



Bullitt County Public Library  
Minutes of the Regular Board Meeting  
September 26, 2017 5:00 PM  
Shepherdsville, KY

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

**Present:** Sherry Parker, President; Darlene Mann, Vice President; Bernice Davis, Secretary; Sherri Beck, Member; Joe Schweiss, Director; Jennifer Nippert, Assistant Director; Chris Bischoff, Regional Consultant; Libby Alexander, Strategic Planning Consultant.

Sean Firkins, Treasurer, attended via Google Hangouts.

**Absent:** None

**Public Comment:** Questions about the upcoming Nichols Branch project were addressed by the director. Additionally, concerns over the percentage of Bullitt County residents with library cards were raised and addressed by the director, the assistant director, and Libby Alexander.

**Minutes:** The minutes of the August regular meeting were presented. Darlene Mann made a motion to approve the minutes, seconded by Sherri Beck. Unanimously approved.

**Treasurer's Report:** The treasurer's report for August was presented. Sherri Beck made a motion to approve the minutes, seconded by Darlene Mann. Unanimously approved.

**Regional Consultant's Report:** Chris reviewed the monthly report and the Trustee Tip with the board.

Libby Alexander shared current progress on the strategic plan with the board. Interviews with key staff have been completed, and interviews with community leaders are scheduled. As part of the planning process, the board will be invited to share their vision for the library, and key staff will conduct research to identify aspirational library models.

**Director's Report:** Joe shared the circulation report for August; he highlighted a 16% overall increase in circulation for the system for a second straight month.

In construction news, Joe and Jenn presented the board with a preliminary design for the Nichols branch created by Greg White. It was noted that the overall square footage of the building was larger than originally discussed, but all agreed that a larger building would not require an addition to the building in the near future. Joe will give the board's feedback on the design so that he can continue working towards a package for a construction bid.



Bernice Davis motioned to approve the revisions to the Reference Clerk job description, seconded by Sherri Beck. Unanimously approved.

Sherri Beck motioned to approve the revisions to the Public Relations Coordinator job description, seconded by Darlene Mann. Unanimously approved.

Bernice Davis motioned to approve the revisions to the Materials Selection Policy, seconded by Darlene Mann. Unanimously approved.

The board reviewed the Distribution of Free Material and Public Posting Policy, with no suggested changes.

Review of the following were tabled until the October meeting: Assistant Director job description and Director job description.

Joe presented the 2016-17 Annual Report for approval by the board before submitting to the Kentucky Department of Libraries and Archives. Darlene Mann noted a grammatical error in the Planning and Evaluation essay and recommended a correction. Bernice Davis motioned to approve the 2016-17 Annual Report as corrected, seconded by Darlene Mann. Unanimously approved.

**Next Meeting:** The next meeting's location will change from Ridgway Memorial to the Lebanon Junction branch. The meeting will take place October 24, 2017 at 5 p.m.

Additionally, meeting times for a tour of the remaining branches were discussed. The November meeting will occur on its normal day and time, but at the Mt. Washington branch. The December meeting will occur at the Hillview branch, with the date and time to be determined at the October meeting.

**Adjournment:** Bernice Davis motioned to adjourn the meeting at 6:55 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

