



Bullitt County Public Library

Minutes of the Regular Board of Trustees Meeting

November 24, 2020 5:00 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; Chris Bischoff; Regional Consultant; Joe Schweiss, Director; Jennifer Nippert, Assistant Director.

Absent: Bernice Davis, Secretary; Sean Firkins, Member

Public Comment: none

Minutes: The minutes of the October 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 October was presented. Sherri Beck made a motion to approve the report as presented, seconded by Darlene Mann. Unanimously approved.

Regional Consultant's Report: Chris invited the Trustees to share any questions or concerns that they had about the construction process, particularly in regards to the Central Library project. Joe shared the online storage location for pictures and other details from the most recent onsite meeting, as well as archived documents.

Director's Report: Joe shared highlights of the previous month's activities, as well as asking for feedback on any of the reporting documents that are distributed to the Trustees. He shared the need to develop a united advocacy plan for all Trustees to adopt and actively participate in.

The following policy was reviewed with no revisions recommended:

- Laptop Borrowing

A revision to the Board of Trustees and Library Employee Ethics policy was presented, substituting "Trustees" for all instances of "Board members." Sherri Beck made a motion to approve the revision with corrections made, seconded by Darlene Mann. Unanimously approved.

Revisions to the Custodial Assistant job description were presented. Sherri Beck made a motion to approve the revision with a correction made to language regarding the "Central Library," as well as replacing instances of "library locations" with "properties." Seconded by Darlene Mann. Unanimously approved.

Darlene Mann made a motion to reopen discussion of the Custodial Assistant job description, seconded by Sherri Beck. Unanimously approved.

Darlene noted that the instance of “our” should be struck in the first bullet, under the Job Requirements section, to maintain an appropriate tone. Seconded by Sherri Beck. Unanimously approved.

The following were tabled until the December meeting:

- Bereavement Leave policy revision to include additional relationships that would qualify an employee to take the leave
- Revision, Custodial Technician and Custodial Supervisor job descriptions, to reflect corrections made to the Custodial Assistant description

The terms for Darlene Mann and Sherri Beck will be expiring on June 30, 2021. Joe led the Trustees in a discussion about board recruitment plans.

The date and time for the regular December Board of Trustees meeting was discussed. Sherry Parker announced a change of date From December 23 to December 15 at 5 p.m. via Zoom.

Chris Bischoff exited the meeting at 7:50 p.m.

The compiled Director’s performance review was discussed; Sherri Beck motioned the following:

- Compensate Joe with a 4% salary increase, retroactive to his anniversary date of July 2

Seconded by Darlene Mann. Unanimously approved.

The following was tabled until a future meeting:

- Suspending any loss of Joe’s accrued paid time off until a date to be determined after the completion of the Central Library project

Next Meeting: Following all applicable state laws and health orders, the next regular monthly meeting will be held on Tuesday, December 15 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 8:15 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