



Bullitt County Public Library
Minutes of the Regular Board Meeting
June 26, 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; Sherri Beck, Member; Joe Schweiss, Director; Jennifer Nippert, Assistant Director. Libby Alexander, Chip Sutherland, and Bobby Koch (both from Hilliard Lyons in Louisville) were also present.

Absent: None

Public Comment: None

Minutes: The minutes of the May regular meeting were presented. 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 May was presented. Bernice Davis made a motion to approve the report as presented, seconded by Sherri Beck. Unanimously approved.

Joe presented an amended budget for fiscal year 17-18. Bernice Davis made a motion to approve the budget as presented, seconded by Sherri Beck. Unanimously approved.

Director's Report: Joe provided the board with written report notes via email on June 25, 2018. Reviewed topics included circulation figures, an update on the timeline for the Lebanon Junction parking lot, an update on progress towards the design of the new Nichols branch, an update on timeline for other projects, and news about a possible donation from Amazon. Greg White had also provided samples of the Nichols exterior finishes for the board to view.

The Amazon donation would consist of \$10,000 of items chosen to support the STEM (science, technology, engineering, and math) programming offered by the library to students in Bullitt County. A media event allowing the children to explore the new items would be scheduled for either July 10 or July 11, pending board approval. Sherri Beck made a motion to accept the Amazon donation as proposed, seconded by Darlene Mann. Unanimously approved.

Chip Sutherland presented an analysis of the library's previous income levels along with possible financing options for executing the master facilities plan, as an example of the type of services that Hilliard Lyons could offer the board going forward with the strategic plan.



Libby presented her final product to the board, which included the strategic plan document, as well as appendices of supporting documents from the planning process. Copies will be presented to key staff participants.

First Harrison Bank is able to update the credit card account with board approval to include Jennifer Nippert and Rhonda Kinser as signatures on the account, while raising the limit to \$3,000. Bernice Davis made a motion to approve that update, seconded by Sherri Beck. Unanimously approved.

Jennifer requested that an update be made to all library job descriptions to include a statement of the core values identified in the strategic plan. Bernice Davis made a motion to approve the update, seconded by Sherri Beck. Unanimously approved.

Jennifer described staff structure updates that will be needed to begin work on the strategic plan, particularly with outreach and programming staff. The programmer job description was amended to reflect a direct report to branch managers where each programmer will be working, and will be applied to all staff providing programming. Sherri Beck made a motion to approve the job description as presented, seconded by Darlene Mann. Unanimously approved.

The Children's Specialist, Children's Librarian, Early Literacy Specialist, and Teen/Adult Specialist job descriptions were made redundant by adopting the programming job description. Sherri Beck made a motion to strike the redundant job descriptions, seconded by Bernice Davis. Unanimously approved.

Jennifer described how the changes to programming staff reporting structure will create a modification to the existing Outreach and Programming Supervisor job description; the new language would refer to the position as the Outreach and Programming Coordinator. Bernice Davis made a motion to adopt the modification as presented, seconded by Sean Firkins. Unanimously approved.

Joe described the new responsibilities that Elizabeth Webb, our current Technology Support Clerk, has been handling. Joe recommended that in order to meet the demands of the current strategic plan in the area of technology, that an IT Coordinator position be created. Joe presented the new IT Coordinator job description. Sherri Beck made a motion to adopt the job description as presented, seconded by Darlene Mann. Unanimously approved.

Joe presented an Exhibits and Displays policy to give guidance to the staff about how to handle art display spaces within the branches. Bernice Davis made a motion to approve the policy as presented, seconded by Darlene Mann. Unanimously approved.

The director's evaluation was tabled until the next meeting.

Next Meeting: The next regular board meeting will be held Tuesday, July 24, 2018, at 5 p.m. at the Ridgway Memorial Library.

Adjournment: Bernice Davis made a motion to adjourn at 7:16 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