



Bullitt County Public Library
Minutes of the Regular Board of Trustees Meeting
September 22, 2020 5:01 PM
Via Zoom Videoconferencing

Call to Order: Sherry Parker called the meeting to order at 5:01 p.m.

Present: Sherry Parker, President; Darlene Mann, Vice President; Sherri Beck, Member; Bernice Davis, Secretary; Sean Firkins, Member; Joe Schweiss, Director; Jennifer Nippert, Assistant Director.

Absent: none

Public Comment: none

Minutes: The minutes of the August 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 August was presented. Bernice Davis made a motion to approve the report as presented, seconded by Sean Firkins. Unanimously approved.

Director's Report: Joe shared current circulation statistics, as well as updates on his annual presentation to the Fiscal Court and submittal of the Annual Report to KDLA.

Joe shared the progress being made on the Central Library project. Four companies provided estimates for providing commissioning services, which will ensure major components of the building, including geothermal, are installed correctly. Sherri Beck made a motion to approve a contract with ZH Commissioning to provide those services, as well as any other associated costs for commissioning in the project. Seconded by Bernice Davis. Unanimously approved.

Joe shared updates to the Pandemic Plan to reflect new guidance, including Kentucky's Healthy at Work plan, since the original document was created in March 2020.

A revision to the Cell Phone policy was presented, to address employee use of cell phones while driving for job-related purposes. Darlene Mann made a motion to approve the revision as presented, seconded by Bernice Davis. Unanimously approved.

A revision to the Substance Abuse and Testing policy was presented, to provide definitions of reasonable suspicion to require testing for an employee. Sean Firkins made a motion to approve the revision as presented, seconded by Sherri Beck. Unanimously approved.

A new Workplace Accommodations policy was presented. Bernice Davis made a motion to approve the policy as presented, seconded by Sean Firkins. Unanimously approved.



For the upcoming Director's Review, Joe will provide the trustees with a fillable PDF that can be combined into one document for a group signature.

Next Meeting: Following all applicable state laws and health orders, the next regular monthly meeting will be held on Tuesday, October 27 at 5 p.m. in its entirety as a videoconference on the Zoom meeting platform.

Adjournment: Bernice Davis made a motion to adjourn the meeting at 6:23 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