



Bullitt County Public Library
Minutes of the Special Called Board Meeting
December 12, 2017 5:00 PM
Hillview, 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; Sean Firkins, Treasurer; Sherri Beck, Member; Libby Alexander, Strategic Planning Consultant; Jennifer Nippert, Assistant Director. Joe Schweiss, Director, attended the meeting via Skype.

Absent: Chris Bischoff, Regional Consultant.

Public Comment: none

Minutes: The minutes of the November 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 November was presented. Bernice Davis made a motion to approve the report as presented, seconded by Sean Firkins. Unanimously approved.

Regional Consultant's Report: This report was included in the monthly packet. The board also received copies of KDLA's trustee orientation documents, including the trustee self-assessment.

Director's Report: Joe shared information with the board about property available for sale next to the Lebanon Junction Branch Library. Before the property is purchased, there will need to be an investigation into the creek that separates the two properties, and how its location might affect the property's use. Darlene Mann made a motion to authorize Joe, as the library director, to act on behalf of the board to authorize the various studies that will need to be performed to determine how the library could best utilize the property, if purchased, seconded by Bernice Davis. Unanimously approved.

Jennifer reported to the board that the Human Resource office has been investigating options to upgrade the payroll processing and human resources management for the library. Since the costs to upgrade fall within the board approved budget, Joe will review the options and decide when to initiate the upgrade.

Libby summarized the activities from the library's recent staff development day. In addition, she led the board in a discussion about the library's strategic priorities for the next three years, starting in the new 2018-2019 fiscal year.

Joe presented the board with a copy of the circulation policy handbook, the intent of which is to collect all policies having to do with circulation of materials at the library into one document. One revision to



the borrower's policy, to create a digital only account type, was presented. Sean Firkins motioned to adopt the revision, seconded by Sherri Beck. Unanimously approved. A revision to the check out policy to include the new digital card type was presented. Sherri Beck motioned to adopt the revision, seconded by Darlene Mann. Unanimously approved.

Jennifer presented a revision to the circulation clerk job description, which includes a new emphasis on technology literacy and customer service skills. Sherri Beck motioned to adopt the revision, seconded by Darlene Mann. Unanimously approved.

Jennifer presented a new version of the assistant director job description, which mirrors the newly adopted director job description. Bernice Davis motioned to strike the old assistant director job description, seconded by Sherri Beck. Unanimously approved. Bernice Davis motioned to adopt the new assistant director job description, seconded by Sherri Beck. Unanimously approved.

Joe presented the board with a revised Employee Code of Conduct, which collects all policies dealing with employee conduct into one document, as well as refining some of the sections describing unacceptable conduct. Sherri Beck motioned to adopt the revision, seconded by Bernice Davis. Unanimously approved. Sean Firkins motioned to strike the redundant Unacceptable Conduct policy, seconded by Sherri Beck. Unanimously approved.

Next Meeting: The next meeting will take place at the Ridgway Memorial Library in Shepherdsville at 5 p.m.

Adjournment: Darlene Mann motioned to adjourn the meeting at 7:15 p.m., seconded by Bernice Davis. Unanimously approved.

Minutes taken by Jennifer Nippert, Assistant Director.

Bernice Davis, Secretary

Sherry Parker, President