



Bullitt County Public Library  
Minutes of the Regular Board Meeting  
August 9, 2016 5:00 PM  
Shepherdsville, KY

**Call to Order:** Sherry Parker called the meeting to order at 5:00 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.

**Absent:** Chris Bischoff, Regional Consultant.

**Public Comment:** none

**Minutes:** Revisions were made to the May minutes. A motion to approve the revised minutes was made by Lea Ann Johnson, seconded by Joyce Manning. The motion was approved unanimously.

Revisions were made to the June minutes. A motion to approve the revised minutes was made by Lea Ann Johnson, seconded by Darlene Mann. The motion was approved unanimously.

The minutes of the July 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 July 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:** In Chris's absence, Joe reviewed the July Trustee Tip, which addressed setting the library's tax rate. Since the proposed rates have not yet arrived at the library, it may be necessary to have a special called meeting to set the rate by the required deadline of September 15. Joe confirmed with board members that sending out information via email was an effective way to communicate on this issue.

**Director's Report:** As a system, Joe reported that we had another strong month with circulation increasing 12% versus July of 2015. Downloadable circulation showed strong gains and should continue to improve with the addition of Hoopla to our digital content offerings. Additionally, we have received strong positive feedback on our current project of creating different sections within the children's section for different reading levels. We hope that this project will also help us determine on which types of books we are overstocked or understocked to better meet patron needs.

Next Joe reviewed various facility issues.

1. The new Mt. Washington branch construction is still on track for a March 2017 opening; the next phases will be framing and masonry.
2. Dennis Mitchell is working to get some information to Joe about property bordering the Nichols Elementary School. A town meeting is proposed to canvass the community about the desire for a branch in the area; two board members may attend to represent the library. Bernice also suggested a meeting with the principal to define needs of the students in the Nichols community.
3. Driving rains at Hillview have uncovered a problem with the window flashing installation; Joe is seeking information through Redlee Construction to identify a reliable company to provide an estimate for correcting the problem.
4. Jack Porter contacted Joe about an estimated value for the current Mt. Washington branch location. When calculating an estimate for the property, factors would typically include access to parking and an office configuration. The city of Mt. Washington granted the library use of their lot in 2001, and this access would not necessarily be transferrable to another buyer. Mr. Porter indicated he was willing to complete a more formal report at the board's request.
5. The Master Facilities Plan is under review by our Regional Consultant, Chris Bischoff.

Next Joe reviewed a revision to the library's overdue material policy to create a cap on overdue fines. The overdue fine will continue to accrue until the fine on each item matches the current cost of that item or the maximum fine limit is reached for an account. All library accounts will now have a maximum fine cap of \$20.00. A motion was made by Darlene Mann, seconded by Lea Ann Johnson to adopt the revision. The motion was approved unanimously.

Revisions to a procurement policy and a proposal for a fund balance policy were distributed. Voting on these two items was tabled to give the board more time to review the documents.

A motion was made by Lea Ann Johnson for Joe to contact Mt. Washington's mayor with an initial asking price for the current library building at \$100 per square foot, seconded by Bernice Davis. The motion was approved unanimously.

A motion to correct to the circulation policy, revised at the June meeting, to include music CD check outs on juvenile cards, was made by Lea Ann Johnson, seconded by Joyce Manning. The motion was approved unanimously.

A motion to adopt an investment policy, with current language vetted by the Kentucky Department of Libraries and Archives, was made by Bernice Davis, seconded Joyce Manning. The motion was approved unanimously.

The following existing policies were reviewed by the board, with no recommended revisions:

1. Trustee Orientation
2. Fiscal Responsibility
3. Board Reimbursement of Expenses
4. Board of Trustee and Library Employee Ethics
5. Conflict of Interest

Additionally, these policies will be posted to the website.



Jennifer presented an update to the Outreach and Programming Supervisor job description, which includes an emphasis on the managerial duties involved in the position. A motion was made by Bernice Davis, seconded by Lea Ann Johnson, to adopt the new description. The motion was approved unanimously.

Joe reported that the library's annual report is nearly complete and will be ready for the board to review at the next meeting.

**Next Meeting:** The next meeting will take place at the Ridgway Memorial Library on Tuesday, September 13<sup>th</sup> at 5 p.m.

**Adjournment:** A motion was made by Bernice Davis to adjourn the meeting, seconded by Darlene Mann. 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

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Bernice Davis, Secretary

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Sherry Parker, President