



Bullitt County Public Library  
Revised Minutes of the Regular Board Meeting  
June 14, 2016 5:00 PM  
Shepherdsville, KY

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

**Present:** Sherry Parker, President; Bernice Davis, Secretary; Joyce Manning, Treasurer; Darlene Mann, Member; Joe Schweiss, Director; Jennifer Nippert, Assistant Director.

**Absent:** Lea Ann Johnson, Member; Chris Bischoff, Regional Consultant

**Public Comment:** Charlie Long entered the meeting at 5:35 p.m. and asked for a copy of the financial report and agenda. He was invited to speak at 5:59 p.m. and had the floor until 6:15 p.m. Mr. Long spoke about his previous tenure on the library's board of trustees, including his previous efforts to lower the library's tax rate, his disapproval of how library board members are currently appointed, as well as his desire to see the board adopt a "moment of prayer" at the beginning of every meeting. Sherry thanked Mr. Long for coming to the meeting and sharing his viewpoint. Mr. Long left the meeting at 6:18 p.m.

**Minutes:** The minutes of the May meeting were presented. A motion to approve the minutes as presented was made by Darlene Mann, seconded by Joyce Manning. The motion was approved unanimously.

**Treasurer's Report:** The Treasurer's Report for May was presented. A motion to approve the Treasurer's Report was made by Bernice Davis, seconded by Darlene Mann. The motion was approved unanimously.

**Regional Consultant's Report:** In Chris's absence, Joe highlighted some key areas of the submitted written report. Specifically, Joe pointed out that the Department of Labor's overtime rule change should have minimum impact on the library. Joe and Jennifer pointed out the benefits of the library's summer reading program, particularly in regards to the testing process in the public school system.

**Director's Report:** Joe began his report with an overview of circulation statistics, including a 24% increase in physical item checkout over last year, led by videos and juvenile materials. Digital circulation increased by 37% over last year. All branches are currently exceeding their last year's numbers, and this may even be a greater increase than we are able to measure, as there was a procedural error that was inflating checkouts in previous year. Finally, public wifi usage has exceeded the original expectation of 40,000, by over 10,000 additional users expected by the end of the fiscal year.



Next Joe discussed construction progress and building updates. Although progress has been made at the Mt. Washington location, notably with the slab poured on Saturday, June 11, there is a problem with soil rolling in the planned parking lot area on the site. The recommendation from Redlee is to remove the bad soil and replace with rock to avoid future problems, with the actual cost at \$51,861.

Additionally Joe received a cost estimate of \$324,500 from Redlee to fix the issue with the heaving floor at Ridgway. There is a time estimate of 7-8 weeks for demolition and construction.

Jonathan Smith from KPC Architecture has determined that there is insufficient space in the library's meeting room to store shelving and books intact during the construction; books would need to be boxed and shelving disassembled, making the materials inaccessible during the construction period. Joe is waiting for a cost estimate on this piece of the process.

Joe also pointed out that the library's information technology is primarily housed at Ridgway and expressed concern the entire system's internet connectivity could be disrupted during construction. Joe also expressed his concern about finding a temporary space that might be big enough to house the library, especially with the high cost of leasing buildings in the area.

Mt. Washington's mayor, Barry Armstrong, has asked for an asking price for the current library building. Lou Ann Moore recommended Jack Porter as a commercial appraiser to determine a fair market value.

Joe next presented a revised 2015-2016 budget for the board's approval. Since anticipated expenditures for construction and land acquisition did not happen over the past fiscal year, additional expenditures in the collection, supplies and promotional items were proposed. A motion to approve these amendments was made by Darlene Mann, seconded by Bernice Davis. The motion was approved unanimously.

At this point in the meeting, accommodation was made for the public comment above.

The Unattended Adults in Need of Care policy that had been reviewed in the May meeting was revised to substitute the phrase "vulnerable adult" for each instance of "adult in need of care." Joyce Manning made the motion to accept the policy as presented, with the above amendment in language, seconded by Darlene Mann. The motion was approved unanimously.

Joe pointed out an inconsistency between the library's time sheet policy and the library's leave policies. Rather than requiring that employees take leave in 30 minutes increments, employees would now be able to take leave in 15 minute increments, as they are required to record their time.

Darlene Mann made a motion to adopt the vacation leave policy as presented, seconded by Bernice Davis. The motion was approved unanimously.

Bernice Davis made a motion to adopt the sick leave policy as presented, seconded by Joyce Manning. The motion was approved unanimously.

Joyce Manning made a motion to adopt the personal leave policy as presented, seconded by Bernice Davis. The motion was approved unanimously.



Joe reviewed an existing policy addressing fundraising in the library; a portion of this policy conflicts with the recently adopted meeting room policy. To address this conflict, he suggested that the following paragraph will be removed: "Groups using a meeting room may charge, sell, or fundraise as a part of their activities as long as our regular meeting room policy is followed and they do not represent themselves as having any arrangement with the library that implies an endorsement, sponsorship or approval by the Bullitt County Public Libraries." Darlene Mann made the motion to strike this section from the existing policy, seconded by Bernice Davis. The motion was approved unanimously.

An existing scholarship policy adopted in 2004 lists guidelines for library employees to pursue a Master's degree in Library Science with the financial support of the library. At this point, the policy would limit the library's support to only one student at a time, to employees who have been with the library for 2 years or longer, and who will work for the library for a minimum of 3 years beyond the completion of the degree. Joe and Jennifer will work on some procedural recommendations so that the board can reconsider adjusting the policy during the July meeting.

An existing certification policy addresses the library's commitment to certifying all employees as required by the Kentucky Department of Libraries and Archives. There has been a question as to whether the library would offer similar support to employees who are not required by KDLA to be certified, but wish to pursue training that would improve job performance. This would include part-time employees. In light of recent procedural changes in training part-time employees, Joe and Jennifer will provide more information at the July meeting for review before changes to the current policy are made.

The board of trustees elected new officers for the next two years:

Bernice Davis made the motion to elect Sherry Parker as president, seconded by Joyce Manning. The motion was approved unanimously.

Joyce Manning made the motion to elect Darlene Mann as vice president, seconded by Sherry Parker. The motion was approved unanimously.

Joyce Manning made the motion to elect Bernice Davis as secretary, seconded by Darlene Mann. The motion was approved unanimously.

Sherry Parker made the motion to elect Joyce Manning as treasurer, seconded by Darlene Mann. The motion was approved unanimously.

Copies of the library director's evaluation form were distributed. Since Joe's anniversary date is not until 7/2/16, the board will determine an increase in salary for Joe at the July meeting.

**Next Meeting:** The next meeting will take place at the Ridgway Memorial Library on Tuesday, July 12<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 7:13 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