

Bullitt County Public Library
Minutes of the Regular Board Meeting
October 24, 2017 5:00 PM
Lebanon Junction, KY

Call to Order: Sherry Parker called the meeting to order at 4:59 p.m.

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

Chris excused himself before the meeting was adjourned.

Absent: none

Public Comment: Mr. Depp Rasner posed specific questions about the library's operations. Mr. Rasner was provided with a copy of the library's most current financial report, as was directed towards the Department of Local Government's website for further library-related reporting.

Minutes: The minutes of the September regular meeting were presented. Sherri Beck made a motion to approve the minutes, seconded by Sean Firkins. Unanimously approved.

Treasurer's Report: The treasurer's report for September was presented. Bernice Davis made a motion to approve the report as presented, seconded by Sherri Beck. Unanimously approved.

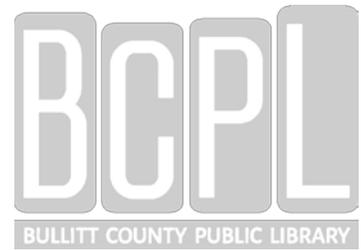
Regional Consultant's Report: Chris shared some updates about the County Employees Retirement System; specifically, increases in the required employer contributions may be as high as 51-61% for public libraries. The staff at the Kentucky Department for Libraries and Archives will continue to monitor the situation and will alert library boards and directors of any definite changes.

Strategic Planning Report: Libby presented an in-depth analysis of the community leader interview data that had been gathered in the last month. Libby and the board discussed ways to use this data to shape the board's governance of the library.

Director's Report: Joe shared circulation statistics with the board, which included a 16% increase in physical materials and 14% increase in door count. He reviewed the children's materials categories, which had a particularly strong showing in September.

The closing on the old Mt. Washington branch is concluded.

Joe shared revisions to the schematic design for the interior of the Nichols branch with the board. He asked KPC Architecture to populate the design with sample furnishings to determine a maximum



capacity for the building as currently designed, in terms of number of seats and linear feet of the collection.

Discussion of the Circulation Clerk and Assistant Director's job descriptions were tabled until the November meeting.

Sean Firkins motioned to approve the Fiscal Responsibility policy as presented, seconded by Darlene Mann. Unanimously approved.

Sean Firkins motioned to approve the changes to the Library Director job description to reflect the current set of duties and to focus on future goals, seconded by Sherri Beck. Unanimously approved.

Darlene Mann asked for clarification in the language of the Worker's Compensation policy revision, referring to "regular" employees. Since there is not a definition of "regular" employees in the Library's Classifications and Salaries policy, it was decided to strike every instance of the term "regular" in the policy as presented. Darlene Mann motioned to approve the policy with the described changes, seconded by Bernice Davis. Unanimously approved.

Sherri Beck motioned to approve the Classifications and Salaries policy as revised to accurately reflect our current parameters for part-time classification, seconded by Bernice Davis.

Joe presented a proposal from KPC Architecture for work to remodel two offices at Ridgway to give the support staff in the IT and Marketing departments more adequate work space. Sherri Beck motioned to approve the proposal, seconded by Bernice Davis.

Since the regularly scheduled board meeting for December falls on the day after Christmas, Jennifer suggested December 12 as a possible date, at Hillview, starting at 5 p.m. After reaching consensus, Sherry Parker moved the meeting to the date, location, and time suggested.

Next Meeting: The next meeting will be held on November 28, 2017 at 5 p.m. with a change of location from Ridgway Memorial to the Mt. Washington branch.

Adjournment: Bernice Davis motioned to adjourn the meeting at 8:14 p.m., seconded by Sherri Beck. Unanimously approved.

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

Bernice Davis, Secretary

Sherry Parker, President