



Bullitt County Public Library
Revised Minutes of the Regular Board Meeting
May 10, 2016 5:00 PM
Shepherdsville, KY

Call to Order: Sherry Parker called the meeting to order at 5:10 pm.

Present: Sherry Parker, President; Joyce Manning, Treasurer; Darlene Mann, Member; Lea Ann Johnson, Member; Joe Schweiss, Director; Jennifer Nippert, Assistant Director.

Absent: Bernice Davis, Secretary; Chris Bischoff, Regional Consultant.

Public Comment: None.

Minutes: The minutes of the April meeting were presented. A motion to approve the minutes as presented was made by Joyce Manning. Lea Ann Johnson seconded the motion. The motion was approved unanimously.

Treasurer's Report: The Treasurer's Report for April was presented. A motion to approve the Treasurer's Report was made by Darlene Mann. Lea Ann Johnson 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 availability of the Statistical Report of Kentucky Libraries for fiscal year 2014-2015. This month's Trustee Tip focused on petty cash. Joe and Jennifer will review this policy with our Bookkeeper.

Director's Report: Joe Schweiss started his report with some employee news. Jennifer Nippert, formerly of Owen County Public Library, started as our new Assistant Director. Pam Rowe was selected as the new Branch Manager of our Mt. Washington branch to replace Nancy Dearmond, who is retiring at the end of the month. The person chosen to replace Pam in the role of Assistant Branch Manager is Cheryl Seabolt, which leaves a vacancy in the Outreach/Programs department, which will be filled internally.

Joe next mentioned that the increase in door count and checkouts so far in 2016 continued throughout April. Checkouts were up 20% compared to last April and the door count was up 6%. Joe said he would like to see extra money from this fiscal year spent on improving our physical collection.

Joe then discussed construction progress and building updates. We are looking deeply into a card or fob-based entry system for the new Mt. Washington building so that we no longer have to hand out keys to use the meeting room after hours. We would also like to carry this new system over and

retrofit our current branches to use the same product. In addition, we will be adding AV equipment to the meeting room at Lebanon Junction to provide a large monitor (rather than a ceiling-mounted projector) and sound system for staff and public use. This will add another level of service and convenience for all. If this is successful, we can introduce these into all other meeting rooms.

Joe then brought up current building issues. For the Ridgway heaving floor issue, we are still waiting on price information from both Redlee Construction on construction estimates and KPC Architectural Products on moving the books and shelves out of the construction area. At the Hillview branch, the irrigation system was leaking between the spigot and the rest of the pipes. We suspect it was not properly installed at the time of construction. Noel arranged for a plumber to repair the issue.

Joe next presented an updated proposed budget for fiscal year 2016-2017. It included small revisions, including a separate Public Relations/Marketing budget. It was also confirmed that the budget amount for health care would be fine, as our current plan would only face an increased cost of 4.6% for the new fiscal year. A motion to approve the budget was made by Lea Ann Johnson. Joyce Manning seconded the motion. The motion was approved unanimously.

Joe then reminded the board that the spring Staff Development Day will take place May 25th. Jennifer will check with Chris Bischoff to see if staff will be awarded Continuing Education credits for the presentations.

Joe then presented the Meeting Room Use policy for review. The staff at the branches have been having more requests to use the room by people wanting to use it to present products but not exchange money. The board agreed that this is still against policy. Sherry had also noticed that one such group was using pictures of the Hillview branch to promote their presentations on Facebook. After discussion, a motion to include the phrases “No fundraising or collecting of money can take place in the building or on the property” and “No photos or images of the libraries may be use in the promotion of any event or meeting” to the policy was made by Joyce Manning. Lea Ann Johnson seconded the motion. The motion was approved unanimously.

The Unattended Adults in Need of Care policy proposal that was revised for this meeting was tabled for further review. Lea Ann Johnson recommended looking in to the Safe Sanctuaries policy that has been adopted by many local organizations.

Joe next presented a new job description for Administrative Assistant. It would allow us to create a position to help in the Bookkeeping, Human Resources, and Marketing departments. A motion to approve the job description as presented was made by Lea Ann Johnson. Darlene Mann seconded the motion. The motion was approved unanimously.

Jennifer then proposed a new database/product that she is familiar from her time in Owen County. Hoopla offers books, audiobooks, graphic novels, music, and movies for streaming or download to patron devices. It is a pay-per-use model that would offer access to their entire catalog and only charge for what items patrons use. The initial cost would be \$12,000, all of which would be used as a retainer from which our charges would draw. We can add more to this at any time. A motion to add Hoopla to our digital offerings was made by Lea Ann Johnson. Darlene Mann seconded the motion. The motion was approved unanimously.



Joe finished by reminding officers that we need to have our biennial officer elections next month. Also, it is time for the annual director's evaluation.

Next Meeting: The next meeting will take place at the Ridgway Memorial Library on Tuesday, June 14th, at 5pm.

Adjournment: A motion to adjourn was made by Darlene Mann at 6:40 pm. Lea Ann Johnson seconded the motion. The motion carried unanimously.

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

Bernice Davis, Secretary

Sherry Parker, President