



Bullitt County Public Library
Minutes of the Regular Board of Trustees Meeting
January 22, 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; Sean Firkins, Treasurer; Sherri Beck, Member; Joe Schweiss, Director; Jennifer Nippert, Assistant Director.

Absent: Bernice Davis

Public Comment: none

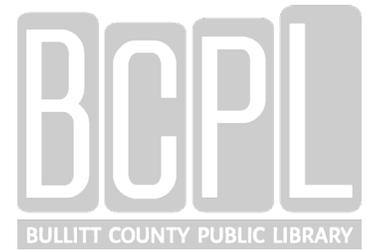
Minutes: The minutes of the December special called meeting were presented. Sherri Beck made a motion to approve the minutes as presented, seconded by Sean Firkins. Unanimously approved.

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

Director's Report: Joe made note that the KPLA conference will be held in Lexington this year; as the schedule is posted, trustees will be notified and invited to attend. Next, Joe reviewed circulation statistics, as included in the monthly board packet.

As a part of reviewing progress towards the Library's Strategic Plan, Joe identified infrastructure constraints of the current Ridgway Memorial facility as a key deterrent to meeting the Library's stated goals. A renewed focus on planning for a new facility in Shepherdsville is the result. Joe shared the results of preliminary conversations with potential architectural firms for the project, as well as some of the materials that were presented.

- The firms were generally pleased with the work that has already been done on the building program, and going forward, they would like hear about elements that the board would like to include early in the design process, including considerations for energy efficiencies and green space.
- As part of a request for qualifications process, Joe will provide the firms with a preliminary budget for the project. He will continue to seek information about costs for other probable elements of the project, including construction management.



The trustees reviewed revisions to the Clerk II--Reference Clerk job description. Sherri Beck made a motion to approve the job description as amended, seconded by Darlene Mann. Unanimously approved.

The trustees reviewed revisions to the Borrower's Policy to allow managers at each branch to modify checkout limits for agencies on a case-by-case basis. Sherri Beck made a motion to approve the revisions as amended, seconded by Darlene Mann. Unanimously approved.

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

The trustees reviewed revisions to the Deadly Weapons on Library Property Policy. Darlene Mann made a motion to adopt the revisions as presented, seconded by Sherri Beck. Unanimously approved.

The trustees reviewed revisions to the Family Medical Leave Act Leave Policy. Sherri Beck made a motion to adopt the revisions as presented, seconded by Sean Firkins. Unanimously approved.

The History Museum Checkouts Policy was made redundant by the revision to the Borrower's Policy. Sean Firkins made a motion to strike the redundant policy, seconded by Darlene Mann. Unanimously approved.

The trustees reviewed revisions to the Interlibrary Loan Policy to block a patron's account should he fail to return an ILL, as well as updating renewal periods. Darlene Mann made a motion to adopt the revisions as presented, seconded by Sherri Beck. Unanimously approved.

The trustees reviewed revisions to the Thermostat Settings Policy. Sherri Beck made a motion to adopt the revisions as presented, seconded by Darlene Mann. Unanimously approved.

The trustees reviewed revisions to the Whistleblower Policy. Darlene Mann made a motion to adopt the revisions as presented, seconded by Sherri Beck. Unanimously approved.

All trustees present signed a copy of the current Board of Trustees and Library Employee Ethics Policy and received a revised copy of "Your Duty Under the Law."

Next Meeting: The next monthly meeting will be held on Tuesday, February 26, at 5 p.m. at the Ridgway Memorial Library in Shepherdsville.

Adjournment: Darlene Mann made a motion to adjourn the meeting at 7:25 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