



**Bullitt County Public Library**  
**Minutes of the Regular Board of Trustees Meeting**  
**April 23, 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; Bernice Davis, Secretary; Sean Firkins, Treasurer; Joe Schweiss, Director; Jennifer Nippert, Assistant Director. Sherri Beck, Member, entered the meeting at 5:25 p.m.

**Absent:** Darlene Mann

**Public Comment:** none

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

The minutes of the April 2, 2019 special called meeting were presented. Sean Firkins made a motion to approve the minutes as presented, seconded by Bernice Davis. Unanimously approved.

The minutes of the April 22, 2019 special called meeting were presented. Sean Firkins made a motion to approve the minutes as presented, seconded by Bernice Davis. Unanimously approved.

**Treasurer's Report:** The treasurer's report for March was presented. Bernice Davis made a motion to approve the report as presented, seconded by Sean Firkins. 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. For the parking lot at Lebanon Junction, Joe specifically noted that the Kentucky Department of Transportation has been notified about an erosion issue that currently exists in the right of way property.

The 24/7 library units are scheduled to arrive in late May. Joe shared that the plan is to coordinate onsite delivery and installation to both Shepherdsville and Nichols sometime in the late summer.

Current marketing efforts with Cubero will focus on a Facebook ad campaign to promote digital materials, as well as a possible direct mailing promotion for SummerQuest events, using segmentation data gleaned from Analytics On Demand.

Joe shared that a lower than anticipated premium for health insurance should have minimal impact on the previously distributed, preliminary version of the FY 2019-2020 annual budget.



As a follow-up to the April 22, 2019 special called meeting, Bernice Davis made a motion to allow Joe to serve the agent for the Board to negotiate with Omni Architects a fee structure up to 7% of construction costs for a new Library facility in Shepherdsville, seconded by Sherri Beck. Unanimously approved.

Jennifer presented a revision to the Employee Conduct Policy. Bernice Davis made a motion to accept the revision as presented, seconded by Sean Firkins. Unanimously approved.

Jennifer presented a new to Administrative Assistant (General) job description. Sherri Beck made a motion to approve the revision as presented, seconded by Sean Firkins. Unanimously approved.

Sherry Parker expressed her interest in having her name submitted to KDLA and the Bullitt County Fiscal Court as a candidate to fill the upcoming Trustee vacancy. Bernice Davis made a motion to submit Sherry Parker's name, seconded by Sean Firkins. Unanimously approved.

Joe shared copies of the two applications received for the upcoming Trustee vacancy. Sherri Beck made a motion to submit Sam LaFollette's name to KDLA and the Bullitt County Fiscal Court, seconded by Sean Firkins. Unanimously approved.

**Next Meeting:** The next regular monthly meeting will be held on Tuesday, May 28, at 5 p.m. at the Ridgway Memorial Library in Shepherdsville.

**Adjournment:** Bernice Davis made a motion to adjourn the meeting at 5:56 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