



Bullitt County Public Library  
Minutes of the Regular Board Meeting  
May 22, 2018 5:00 PM  
Shepherdsville, KY

**Call to Order:** Sherry Parker called the meeting to order at 5:00 p.m.

**Present:** Sherry Parker, President; Darlene Mann, Vice President; Bernice Davis, Secretary; Sean Firkins, Treasurer; Joe Schweiss, Director; Jennifer Nippert, Assistant Director. Libby Alexander, Strategic Planning Consultant, was also present.

**Absent:** Sherri Beck

**Public Comment:** None

**Minutes:** The minutes of the April regular meeting were presented. Darlene Mann made a motion to approve the minutes as presented, seconded by Sean Firkins. Unanimously approved.

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

**Director's Report:** Joe provided the board with written report notes via email on May 21, 2018. Reviewed topics included circulation figures, an update on the purchase of the land for the Lebanon Junction parking lot, an update on possible purchases for digital signage, an update on the re-appointments of Sean Firkins and Bernice Davis as trustees, as well as further progress towards the design of the new Nichols branch, including a preliminary furniture plan, and further progress towards retaining Robin Mills to redesign the parking lot at the Hillview branch.

Joe presented a quote for \$8,250 from Envisionware to provide a 3-year subscription for MobilePrint Service to all branches. He also shared highlights from the Regional Librarian's report.

Jennifer shared that the adoption and execution of the new strategic plan will help the library achieve an "Enhanced" rating in future Kentucky Public Library Standards cycles. Currently, the library is rated "Essential." Additionally, she reported that the outreach and programming staff will be presenting 2 sessions at the Kentucky Library Association conference this fall.

Joe distributed the form to be used for completing his annual performance evaluation.

Libby presented the completed strategic plan, including a new vision statement and performance metrics associated with each of the six strategic goal for 2018-2021. Joe and Jennifer will work on Year 1 operational priorities to be presented at the regular June board meeting. Darlene Mann motioned to adopt the strategic plan as presented, seconded by Bernice Davis. Unanimously approved.



Joe presented an annual budget for fiscal year 2018-2019, including an update to the professional services category to accommodate the use of an outside marketing firm to accomplish some of the tasks outlined in the strategic plan, as well as a decrease in the funds committed to future land acquisition. Bernice Davis motioned to adopt the annual budget as presented, seconded by Sean Firkins. Unanimously approved.

**Next Meeting:** The next regular board meeting will be held Tuesday, June 26, 2018, at 5 p.m. at the Ridgway Memorial Library.

**Adjournment:** Darlene Mann made a motion to adjourn at 6:55 p.m., seconded by Bernice Davis. 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