



Bullitt County Public Library  
Minutes of the Regular Board Meeting  
December 13, 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; Lea Ann Johnson, Member; Joe Schweiss, Director; Jennifer Nippert, Assistant Director; guests June Dawson, Clayton Dawson, Richard Grammer, and Sean Firkins.

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

**Public Comment:** June Dawson thanked the library staff and board members who were present at the Nichols community meeting about locating a branch library in that area. She indicated that she owns property near the Nichols Elementary School, which would be a possible location for the new branch. She expressed her enthusiasm for the project and the benefits a library would bring to the community. She and Clayton exited the meeting at 5:10 p.m.

**Minutes:** The minutes of the November meeting were presented. Lea Ann Johnson made a motion to approve the minutes as revised, seconded by Bernice Davis. Unanimously approved.

**Treasurer's Report:** The treasurer's report for November 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:** In Chris's absence, Joe informed the board that the new Kentucky Public Library calendar was now available on the KDLA website.

**Director's Report:** Joe reported another strong month in November, with a 19% increase over last year in circulation of physical items, and a 45% increase in downloadables.

Next Richard Grammer led the board in a discussion of real estate options for both the Nichols and Shepherdsville areas. Darlene Mann motioned that Richard Grammer pursue the purchase of identified available property in Nichols, seconded by Bernice Davis. Unanimously approved.

Bernice Davis motioned that Richard Grammer pursue the purchase of identified available property in Shepherdsville, seconded by Darlene Mann. Unanimously approved.

Joe presented the agreement for the sale of the current library facility in Mt. Washington to the city of Mt. Washington, as reviewed by Buckman and Farris. Amendments to the original agreement included that the building would be sold "as is." Joe mentioned that the firm provided the amendments pro bono, and that they are interested in providing legal services to the library in the future. Bernice Davis



motioned that Joe will act as the designee of the board to execute the contract with the city of Mt. Washington, with the amendments made by Buckman and Farris, seconded by Darlene Mann. Unanimously approved.

Sean Firkins' application to serve on the library board of trustees was presented, and he was invited to speak to the board about his interest in serving. Darlene Mann motioned that Sean Firkins be presented to KDLA as a candidate to fill the current vacancy on the board, seconded by Lea Ann Johnson. Unanimously approved.

Lindsey Fouts' application to serve on the library board of trustees was presented. Lea Ann Johnson motioned that Lindsey Fouts be presented to KDLA as a candidate to fill the current vacancy on the board, seconded by Darlene Mann. Unanimously approved.

Jennifer presented a revised job description for the Administrative Assistant position in the human resources department. Lea Ann Johnson motioned to approve the revision, seconded by Darlene Mann. Unanimously approved.

Jennifer presented a new job description for an Administrative Assistant position specific to the public relations department. Bernice Davis motioned to approve the job description, seconded by Darlene Mann. Unanimously approved.

Lea Ann Johnson motioned to accept the leave of absence policy as revised, seconded by Darlene Mann. Unanimously approved.

The board tabled the approval of a revision to the current FMLA leave policy.

Lea Ann Johnson motioned to strike the maternity leave policy, as it has been superseded by the FMLA policy, seconded by Bernice Davis. Unanimously approved.

The board tabled the review of the agency check out policy and the homebound patron policy.

The board tabled the review of the library mission statement and bylaws.

**Next Meeting:** The next meeting will be held at the Ridgway Memorial Library in Shepherdsville, on Tuesday, January 10, 2017 at 5 p.m.

**Adjournment:** Bernice Davis made a motion to adjourn the meeting at 7:05 p.m., seconded by Darlene Mann. 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