



Bullitt County Public Library
Minutes of the Special Called Board Meeting
September 25, 2018 5:00 PM
Lebanon Junction, KY

Call to Order: Sherry Parker called the meeting to order at 5:02 p.m.

Present: Sherry Parker, President; Darlene Mann, Vice President; Sherri Beck, Member; Joe Schweiss, Director; Jennifer Nippert, Assistant Director. Bernice Davis, Secretary, entered the meeting at 5:05 p.m.

Absent: Sean Firkins, Treasurer

Public Comment: none

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

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

Regional Consultant's Report: Joe reviewed the content of the report as provided.

Director's Report: Joe reviewed progress towards the construction of the Nichols branch, which included approval of the site plan. The board of trustees expressed an interest in the idea of including low-maintenance, pollinator-friendly landscaping as part of the project.

Joe reviewed revisions to the Lebanon Junction parking lot renovation project that were made to gain plan approval from the Department of Highways. A company will need to be engaged to clean out the house situated on the property before other steps can be taken to clear the lot.

Joe provided the board of trustees with a proposed parking lot renovation for the Hillview branch, designed by Robin Mills. It would add approximately 20 spaces to the existing parking with minimal disruption of services. As part of the project, the contractor would also review and make recommendations for improvements to existing exterior lighting locations, as well as providing a source of electricity for external signage near the road. Sherri Beck made a motion for the library director to create a RFP for the project as part of the public bid process, seconded by Bernice Davis. Unanimously approved.

It was noted that the Library will continue to maintain its current construction grant agreement with the Kentucky Department of Libraries and Archives for improvements made to the Ridgway Memorial Library.



The board of trustees reviewed changes to the Borrower's policy to include language that explicitly defines the responsible party role, as well as reincorporating the section describing the Agency account type. Sherri Beck motioned to adopt these changes as presented, seconded by Darlene Mann. Unanimously approved.

The board of trustees reviewed changes to the Checkout policy to include a section on exempting print and audio materials from accruing overdue fines checked out to Juvenile accounts. Sherri Beck motioned to adopt the changes as presented, seconded by Bernice Davis. Unanimously approved.

The board of trustees reviewed changes recommended by the Library's insurance provider to the Leave of Absence policy in the section addressing COBRA qualifying events. Sherri Beck motioned to adopt the changes as presented, seconded by Bernice Davis. Unanimously approved.

The board of trustees reviewed changes to the Lost, Damaged, and Overdue Materials policy to reflect a shorter time period (reduced from 100 days to 45) before the Library bills the responsible party for lost items. Bernice Davis made a motion to adopt the changes as presented, seconded by Sherri Beck. Unanimously approved.

The board of trustees reviewed changes to the Sexual Harassment policy, which was broadened by the Library's attorney to address multiple categories of harassment, particularly for all types of protected classes. Bernice Davis made a motion to adopt the revised Harassment policy, seconded by Sherri Beck. Unanimously approved.

The newly adopted Harassment policy made the Anti-Bullying policy redundant. Bernice Davis motioned to strike the Anti-Bullying policy, seconded by Darlene Mann. Unanimously approved.

Next Meeting: The next monthly meeting will be held on Tuesday, October 23, at 5 p.m. at the Ridgway Memorial Library in Shepherdsville.

Adjournment: Bernice Davis mad a motion to adjourn the meeting at 6:43 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