



Bullitt County Public Library

Minutes of the Regular Board of Trustees Meeting

October 27, 2020 5:00 PM

Via Zoom Videoconferencing

Call to Order: Sherry Parker called the meeting to order at 5:02 p.m.

Present: Sherry Parker, President; Darlene Mann, Vice President; Bernice Davis, Secretary; Sean Firkins, Member; Michael Jacobs and Don Adams, Omni Architects; Joe Schweiss, Director; Jennifer Nippert, Assistant Director.

Absent: Sherri Beck, Member

Public Comment: none

Minutes: The minutes of the September regular meeting were presented. Sean Firkins made a motion to approve the minutes as presented, seconded by Darlene Mann. Unanimously approved.

Treasurer's Report: The treasurer's report for September was presented. Bernice Davis made a motion to approve the report as presented, seconded by Sean Firkins. Unanimously approved.

Michael and Don shared the progress being made on the Central Library project. As Joe communicated to the Trustees via email on 10/21, a change order for additional excavation and fill is required to keep the project moving forward. The contingency portion of the budget will cover the additional cost. Omni will negotiate on the Board's behalf for an acceptable middle ground on the additional cost.

Director's Report: Joe shared the final version of the Annual Report for FY 19-20. Darlene Mann made a motion to proceed with the submittal of the Annual Report to KDLA and local officials, seconded by Bernice Davis. Unanimously approved.

Joe shared a potential daily response to the Governor's recommendations for restricted operations in those counties in Kentucky that are classified as being in the "red zone." A "red zone" assignment indicates a report of 25 or more average daily cases per 100,000 population; an "orange zone" assignment indicates a report of 10-25 average daily cases per 100,000 population. Sean Firkins made a motion that once Bullitt County receives a "red zone" assignment, BCPL will move to Level 5 of its Pandemic Plan the next day. Additionally, Bullitt County shall maintain an "orange zone" assignment for 2 consecutive days before BCPL returns to Level 4 of the Pandemic Plan. The motion was seconded by Bernice Davis, unanimously approved.

In response to clarification on the definition of a “special called meeting,” Joe presented an amendment to the BCPL Board of Trustee’s Bylaws. In Article 6, the italicized verbiage was added and one verb struck, to read:

The Bullitt County Public Library Board of Trustees shall hold twelve regular monthly meetings during the calendar year. The regular monthly meeting of the Bullitt County Public Library Board of Trustees shall will typically be held on the fourth Tuesday of each month at 5:00 p.m. at the Ridgway Memorial Library. Regular meetings of the Board shall be open to the public. Changes to the schedule and/or location of the regular board meeting, if deemed necessary by the Board, will be posted for public view in a timely manner.

Sean Firkins made a motion to approve the change to the bylaws as presented, seconded by Bernice Davis. Unanimously approved.

Bernice Davis made a motion to close all BCPL locations on 11/27 as a paid holiday for staff, seconded by Sean Firkins. Unanimously approved.

The following policies were reviewed with no revisions recommended:

- Certification
- Time in Position

A revision to the Schedules and Breaks policy was presented, to address how management should handle breaks when an employee is working a split shift. Darlene Mann made a motion to approve the revision as presented, seconded by Bernice Davis. Unanimously approved.

The following were tabled until the November meeting:

- Bereavement Leave policy revision to include additional relationships that would qualify an employee to take the leave
- Revision, Custodial Supervisor job description
- Revision, Custodial Technician job description
- Revision, Custodial Assistant job description
- Director’s Annual Performance Review

Next Meeting: Following all applicable state laws and health orders, the next regular monthly meeting will be held on Tuesday, November 24 at 5 p.m. in its entirety as a videoconference on the Zoom meeting platform.

Adjournment: Darlene Mann made a motion to adjourn the meeting at 6:58 p.m., seconded by Bernice Davis. Unanimously approved.

Minutes taken by Joe Schweiss, Director, and Jennifer Nippert, Assistant Director.

Bernice Davis, Secretary

Sherry Parker, President