



Bullitt County Public Library
Minutes of the Regular Board Meeting
April 25, 2017 5:00 PM
Shepherdsville, KY

Call to Order: Darlene Mann called the meeting to order at 5:03 p.m.

Present: Sherry Parker, President; Darlene Mann, Vice President; Bernice Davis, Secretary; Lea Ann Johnson, Treasurer; Sean Firkins, Member; Chris Bischoff, Regional Consultant; Joe Schweiss, Director; Jennifer Nippert, Assistant Director; Libby Alexander, guest.

Sherry Parker entered the meeting at 5:11 p.m.

Absent: none

Public Comment: Libby Alexander shared details about her experience in coaching the strategic planning process for public libraries. She is currently available to work with the Bullitt County Public Library, and could begin the process as early as July. She requested that should the board wish to engage her, that she would be notified by the date of the May regular meeting.

Minutes: The minutes of the March regular meeting were presented. Darlene Mann made a note that Sean Firkins needed to be added to the list of those present at the March meeting. Jennifer made that correction to the minutes. Darlene Mann made a motion to approve the minutes as corrected, seconded by Lea Ann Johnson. Unanimously approved.

Treasurer's Report: The treasurer's report for March 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: Joe asked Chris to review the certification process for the trustees, since two of the trustees were able to attend the certification sessions at KPLA. Chris will work with the board to make sure that the proper documentation for trustee orientation is in place for each member, and will offer any assistance needed with finalizing trustee certifications.

Director's Report: Joe opened the meeting with some observations about the KPLA conference, which concluded on April 21. One interesting development is that there is interest in forming a statewide consortium to contact with SirsiDynix for the integrated library system (ILS) service at each member's library. Joe will look into the possible advantages to the library if Bullitt County becomes part of the consortium.



Joe asked Jennifer to report on a meeting held on April 20 about the Image Alliance that is being formed in Bullitt County. The Bullitt County Chamber of Commerce, the Bullitt County Economic Development Authority and the Shepherdsville-Bullitt County Tourist & Convention Commission co-sponsored a study, done by UK's Community & Economic Development Initiative of Kentucky (CEDIK), to evaluate visitor impressions of the county. Jennifer pledged on behalf of the library to assist with their work, particularly in the area of improving the distribution of information about the county.

Joe shared his report, noting that year-to-date we are up over 20% in circulation in physical and digital materials combined. According to available statistics, this is the busiest month in the library's entire history.

In construction news, the cupola light installation project is well under way, and some furniture is scheduled to be delivered in the next few weeks. In regards to the Mt. Washington project, Joe is seeking documentation from KACo to show that a loan on the property was paid off in 2013.

The fiscal court has received the library's nominations for trustee vacancies, and this should be on the agenda for their May 2nd meeting.

In regards to the strategic planning process, Joe has also contacted Angie Taylor, who facilitates strategic planning, and he has plans to meet with her on May 3rd.

Joe reported that he is still refining the budget. He shared the health renewal plan from KACo/Phil Brown Insurance Agency with the board, including options for additional coverage for employees. The board discussed the package of options covering insurer-provided life insurance, short term disability and long term disability and agreed that it was a better option than our current setup. Joe asked that the board review the health insurance renewal options for their approval at the next regular meeting.

Jennifer presented two job descriptions for Branch Manager and Circulation Supervisor/Branch Manager. She explained the need for differentiating between the two, as the Circulation Supervisor assumes additional system wide roles. Darlene Mann motioned that the Branch Manager job description be approved as presented, seconded by Lea Ann Johnson. Unanimously approved. Bernice Davis motioned that the Circulation Supervisor/Branch Manager job description be approved as presented, seconded by Darlene Mann. Unanimously approved.

Joe asked the board if they would like to see any revisions to the director performance review form. There were no requests, so Joe asked that each member complete the form and return them by the next meeting, so the results can be compiled.

Next Meeting: The next meeting will be held at the Ridgway Memorial Library in Shepherdsville, on May 23, 2017 at 5 p.m.

Adjournment: Bernice Davis motioned to adjourn the meeting at 7:10 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