



Bullitt County Public Library  
Minutes of the Regular Board of Trustees Meeting  
February 26, 2019 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; Sean Firkins, Treasurer; Sherri Beck, Member; Joe Schweiss, Director; Jennifer Nippert, Assistant Director.

**Absent:** none

**Public Comment:** none

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

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

**Director's Report:** Joe reviewed construction progress for the following projects: the Nichols branch, the parking lot expansion at Lebanon Junction, and the parking lot expansion at Hillview.

The board of trustees received a version of the "Request for Qualifications" that will go out to architectural firms wishing to express interest being considered for work on the new Shepherdsville location. Sherri Beck motioned to distribute the RFQ as presented, seconded by Sean Firkins. Unanimously approved.

Joe distributed a preliminary version of the FY 2019-2020 annual budget for the trustees to review before taking action in upcoming meetings.

Joe also shared new versions of the strategic plan that Cubero has created for public distribution, including a tri-fold pamphlet. An upcoming marketing project with Cubero is to design and install a billboard on I-65 to promote the Library's digital services. He also shared initial findings from IQS about the Library's penetration of active accounts into the various population centers in Bullitt County.

A recent meeting with Tech Logic representatives revealed an opportunity for the Library to possibly adopt RFID (radio frequency identification) technology to help with operational support, such as conducting collection inventories. Joe made pertinent information available to the trustees for their examination and further questions.



With the 2/25/19 bid opening for E-rate internet providers, Spectrum submitted the best bid. Joe has been working with them to determine the best points of entry for internet for the Nichols project. For the bid opening for E-rate hardware providers, Strategic Communications provided the only responsive bid that met all of our requirements.

In response to the ongoing trustee search, Joe has received one application and is working on scheduling a time for an interview with the candidate.

A discussion about online account renewals determined the need to investigate how often our current accounts expire and what actions the Library takes to retain patrons. Joe will review various options to discuss in upcoming meetings.

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

**Adjournment:** Darlene Mann made a motion to adjourn the meeting at 6:17 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