



Bullitt County Public Library  
Minutes of the Regular Board Meeting  
June 27, 2017 5:00 PM  
Shepherdsville, KY

**Call to Order:** Sherry Parker called the meeting to order at 5:13 p.m.

**Present:** Sherry Parker, President; Darlene Mann, Vice President; Bernice Davis, Secretary; Joe Schweiss, Director; Jennifer Nippert, Assistant Director; Chris Bischoff, Regional Librarian; Guest, Larry Coleman; Guest, William Arnett.

**Absent:** Sean Firkins, Member.

**Public Comment:** Mr. Arnett was allowed to raise various concerns over the course of the meeting. He was reminded that while the board meetings are open to the public, the time for comment by the public is normally limited to the opening portion of the meeting.

**Minutes:** The minutes of the May regular meeting were presented. Darlene Mann made a motion to approve the minutes, seconded by Bernice Davis. Unanimously approved.

**Treasurer's Report:** The treasurer's report for May 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 noted that although KDLA's budget experienced a 1% cut this fiscal year, the federal LSTA budget is confirmed. He thanked everyone for advocacy on that issue.

**Director's Report:** In terms of income, the library has collected 102% of expected revenue as of May.

Joe shared his circulation report, noting that year-to-date we continue to experience a 19% increase in circulation in physical and digital materials combined.

In construction news, furniture and installations are continually progressing for the Mt. Washington project. Once the network is completed, cameras can be tested. Additionally, based on the recommendation of BCPS, as well as his submitting the lowest bid, Check Martin was scheduled to complete the demo work at Nichols.

Joe also reported that he, Jenn, and Greg White met on June 23<sup>rd</sup> to discuss the creation of a program for the Nichols location.

Mayor Barry Armstrong called Joe on June 26<sup>th</sup> to discuss a potential closing date for the old Mt. Washington location. Joe communicated that the city would have permission to begin the installation of



high speed internet access even as the library still occupies the old location, given the problems we've had with our own phone installation in the new location.

Joe shared that Libby had provided a contract for work for the library. She is expecting a minimum of 180 hours of work at a rate of \$150 per hour, with work starting mid-July at the earliest.

Joe reviewed fund allotments in the current fiscal year's budget, which will be posted on the Department of Local Government's website. Bernice Davis motioned that the amended budget for fiscal year 2016-2017 be approved as presented, seconded by Darlene Mann. Unanimously approved.

Larry Coleman was asked to introduce himself as a possible candidate for the open trustee position at Lebanon Junction. He took a few minutes to share his background with the board.

A motion was made by Bernice Davis to submit two names, Sherry Beck and Larry Coleman, first to KDLA and then to the fiscal court, as candidates to fill the open trustee position at Lebanon Junction, seconded by Darlene Mann. Unanimously approved.

Jenn presented a Homebound Delivery policy and a Homebound Delivery Librarian job description to the board for approval. This service can be fully engaged once the Library staff have a better idea of the need in the community and the amount of resources required for the project. Bernice Davis motioned to approve the Homebound Delivery policy, seconded by Darlene Mann. Unanimously approved.

Bernice Davis motioned to approve the Homebound Delivery Librarian job description, seconded by Darlene Mann. Unanimously approved.

Jenn presented the policy updates required by the Library's addition of long-term disability insurance to its full-time employees. A motion was made by Darlene Mann to accept the new long-term disability policy created to address this change in benefits, seconded by Bernice Davis. Unanimously approved.

A motion was made by Darlene Mann, seconded by Bernice Davis, to revise the benefits policy to reflect the changes in benefits effective July 1, 2017. Unanimously approved.

A motion was made by Bernice Davis, seconded by Darlene Mann, to revise the short-term disability program policy to conform to the requirements of the library's policy provider. Unanimously approved.

Bernice Davis motioned to approve the Worker's Compensation policy as presented, seconded by Darlene Mann. Unanimously approved.

Darlene Mann motioned to approve the Pest Control policy with a minor correction the definition of "second occurrence" to the final section, which was immediately made. Seconded by Bernice Davis, unanimously approved.

Darlene Mann motioned to approve revisions to the Code of Conduct policy to address the restriction of bedding and other large items being brought into the Library, seconded by Bernice Davis.



Bernice Davis motioned that the board allow Jennifer Nippert to participate in the MLS scholarship program early, waiving the two-year employment requirement, seconded by Darlene Mann. Unanimously approved.

The board completed their evaluation of the director.

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

**Adjournment:** Sherry Parker motioned to adjourn the meeting at 7:24p.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

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Sherry Parker, President