



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

Call to Order: Sherry Parker called the meeting to order at 5:04 p.m.

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

Absent: none

Public Comment: A group of citizens, including State Representative Russell Webber, Bullitt County Magistrates Dennis Mitchell and Joe Rayhill, Bullitt County School Board Member Delores Ashby and Randy Pace, addressed the board about their desire to see a library branch constructed in the Nichols community. Mr. Mitchell suggested that the library board might benefit by sending two trustees to a town hall meeting that could be held at the Nichols Elementary School to gauge the community's interest in the project. Land parcels for a possible location were discussed; Joe agreed to work through a realtor to collect information about those parcels, including infrastructure needs, for the board to consider at a future meeting. Sherry thanked the group for coming to the meeting, and conveyed the board's commitment to providing appropriate library services to all parts of the county, while simultaneously weighing the entire county's long term needs. The group exited the meeting at 5:32 p.m.

Minutes: The minutes of the June meeting were presented. A motion to approve the minutes as presented was made by Darlene Mann, seconded by Bernice Davis. The motion was approved unanimously.

Treasurer's Report: The Treasurer's Report for June was presented. A motion to approve the Treasurer's Report was made by Bernice Davis, seconded by Lea Ann Johnson. The motion was approved unanimously.

Regional Consultant's Report: Chris reviewed his written report, highlighting the upcoming webinar offered by KDLA that will address the new federal rules addressing compensatory time and overtime.

Director's Report: Joe began his report with an overview of circulation statistics, including a year-to-date 2.4% increase in physical item checkout over last year. Year-to-date digital circulation increased by 40% over last year, door count increased by 2.6% and computer use decreased by 8%. Finally, public wifi usage increased by 220% year-to-date. Joe answered Sherry's question about unique users of public



wifi; a unique user in different buildings on the same day will count as 2 users, but multiple sessions in one branch in one day will only count as one user.

Joe presented the board with a rough draft of the library's master facilities plan. This document is designed to indicate what benchmarks are to be used in planning for facilities through the year 2040, including new locations, as well as remodels and refreshes for existing locations.

Next Joe discussed construction progress at the Mount Washington location. He will be attending a construction meeting on July 13 and will alert the board when framing and masonry work will begin. Additional crushed rock was recommended for the parking area that is currently holding supplies and the construction trailer.

In other building news, a new large screen TV and sound system have been installed at the Lebanon Junction branch. Feedback from staff and patrons will determine whether this is a solution for providing AV equipment in other meeting rooms in the system.

An existing scholarship policy last adopted in 2004 lists guidelines for library employees to pursue a Master's degree in Library Science with the financial support of the library. Modifications were made to the policy introduction to align the policy's intent with the library mission statement and to expand the number of employees eligible for the scholarship. A motion was made by Joyce Manning to make these amendments to the policy, seconded by Lea Ann Johnson. The motion was approved unanimously. A tuition assistance agreement was presented, as well, which will be vetted by a local attorney, to assist with procedures related to administering the scholarship.

The existing borrower's policy was corrected to include Meade County as a neighboring county eligible for borrowing privileges. An additional restricted card for children whose parents are unavailable to sign for borrowing permissions was added. Jennifer noted that this will be a tool for the outreach department to use during their school visits. A motion was made by Lea Ann Johnson to modify the policy as described above, seconded by Bernice Davis. The motion was approved unanimously.

The existing circulation policy was modified to create a 5 item limit for restricted and county cards. Additionally, the policy now includes documentation that describes all categories that can be checked out by adults or juveniles with adult privileges. A motion was made by Darlene Mann to modify the policy as described above, seconded by Joyce Manning. The motion was approved unanimously.

A new job description was created to specifically address the job responsibilities of the children's outreach and programming library specialist and to differentiate these responsibilities from the early literacy outreach and programming library specialist. A motion was made by Bernice Davis to approve the job description as written, seconded by Darlene Mann. The motion was approved unanimously.

Adjustments were made to the custodial assistant job description to more closely mirror current job duties, including materials and supplies delivery. A motion was made by Lea Ann Johnson to accept the modifications as presented, seconded by Joyce Manning. The motion was approved unanimously.



Mt. Washington's mayor, Barry Armstrong, has again asked for an asking price for the current library building. Joe scheduled a visit to the facility with a certified commercial appraiser to arrive at an initial asking price.

The board completed the director's performance review.

Next Meeting: The next meeting will take place at the Ridgway Memorial Library on Tuesday, August 9th at 5 p.m.

Adjournment: A motion was made by Bernice Davis to adjourn the meeting, seconded by Joyce Manning. The motion was approved unanimously, and the meeting adjourned at 6:51 p.m.

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

Bernice Davis, Secretary

Sherry Parker, President