



Bullitt County Public Library  
Minutes of the Regular Board of Trustees Meeting  
June 25, 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; Sean Firkins, Treasurer; Sherri Beck, Member; Joe Schweiss, Director; Jennifer Nippert, Assistant Director; Raychel Bennet, Administrative Assistant; Michael Jacobs and Don Adams, Omni Architects.

**Absent:** none

**Public Comment:** none

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

Michael and Don presented the Trustees with a Program Plan for construction of the new facility in Shepherdsville. Michael and Don exited the meeting at 6:30 p.m.

Bernice Davis motioned that Omni Architects should enter into the schematic design phase for the Shepherdsville project, seconded by Sean Firkins. Unanimously approved.

**Director's Report:** Joe reviewed progress toward the Library's other construction projects.

Joe shared adjustments to the FY 18-19 budget to be submitted to the Department of Local Government. Sherri Beck motioned to approve the budget as presented, seconded by Bernice David. Unanimously approved.

Joe shared adjustments to the proposed FY 19-20 budget. Sean Firkins motioned that the budget be adopted as presented, seconded by Bernice Davis. Unanimously approved.

The Trustees reviewed the following policies: Genealogy and Local History Research, Recruitment and Hiring, and Vacation Leave Scheduling.

Jenn shared revisions to the Staff and Trustee Development Policy. Sherri Beck motioned to approve the policy as revised, seconded by Bernice Davis. Unanimously approved.



Jenn shared a new policy, Staff's Children and Other Visitors in the Workplace, with 4 corrections suggested by Darlene Mann. Sherri Beck motioned to adopt the policy as corrected, seconded by Darlene Mann. Unanimously approved.

Trustees nominated candidates for two-year officer terms, according to their bylaws. Given that a single nomination was given for each officer position, Bernice Davis announced the following Trustees were elected by acclamation to the following positions:

Sherry Parker (nominated by Darlene Mann), President; Darlene Mann (nominated by Sherry Parker), Vice President; Bernice Davis (nominated by Sherry Parker), Secretary; Sean Firkins (nominated by Sherri Beck), Treasurer.

Jennifer and Raychel exited the meeting at 7:15 p.m.

The Trustees and Joe then discussed his annual evaluation. Joe left the room as the Trustees collaborated on a collective evaluation form.

Joe was called back to the room and the issue of compensation was discussed. Joe and the Trustees discussed the compensation of library directors in Kentucky that worked for systems with five or more library locations. Joe excused himself from the room again as the Trustee carried on their conversation.

Joe was called back to the room when the Trustees completed their discussion. The Trustees decided to award Joe an annual increase to put his salary in line with other Kentucky library systems with five or more branches. A motion to raise his annual compensation to \$115,000 was made by Bernice Davis, seconded by Darlene Mann. Unanimously approved.

**Next Meeting:** The next regular monthly meeting will be held on Tuesday, July 27, at 5 p.m. at the Lebanon Junction Branch Library as a special called meeting.

**Adjournment:** Bernice Davis made a motion to adjourn the meeting at 8:10 p.m., seconded by Sean Firkins. 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