



Bullitt County Public Library  
Minutes of the Special Called Board of Trustees Meeting  
December 18, 2018 5:00 PM  
Shepherdsville, KY

**Call to Order:** Sherry Parker called the meeting to order at 5:05 p.m.

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

**Absent:** Darlene Mann, Sean Firkins

**Public Comment:** none

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

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

**Director's Report:** Joe reviewed circulation statistics, as included in the monthly board packet, as well as some library information security issues that were discussed at this month's regional directors' meeting. He also shared updates to the following construction projects:

- The site at Nichols will require fill for stabilization, creating a change order that Joe has authorized.
- Both the Lebanon Junction and Hillview parking lot projects are out to bid.
- Joe has put together in OneNote a document that includes a draft building program for the Shepherdsville location, as well as inspirational layouts, facades, and features for potential architectural firms to view.
- The Envisionware sales representative reviewed the company's product lines with Joe, including their RFID product. Joe asked the trustees to consider the option of adopting this tagging system, which would allow for self-checkout, and would enhance the capabilities of the 24-hour library equipment that they offer.

The trustees reviewed two quotes from Envisionware for 24-hour library equipment included in the Director's notes. Bernice Davis made a motion to purchase the 340D model for the Shepherdsville and Nichols locations, seconded by Sherri Beck. Unanimously approved.

The trustees reviewed the new Interlibrary Loan Clerk job description. Sherri Beck made a motion to approve the job description as presented, seconded by Bernice Davis. Unanimously approved.



The trustees reviewed revisions to the Technical Services Assistant Supervisor job description. Sherri Beck made a motion to approve the revisions as presented, seconded by Bernice Davis. Unanimously approved.

The trustees reviewed revisions to the Technical Services Clerk job description. Bernice Davis made a motion to adopt the policy as presented, seconded by Sherri Beck. Unanimously approved.

The trustees reviewed revisions to the Technical Service Supervisor job description. Sherri Beck made a motion to adopt the revisions as corrected, seconded by Bernice Davis. Unanimously approved.

The trustees reviewed revisions to the Circulation Supervisor/Branch Manager job description. Sherri Beck made a motion to adopt the revisions as presented, seconded by Bernice Davis. Unanimously approved.

**Next Meeting:** The next monthly meeting will be held on Tuesday, January 22, at 5 p.m. at the Ridgway Memorial Library in Shepherdsville.

**Adjournment:** Bernice Davis made a motion to adjourn the meeting at 6:29 p.m., seconded by Sherri Beck. Unanimously approved.

Minutes taken by Joe Schweiss, Director, and Jennifer Nippert, Assistant Director.

---

Bernice Davis, Secretary

---

Sherry Parker, President