



Bullitt County Public Library  
Minutes of the Regular Board Meeting  
May 23, 2017 5:00 PM  
Shepherdsville, KY

**Call to Order:** Darlene Mann called the meeting to order at 5:02 p.m.

**Present:** Sherry Parker, President; Darlene Mann, Vice President; Bernice Davis, Secretary; Lea Ann Johnson, Treasurer; Sean Firkins, Member; Joe Schweiss, Director; Jennifer Nippert, Assistant Director.

Sherry Parker entered the meeting at 5:10 p.m.

**Absent:** none

**Public Comment:** none

**Minutes:** The minutes of the April regular meeting were presented. Lea Ann Johnson made a motion to approve the minutes, seconded by Sean Firkins. Unanimously approved.

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

**Regional Consultant's Report:** Because the trustee tip for May addressed trustee's use of email for library business, Joe mentioned the possibility of sending packets via email and queried the board for their preferences. Bernice requested to continue to receive physically mailed packets.

**Director's Report:** Joe shared his report, noting that year-to-date we are up over 19% in circulation in physical and digital materials combined.

In construction news, furniture and fiber installation are in progress for the Mt. Washington project. Once the network is completed, cameras can be tested.

In real estate news, the last occupants of the Nichols property moved out last Sunday and demolition on the existing buildings should be started as soon as possible to avoid liability concerns. Both our architect and our real estate agent recommend that the library's due diligence on the Shepherdsville property is complete and that the board complete the closing on the property. The closing is set for Thursday, May 25 at 4 p.m.

Lea Ann Johnson made a motion to direct Joe to collect pricing information for demolition of the houses in Nichols, and with a limit of \$50,000 for total costs, he is empowered to oversee the completion of the process, seconded by Bernice Davis. Unanimously approved.



Joe reported that the interview committee for the strategic planning consultant recommended Libby Alexander. Darlene Mann motioned that Joe contact Libby to complete a contract for the work, seconded by Bernice Davis. Unanimously approved.

Joe reviewed fund allotments in the current proposed budget. A modest increase in the budget should cover increased operating expenses at Mt. Washington, as well as an increase in payroll costs for expanding outreach services to our homebound patrons. As a side note, we did receive a bond rating increase from AA3 to AA2 (for reference, Louisville Metro is AA1), should we need that reference in a capital project. Bernice Davis motioned that the budget for fiscal year 2017-2018 be approved as presented, seconded by Lea Ann Johnson. Unanimously approved.

Lea Ann announced that she would no longer be able to serve on the board because her husband is being relocated. Joe and Tobee Taylor, the branch manager at Lebanon Junction, have secured names and applications from several possible candidates who live in this area of the county. Joe invited any interested trustees to join the interview committee to help select two candidates to fill the position.

Jennifer presented a shortened version of her KPLA conference presentation on the work of the Standards Committee. There are three levels of accomplishment that a Kentucky public library can obtain: Essential, Enhanced, and Exemplary. After explaining the levels, she indicated that Bullitt County is currently at the Essential rating, and that she will be making recommendations over the course of the next fiscal year to move the library towards the Enhanced rating.

Joe reported that the statistical report from the Kentucky Department of Libraries and Archives recently became available online. Areas of improvement for Bullitt County in comparison to other Kentucky libraries include number of registered users, number of attendees to children's programs, and circulation of the collection.

Joe asked the board to submit their completed director's evaluations to Rhonda in the HR office for compilation.

**Next Meeting:** The next meeting will be held at the Ridgway Memorial Library in Shepherdsville, on June 27, 2017 at 5 p.m.

**Adjournment:** Darlene Mann motioned to adjourn the meeting at 6:40p.m., seconded by Bernice Davis. Unanimously approved.

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

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Bernice Davis, Secretary

Sherry Parker, President

