



Bullitt County Public Library  
Minutes of the Regular Board Meeting  
October 23, 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; Bernice Davis, Secretary; Sean Firkins, Treasurer; Sherri Beck, Member; Joe Schweiss, Director; Jennifer Nippert, Assistant Director. Darlene Mann, Vice President, entered the meeting at 5:06 p.m.

**Absent:** none

**Public Comment:** none

**Minutes:** The minutes of the September regular meeting were presented. Sherri Beck made a motion to approve the minutes, seconded by Sean Firkins. Unanimously approved.

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

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

**Director's Report:** Joe reviewed circulation statistics, as included in the monthly board packet. He noted that physical items, books in particular, are still our highest demand category.

Joe provided the first quarterly report on progress towards our strategic plan, as well as presenting an overview of construction projects in the Library's project timeline.

The public bid process for the Nichols branch was completed at the Ridgway Memorial today at 2 p.m. E.H. Construction came in with the lowest bid at \$2.044 million. Bernice Davis made a motion to award the contract to E.H. Construction, seconded by Darlene Mann. Unanimously approved.

Joe suggested that the Library contract our current architectural firm, Studio Kremer, to develop the bid package and conduct the public bidding for both the proposed Lebanon Junction and Hillview parking lot expansion projects. Sean Firkins made a motion to contract Studio Kremer to develop and conduct the public bidding for two separate bid packages for the Lebanon Junction parking lot expansion project and the Hillview parking lot expansion project, seconded by Sherri Beck. Unanimously approved.

Joe communicated that the Lebanon Junction Fire Department expressed interest in using the house that currently sits on the property next to the library for training purposes, before the final demolition.



Bernice Davis made a motion to grant the Lebanon Junction Fire Department use of the house for training purposes, seconded by Sherri Beck. Unanimously approved.

Joe presented the Board with a Request for Proposal document for snow removal at all branches for the coming winter. Sean Firkins made the motion for Joe to proceed with advertising and selection of contractors to fulfill the RFP, as presented, seconded by Sherri Beck. Unanimously approved.

As part of policy review, Joe and Jennifer will begin to work on standardizing the terminology used across policy documents.

The Board reviewed the Conflict of Interest Policy, with the substitution of "Trustee" for each occurrence of "Board Member" in the document. Sherri Beck made a motion to approve the revisions as presented, seconded by Darlene Mann. Unanimously approved.

The Board reviewed the Board Reimbursement Policy, with the substitution of "Trustee" for each occurrence of "Board Member" in the document. Sherri Beck made a motion to approve the revisions as presented, seconded by Darlene Mann. Unanimously approved.

The Board reviewed the Trustee Orientation Policy, noting that in addition to the terminology substitution, numerical corrections needed to be made to the document as presented. Bernice Davis made a motion to adopt the policy as corrected, seconded by Sherri Beck. Unanimously approved.

The Board reviewed revisions to the Investment Policy. Sean Firkins made a motion to adopt the revisions as presented, seconded by Sherri Beck. Unanimously approved.

**Next Meeting:** The next monthly meeting will be held on Tuesday, November 27, at 5 p.m. at the Ridgway Memorial Library in Shepherdsville. Due to the holidays, the December meeting will be held Tuesday, December 18, rather than Tuesday, December 25, at the Ridgway Memorial Library in Shepherdsville.

**Adjournment:** Darlene Mann made a motion to adjourn the meeting at 6:40 p.m., seconded by Sherri Beck. 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