



**Bullitt County Public Library**  
**Minutes of the Regular Board of Trustees Meeting**  
**March 26, 2019 5:00 PM**  
**Shepherdsville, KY**

**Call to Order:** Sherry Parker called the meeting to order at 5:00 p.m.

**Present:** Sherry Parker, President; Darlene Mann, Vice President; Bernice Davis, Secretary; Sherri Beck, Member; Joe Schweiss, Director; Jennifer Nippert, Assistant Director; Sam LaFollette, guest.

**Absent:** Sean Firkins

**Public Comment:** Sam LaFollette introduced himself to the Board of Trustees and expressed his interest in serving the Library as a possible trustee candidate.

**Minutes:** The minutes of the February 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 February 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.

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

Joe also shared information about several available marketing tools including Analytics on Demand, Savannah, and Patron Point. Adoption of some of these tools will help build upon the market research already conducted by IQS to identify potential new patrons and to retain current patrons. Additionally, Joe shared images of possible signage for the exterior at Ridgway Memorial.

As a result of the Kentucky Legislative Session, changes were made to state law that impacted two Library policies. Joe presented a revision to the Confidentiality, Open Records, and Open Meetings Policy that would allow for open records requests to be submitted via email. Sherri Beck made a motion to accept the revision as presented, seconded by Darlene Mann. Unanimously approved. Joe presented a revision to the Procurement Policy that would require the Library to advertise for bids on all purchase orders or contracts for products or services over \$30,000. Bernice Davis made a motion to accept the revision as presented, seconded by Darlene Mann. Unanimously approved.

Jennifer presented a revision to the Staff Serving on Committees Policy. Darlene Mann made a motion to accept the revision as presented, seconded by Sherri Beck. Unanimously approved.



Jennifer presented a revision to the Information Technology Support Clerk job description. Sherri Beck made a motion to approve the revision as presented, seconded by Darlene Mann. Unanimously approved.

The trustees reviewed the Study Room Use Policy and the Outdoor Spaces Policy.

RFQs were provided by the following architectural firms: EOP, JRA, Omni, and Studio Kremer. Copies were given to the trustees for review. Sherry Parker called for a special meeting of the Board of Trustees on April 2, 2019 at 2:30 p.m. at the Ridgway Memorial Library, in order for the trustees to select firms to interview for the Shepherdsville project.

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

**Adjournment:** Bernice Davis made a motion to adjourn the meeting at 6:35 p.m., seconded by Darlene Mann. 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