



Bullitt County Public Library
Minutes of the Regular Board Meeting
October 11, 2016 5:00 PM
Lebanon Junction, KY

Call to Order: Sherry Parker called the meeting to order at 5:02 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: none

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

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

Regional Consultant's Report: Chris reviewed some highlights in the report, as well as the Trustee Tip.

Director's Report: Joe reported another strong month in circulation, with a 20% increase in physical item circulation over September of last year, and a 50% increase in downloads. A category where the library has been struggling, digital magazines, will be replaced with a new product and format, called Flipster, beginning November 1, with the hopes for increased usage.

Next Joe reviewed various construction and facilities issues.

1. During the last construction meeting for Mt. Washington on October 5, the construction timeline was reviewed. In the next two weeks, exterior sheeting, wood blocking, roof sheeting, and window frames should be completed. There also should be a sample wall in place to view as soon as the contractor can arrange for it to be installed correctly.
2. Mayor Armstrong contacted Joe with a proposed offer of \$150,000 for the current Mt. Washington facility. The board discussed the possibilities for a new asking price with the regional consultant.

Joe reported on his presentation to the fiscal court on September 20, regarding the library tax rate adoption. He noted that the County Attorney advised the court to move to approve the presentation, which is not actually necessary according to KRS currently.



Joe, Jennifer, Sherry, and Bernice attended the town meeting at Nichols Elementary on September 29, which attracted over 70 people, including some elected officials (Mitchell, Rayhill, Webber, Seum, and Ashby). Joe solicited ideas for a new library and the following were identified as needs by the attendees:

1. Access to computers
2. A meeting room
3. Study areas
4. Digital books*(already available through library's website)
5. ABCMouse
6. Computer training for seniors
7. Programs for Nichols Elementary students directly after school lets out
8. Programs to teach digital literacy, particularly for students without technology at home

Some challenges raised were whether the library would have enough usage, and that the library must be located in an area easily located by the children in the community.

Joe indicated that the board needs to continue to actively pursue land acquisition for future building projects. Sherry agreed to follow up with Jennifer Rayhill to obtain detailed real estate information for the board to consider at the next meeting.

The board discussed the city of Mt. Washington's continued interest in acquiring the current Mt. Washington facility. A motion was made by Bernice Davis to propose \$300,000 as the new asking price for the property, seconded by Darlene Mann. Unanimously approved.

The board reviewed a draft of the revised schedules, breaks, and attendance policy. Jennifer explained to the board that the intention of the revision is to reduce the amount of unpaid leave that is being taken, when other types of leave would be more appropriate. Additionally the revisions will help to clarify procedure when leave policies are being abused. Adoption of the policy was tabled to give the library time to collect additional information about best practices for this type of policy.

The board reviewed revisions to the thermostat settings policy, formerly the library building temperature settings policy. Lea Ann noted a typo in the third paragraph that should be "tilted," not "tilled." Joyce Manning made the motion to approve the policy as corrected, seconded by Darlene Mann. Unanimously approved.

The board reviewed revision to the interlibrary loan policy, which removed charges to patrons when a requested item can be found within the courier network in the state. Additionally the library will reduce the processing charges incurred by a borrowing library, should one of our items be lost. Bernice Davis motioned to approve the revisions, seconded by Lea Ann Johnson. Unanimously approved.

The board reviewed the current dress code policy, with no recommended revisions.

The board reviewed a revision to the circulation policy, to include reference materials check out. Joyce Manning made a motion to approve the revision, seconded by Darlene Mann. Unanimously approved.



The separate reference policy was made redundant. Lea Ann Johnson made a motion to strike this policy from the current listing, seconded by Bernice Davis. Unanimously approved.

The review of the borrowers' policy was tabled until next meeting, which will include a section addressing check outs to county agencies.

The board reviewed a revision to the history museum checkout policy, formerly the courthouse checkout policy, to include actual practice. Bernice Davis made a motion to approve the revision, seconded by Darlene Mann. Unanimously approved.

Joe explained that the hiring and firing policy is currently redundant, as it is covered in other library policy. Darlene Mann made the motion to strike this policy from the current listing, seconded by Bernice Davis. Unanimously approved.

Joe asked that the board consider closing all locations on December 26 to allow for more staff to have a paid day off to celebrate the holiday, rather than just the employees working on a Sunday afternoon at Ridgway. A motion was made by Lea Ann Johnson to close on December 26, seconded by Bernice Davis. Unanimously approved.

Joe proposed a donation to Eastside Middle School, as another governmental agency, of current surplus technology. A motion was made by Joyce Manning to make this donation, seconded by Lea Ann Johnson. Unanimously approved.

Next Meeting: The next meeting will be held at the Hillview Branch Library on Tuesday, November 8, at 5 p.m.

Adjournment: A motion was made by Bernice Davis to adjourn the meeting at 6:45 p.m., seconded by Darlene Mann. Unanimously approved.

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

Bernice Davis, Secretary

Sherry Parker, President