



Bullitt County Public Library  
Minutes of the Regular Board Meeting  
July 24, 2018 5:00 PM  
Shepherdsville, KY

**Call to Order:** Sherry Parker called the meeting to order at 5:01 p.m.

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

**Absent:** Sean Firkins

**Public Comment:** David Strange raised the issue of providing a safe walkway for Lebanon Junction Elementary students to be able to access the Lebanon Junction branch of BCPL. One option being explored by the city council is to invite property owners to collectively provide a pathway for students to use. If this is the final solution, the Library may want to plan for this in parking lot renovation discussions for the Lebanon Junction branch.

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

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

**Director's Report:** Joe provided the board with written report notes via email on July 23, 2018. Reviewed topics included circulation figures, an update on the donation event with Amazon, an update on progress towards the design of the new Nichols branch, and an update on timeline for Year 1 strategic plan tactics.

The board discussed the impact of temporarily closing the Lebanon Junction branch for parking lot, or a more extended period to include the interior renovation. Discussion indicated that the current square footage of the building is sufficient to meet expected capacity demands, as long as the interior renovation allows for more flexible use of the space. There may be some empty storefronts that could be temporarily leased; options for temporarily relocating should be further explored by both the board and Library administration. The Library administration will also investigate needs for a second emergency egress, or public restroom requirements in any temporary location eventually selected.

The board also discussed upcoming issues in planning for a new Shepherdsville location, including opening an architect search and investigating construction management as a delivery method for the project.



Joe shared results of initial conversations he has been having with local marketing firms. The desired work could be divided into two timelines. One could be short-term and specifically deal with delivering materials to advertise the current strategic plan to the community, as well as internally. Another could be long-term and specifically perform detailed market research to describe the Bullitt County resident who is not currently using the library, which could be used to formulate long-term strategies.

Sherri Beck motioned that the Library allocate up to \$50,000 in the current budget to engage a marketing firm to deliver the short-term work described above, seconded by Bernice Davis. Unanimously approved.

Bernice Davis motioned that the Library allocate up to \$40,000 in the current budget to engage a marketing firm to deliver the long-term work described above, seconded by Darlene Mann. Unanimously approved.

Jennifer presented revisions to the Grievances policy to more explicitly involve the HR Administrator/Bookkeeper in managing the process. Corrections to typos were made. Sherri Beck motioned to adopt the policy revision with corrections, seconded by Bernice Davis.

Joe asked the board to consider the option of going fine-free for overdue materials. Before the next board meeting, Joe and Jennifer will investigate the impact of adopting this practice on other library systems in the United States.

The director's evaluation was completed.

**Next Meeting:** The next regular board meeting will be held Tuesday, August 28, 2018, at 5 p.m. at the Ridgway Memorial Library.

**Adjournment:** Darlene Mann made a motion to adjourn at 7:30 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