



## Bullitt County Public Library

### Minutes of the Regular Board Meeting

March 28, 2017 5:00 PM

Shepherdsville, KY

**Call to Order:** Sherry Parker called the meeting to order at 5:03 p.m.

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

**Absent:** none

**Public Comment:** David Strange shared that this year is the 100<sup>th</sup> anniversary of the historic train wreck that happened December 20, 1917, in Shepherdsville. He offered that the library might want to consider holding some sort of commemorative programming.

**Minutes:** The minutes of the February regular meeting were presented. Lea Ann Johnson made a motion to approve the minutes as corrected, seconded by Darlene Mann. Unanimously approved.

**Treasurer's Report:** The treasurer's report for February was presented. Bernice Davis made a motion to approve the treasurer's report as presented, seconded by Darlene Mann. Unanimously approved.

**Regional Consultant's Report:** Chris Bischoff reported that the remaining State Aid would be distributed to libraries in April. For budgeting purposes, the directors should plan on approximately 98% of last year's funding level. He also addressed the concern about funding for LSTA/IMLS at the federal level. Programs that depend on this funding in Kentucky are the e-rate consultant for public libraries and the talking books program. Board members may be encouraged to participate in advocacy efforts to protect LSTA/IMLS funding.

**Director's Report:** Joe reported the continuation of circulation increases for the month of February. Highlights are an increase in check outs of the physical collection of 18.29% over last year, and an increase in the check outs of the digital collection of 43.08% over last year, led by audio book downloads. Joe mentioned that this may be due to the ease of use to listen to digital audio books in newer vehicles.

In facilities planning efforts, the library has closed on 4 properties, totaling approximately 1.3 acres, in Nichols for a new library facility.



The term for the Lebanon Junction area trustee expires June 30, 2017. Darlene Mann motioned that both Lea Ann Johnson and Steve Masden be presented as candidates for vetting through KDLA and presentation to the fiscal court, seconded by Bernice Davis. Unanimously approved.

The term for the Mt. Washington area trustee expires June 30, 2017. Bernice Davis motioned that both Darlene Mann and Lynn Martin be presented as candidates for vetting through KDLA and presentation to the fiscal court, seconded by Lea Ann Johnson. Unanimously approved.

Joe presented the idea of strategic planning to the board. Several local candidates are available to serve as consultants for a strategic planning process. Lea Ann Johnson, Sherry Parker, and Darlene Mann volunteered to form a committee to interview candidates and select the best fit for the library.

Joe reviewed a draft of the 2017-2018 budget with the board. He stressed the need to assign values to various funds, including capital projects, emergency, pension liability, and general operating. The board will continue discussion at the next regular meeting.

The board reviewed the Confidentiality, Open Records, and Open Meetings policy revisions. Lea Ann Johnson motioned to accept the policy as revised, seconded by Darlene Mann. Unanimously approved.

The board reviewed the revised Lost, Damaged, and Overdue Items policy. Darlene Mann motioned to accept the policy as revised, seconded by Bernice Davis. Unanimously approved.

The board reviewed the revised Dress Code policy. Lea Ann Johnson motioned to accept the policy as revised, seconded by Darlene Mann. Unanimously approved.

The board reviewed the revised Laptop Borrowing policy. Lea Ann corrected a typo in the policy, changing “with” to “within.” Darlene Mann motioned to accept the policy as corrected, seconded by Bernice Davis. Unanimously approved.

The board reviewed the revised Time in Position policy. Darlene Mann motioned to accept the policy as revised, seconded by Lea Ann Johnson. Unanimously approved.

The board reviewed the current Schedules, Breaks, and Attendance policy, as well as the revisions to the policy, with Jennifer leading the discussion. Lea Ann Johnson motioned to strike the existing policy, and replace it with two policies: Schedules and Breaks, and Attendance and Tardiness, seconded by Darlene Mann. The policy changes will be communicated to staff and implemented starting May 18, 2017. Unanimously approved.

Jennifer presented a new job description for Children’s Services Librarian. She suggested an examination of other job description to include the word “librarian.” Bernice Davis motioned to accept the job description as presented, seconded by Darlene Mann. Unanimously approved.

The board reviewed the revised Board of Trustees and Library Employee Ethics policy. Bernice Davis motioned to accept the policy as revised, seconded by Darlene Mann. Unanimously approved. All of the board members signed the acknowledgement statement.



The board members discussed attending trustee training at the upcoming KPLA conference on April 19, 2017. All of the board members expressed an interest in attending.

**Next Meeting:** The next meeting will be held at the Ridgway Memorial Library in Shepherdsville, on Tuesday, April 25, 2017 at 5 p.m.

**Adjournment:** Darlene Mann motioned to adjourn the meeting at 7:00 p.m., seconded by Lea Ann Johnson. Unanimously approved.

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

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Bernice Davis, Secretary

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Sherry Parker, President