



Bullitt County Public Library
Minutes of the Regular Board Meeting
September 13, 2016 5:00 PM
Shepherdsville, KY

Call to Order: Sherry Parker called the meeting to order at 5:10 p.m.

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

Absent: Joyce Manning, Treasurer; Chris Bischoff, Regional Consultant.

Public Comment: none

Minutes: The minutes of the August regular meeting were presented. Darlene Mann suggested a correction to the minutes' section, changing the language from "minutes as presented" to "revised minutes." Darlene Mann made a motion to approve the minutes as corrected, seconded by Lea Ann Johnson. Unanimously approved.

The minutes of the September 1 special called meeting were presented. Darlene Mann made a motion to approve the minutes as presented, seconded by Lee Ann Johnson. Unanimously approved.

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

Regional Consultant's Report: In Chris's absence, Joe reviewed his monthly report, as well as the Trustee Tip.

Director's Report: As a system, Joe reported that we had another strong month with circulation increasing 29% versus August of 2015. Downloadable circulation showed strong gains and should continue to improve with the addition of Hoopla to our digital content offerings. However, digital magazine lending continues to decline. For calendar year-to-date, we had an 18% increase in circulation versus 2015.

Next Joe reviewed various construction and facilities issues.

- 1) During the last construction meeting for Mt. Washington on September 7, the construction timeline was reviewed. In the next two weeks, metal stud framing, exterior sheeting, wood blocking and mechanical/electrical/plumbing rough-ins should be completed.
- 2) Jennifer Rayhill provided building/land comps for areas bordering Nichols Elementary School for the board to review. The board requested that Joe contact Jennifer for additional information.

- 3) Additionally, a town hall meeting is scheduled for September 29 at 7 p.m. at Nichols Elementary School; it was determined that both Sherry Parker and Bernice Davis will attend this meeting on behalf of the library.
- 4) Mayor Armstrong contacted Joe about the board's initial asking price for the current Mt. Washington building. At this time, the City Council is not in favor and is asking for a downward revision.

Joe reported that our end of year documents, including the 2017 budget, the 2015 audit, and the 2016 year-end financial statement (unaudited) will be posted to the DLG website by the end of the month. The tax rate was submitted to the fiscal court and the county clerk; Joe will attend the fiscal court meeting on September 20 to submit a verbal presentation on behalf of the library. The annual report has been submitted to the County Clerk, the fiscal court, and KDLA.

Joe presented an update to the library's overdue material policy; TLC has updated our database to reflect the new \$20 maximum, amounting to approximately \$43,000 in waived fines.

Joe reviewed the fund balance and net assets policy, noting that KDLA's recommendation for a library of Bullitt County's size is to have "no less than six months" of operating budget in reserve. A motion was made by Bernice Davis to approve the policy, seconded by Darlene Mann. Unanimously approved.

Joe reviewed the gifts and appraisal policy updates that more clearly outline how the library may respond to and dispose of gifts and donations that are not typical material donations, such as art, real estate, equipment, or larger monetary donations. A motion was made by Darlene Mann to approve the policy, seconded by Lea Ann Johnson. Unanimously approved.

Joe reviewed the procurement policy that was distributed at the August board meeting. This is one of the 10 Essential Board Policies as determined by KDLA. A motion was made by Lea Ann Johnson to approve the policy, seconded by Bernice Davis. Unanimously approved.

Joe reviewed the sponsorship policy, which addresses use of donations and/or materials that are outside of what the library typically offers. This is one of the 10 Essential Board Policies as determined by KDLA. A motion was made by Lea Ann Johnson, seconded by Darlene Mann. Unanimously approved.

Joe and Jennifer reviewed a change to the current rules of conduct policy. Language is now included to more clearly express the intent of the no-smoking policy. Additionally, language is now included to address individuals who block or impede entrance to the building. A motion was made by Bernice Davis to approve these updates, seconded by Lea Ann Johnson.

As part of recommended library governance, all library policies should be reviewed on a regular basis. The board reviewed the following policies, with no recommended revisions:

1. Emergency Closing and Delayed Opening Policy
2. Smoking and Tobacco Use Policy

Jennifer presented a revision to the Reference Clerk job description to reflect the Branch Manager as the position's single direct report, rather than the Administrative Team. A motion was made to approve the revision by Darlene Mann, seconded by Bernice Davis. Unanimously approved.

Joe pointed out that the board normally tours the branches at this time of year. He suggested that the Lebanon Junction branch be the location for the October regular board meeting, and Hillview for the November regular board meeting. When Mt. Washington's new building is complete, a regular board meeting will be scheduled there. A motion was made by Lea Ann Johnson to change the locations of the October and November board meetings, seconded by Darlene Mann. Unanimously approved.

Joe reviewed the Master Facilities Plan, noting some adjustments made by the Regional Consultant, as well as new estimates for costs of new buildings and renovations. A motion was made by Bernice Davis to adopt the plan as a guide for future construction projects, seconded by Lea Ann Johnson. Unanimously approved.

Joe reported that a full-time employee has accrued 78 hours of unused vacation time and requested that the board roll over the time into the new fiscal year. A motion was made by Lea Ann Johnson to roll over the time, seconded by Darlene Mann. Unanimously approved.

Joe shared that the library has received over \$3,000 in donations in honor of Nick Simon. The board discussed possibilities for creating a public memorial in recognition of the gifts in a future construction project.

Joe noted that he had a verbal resignation from the board's treasurer, Joyce Manning. He anticipated receiving a written resignation soon. The board discussed recruiting a new board member from the Hillview area, in order to maintain the balance of areas represented by the board's membership. In the meantime, changes to the library's banking arrangements are needed to ensure efficient operations. Lea Ann Johnson made the motion that Sherry Parker, as board president, should be added to the signature card at the library's bank, seconded by Bernice Davis. Unanimously approved.

Bernice Davis made the motion that Judy Jackson's name be removed from the library credit card account, and that Rhonda Kinser and Jennifer Nippert be added as authorized users of the account, seconded by Darlene Mann. Unanimously approved.

Next Meeting: The next meeting will be held at the Lebanon Junction Branch Library on Tuesday, October 11 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 7:00 p.m.

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

Bernice Davis, Secretary

Sherry Parker, President

