**Regional Consultant's Report:** KDLA consultant Chris Bischoff submitted a written report. Primary emphasis was placed on the new modules created to promote the library as a community partner in providing programs and materials useful for school readiness. This month's Trustee Tip focused on audits.

**Director's Report:** Joe Schweiss started by mentioning the increase in door count and checkouts so far in 2016. The door count is up 7% from 2015 and the checkouts have increased 20% from 2015. We have also added more new card holders than last year, deleted 40,000 inactive accounts, and started in on cleaning up both the catalog and the shelves. Joe said he would like to see extra money spent this fiscal year on improving our physical collection.

Joe next discussed the current construction and renovation projects. Mt. Washington construction is underway but still hampered by soft soil issues, calling for more rock. The reroofing project at Lebanon Junction, which was awarded to Kentuckiana General Construction, LLC, is set to start after the shingles are received, which should be in a week or two.

Joe moved on to discussing the progress on obtaining an estimate and timeline on fixing the heaving floor issue at Ridgway. Greg White, David Elder, and Matthew Elder are working on completing

the estimate based on the recommendations of an engineering firm based on the fill samples taken by Sandy Greenbaum.

Joe then discussed the possibility of offering the Treehouse education platform to our patrons. It allows people to learn web and software development online with the intent of getting users job-ready. It has been successfully used at other libraries and is a big part of the Code Louisville program. We also had people ask if we offered Treehouse during Teen Tech Week. Joe's wife works for the company but would receive no compensation if the library decided to purchase. A motion to move forward with offering Treehouse to Bullitt County Public Library patrons was made by Joyce Manning. Bernice Davis seconded the motion. The motion was approved unanimously.

Joe then shared two pieces of employment news with the group. Nancy Dearmond, our Branch Manager in Mt. Washington, will be retiring at the end of May. Also, the vacant Assistant Director position has been offered to Jennifer Nippert, long-time director of the Owen County Public Library. She brings with her both administrative and management experience from her time as a library director and store manager at multiple Barnes and Noble Booksellers locations. She will begin on April 25.

Joe next presented a proposed budget for fiscal year 2016-17. Increases were included in the areas of payroll, promotion, and collections, as suggested by the Kentucky Public Library Standards committee. The Board will review and discuss at the May meeting.

The Board moved on to discussion of a proposed updated Schedules, Breaks, and Attendance policy. Joe wanted to update the policy to provide managers with better information on tardiness and excessive absences. A motion to approve the updated Schedules, Breaks, and Attendance policy as presented was made by Bernice Davis. Joyce Manning seconded the motion. The motion was approved unanimously.

The Board then reviewed a proposed update to the Disability Program policy. The policy sets a fairer time-frame for eligibility by part time staff. A motion to approve the updated Disability Program policy as presented was made by Bernice Davis. Lea Ann Johnson seconded the motion. The motion was approved unanimously.

The Board then discussed an updated version of the Rules of Conduct policy. Joe noted that he would like to see the policy updated to include more behaviors not allowed at the library, such as loitering and sleeping. The Board noted a change they wished to see and amended the updated policy. A motion to approve the Rules of Conduct policy as amended was made by Lea Ann Johnson. Darlene Mann seconded the motion. The motion was approved unanimously.

The Board moved on to discuss two newly proposed policies: an Unattended Children policy and an Unattended Adults in Need policy. The Unattended Adults in Need was tabled to make suggested changes. Darlene Mann noted an error in formatting and an error in grammar to be corrected. A motion to approve the Unattended Children policy as corrected was made by Joyce Manning. Lea Ann Johnson seconded the motion. The motion was approved unanimously.

Joe then presented a policy on Unpaid Leave for review by the Board. The Board discussed the policy and ultimately decided further review and research was needed before making any final decisions.



**Next Meeting:** Due to a scheduling conflict for Sherry Parker, the next meeting will be a special called meeting to be held on Thursday, May 5<sup>th</sup>, at 5 pm.

**Adjournment:** A motion to adjourn was made by Bernice Davis at 6:40 pm. Darlene Mann seconded the motion. The motion carried unanimously.

Minutes taken by Joe Schweiss, Library Director

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Bernice Davis, Secretary

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Sherry Parker, President