



Bullitt County Public Library  
Minutes of the Regular Board Meeting  
February 27, 2018 5:00 PM  
Shepherdsville, KY

**Call to Order:** Sherry Parker called the meeting to order at 5:07 p.m.

**Present:** Sherry Parker, President; Darlene Mann, Vice President; Sherri Beck, Member; Joe Schweiss, Director; Jennifer Nippert, Assistant Director.

**Absent:** Bernice Davis, Sean Firkins.

**Public Comment:** none

**Minutes:** The minutes of the January regular meeting were presented. Sherri Beck suggested a correction to the minutes, which were amended immediately. Sherri Beck made a motion to approve the minutes as corrected, seconded by Darlene Mann. Unanimously approved.

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

**Director's Report:** Joe presented the board with a timeline of projects that are currently existing for 2018. These will receive top priority as the Library finalizes its strategic plan.

Joe presented an updated version of the Library's Technology Plan for 2018-2020. This document will inform the process of applying for federal E-rate funding, as well as the strategic plan. Sherri Beck motioned to approve the plan as presented, seconded by Darlene Mann. Unanimously approved.

Joe reviewed five ideas for color schemes for the exterior of the Nichols branch, as well as some ideas for ceiling treatments. The board asked to see a few more possibilities.

Joe explained the need for new exterior signage for various Library branches. Sherri Beck motioned that up to \$45,000 from the capital expenditures budget be allocated for the purchase of exterior signage at the director's discretion, seconded by Darlene Mann. Unanimously approved.

Joe shared the Library's circulation report with the board, noting a significant 16% overall increase in foot traffic from last year.

Joe presented a new RFP document for mowing and landscaping services, broken down by branch and by price per service. Discussion followed; Joe explained that this revision will allow for vendors to bid only on the locations or services they are interested in providing, rather than the Library system as a



whole. Darlene Mann motioned to approve the RFP as presented, seconded by Sherri Beck. Unanimously approved.

The board reviewed the following policies: Performance Appraisal, Travel and Meal Expenses, Layoff, and Voluntary Separation.

Darlene Mann motioned to approve presented amendments to the Job Description policy, seconded by Sherri Beck. Unanimously approved.

Darlene Mann motioned to approve presented amendments to the Performance Improvement policy, seconded by Sherri Beck. Unanimously approved.

Sherri Beck motioned to approve presented amendments to the Timesheets policy, seconded by Darlene Mann. Unanimously approved.

Sherri Beck motioned to approve presented amendments to the Substance Abuse and Testing policy, seconded by Darlene Mann. Unanimously approved.

Joe presented the details from the Louisville Fund for the Arts for participation in their summer Cultural Pass program. Sherri Beck motioned for the library to participate in 2018, as outlined in the proposal, seconded by Darlene Mann. Unanimously approved.

**Next Meeting:** The next regular board meeting will be held Tuesday, March 27, at 5 p.m. at the Ridgway Memorial Library.

**Adjournment:** Sherri Beck made a motion to adjourn at 8:00, 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