



Bullitt County Public Library  
Minutes of the Special Called Board Meeting  
November 28, 2017 5:00 PM  
Mt. Washington, KY

**Call to Order:** Sherry Parker called the meeting to order at 5:01 p.m.

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

Chris excused himself before the meeting was adjourned.

**Absent:** None

**Public Comment:** James Arnett attended the meeting.

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

**Treasurer's Report:** The treasurer's report for October was presented, including a new section which shows balances allocated to reserves and capital project funds. Bernice Davis made a motion to approve the treasurer's report as presented, seconded by Sean Firkins. Unanimously approved.

**Regional Consultant's Report:** The report was included in this month's packet.

Greg White reviewed an early schematic design for the Nichols branch, including the estimated size of the building. Board approval would enable Greg to engage Studio Kramer for additional architectural services and to formalize a contract with the library. Bernice Davis made a motion to approve the early schematic design, seconded by Darlene Mann. Unanimously approved.

Greg exited the meeting after this review.

Libby Alexander reviewed additional Bullitt County data with the board, as well as sharing some of the results from staff development day. She led the board in a brain-storming activity to identify possible priorities for library services in the next three years.

**Director's Report:** As a supplement to the data that Libby provided, Joe shared several years of data, tracking circulation of materials at the four branches, broken out by month. He shared that the library is on track to have its best ever year in 2017-2018, breaking the 400,000 item circulation threshold. The board discussed the types of reporting that they would like to see going forward.



Joe shared with the board some basic information, provided by real estate agent Lou Ann Moore, about property that is available for sale next door to the Lebanon Junction branch. Joe will conduct further investigation on the property, to determine what types of projects might be suitable and sustainable for the library to improve access to the Lebanon Junction branch.

Joe shared documents relating to a new library consortium formed to take advantage of group pricing for the integrated library system software (ILS) created by SirsiDynex. A switch from the library's current ILS, provided by The Library Corporation (TLC) would significantly increase the library's ability to measure performance and customize the library's collection. Sherri Beck made a motion for the Bullitt County Public Library to join the consortium, seconded by Bernice Davis. Unanimously approved.

Joe presented a set of policies to help the library formalize its recruitment and management of volunteers. Darlene Mann suggested some corrections to the language in the policies, which Jennifer recorded. Sherri Beck made a motion to approve the policies as corrected, seconded by Darlene Mann. Unanimously approved.

Jennifer presented a new job description for Programmer. This description will allow for the addition of staff to present programming to specific audiences at specific branches on a part-time or full-time basis, depending on the determined need at each branch. Sherri Beck motioned to approve the job description as presented, seconded by Sean Firkins. Unanimously approved.

The revisions to the clerk and assistant director job descriptions were tabled until the December meeting.

The Employee Conduct/Unacceptable Conduct policy revisions were tabled until the December meeting.

Joe presented a revision of the Staff MLS Scholarship policy to clarify the employee's financial responsibility to the library, should the employee be involuntarily separated from the library. Bernice Davis motioned to approve the revision, seconded by Darlene Mann. Unanimously approved.

**Next Meeting:** The next meeting will be a special called meeting on December 12, 2017, at the Hillview branch, at 5 p.m.

**Adjournment:** Bernice Davis motioned to adjourn the meeting at 7:53 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

