



## Bullitt County Public Library

### Minutes of the Regular Board of Trustees Meeting

March 23, 2021 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; Bernice Davis, Secretary; Sean Firkins, Member; Joe Schweiss, Director; Jennifer Nippert, Assistant Director.

**Absent:** Sherri Beck

**Public Comment:** none

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

**Treasurer's Report:** The treasurer's report for February was presented. Bernice Davis made a motion to approve the report as presented, seconded by Darlene Mann. Unanimously approved.

**Director's Report:** Joe shared highlights of the previous month's activities and circulation, as well as the monthly report from KDLA.

Joe made note that we will continue to actively request the meeting minutes from local city council meetings, since this is still new to them. Reviewing these will help the Trustees to be aware of community issues such as proposed support for the homeless community in Bullitt County.

Joe presented an update on the Central Library construction project.

The following policies were reviewed with no revisions pending:

- Employee Files
- Rules of Conduct
- Holidays

Independence Day, a paid holiday, falls on a Sunday in 2021; only Ridgway Memorial is open on Sundays. In order to stay consistent with state and county government, Sean Firkins made the motion to observe the holiday on Monday, July 5, 2021, seconded by Darlene Mann. Unanimously approved.

The Information Security policy was presented for review; a correction was made to capitalize all instances of "Library" in the policy to be consistent with the Library's style guide. Darlene Mann made a motion to approve the policy as corrected, seconded by Bernice Davis. Unanimously approved.



The Classifications and Salary policy was presented for review; a correction was made to change a plural usage to possessive case. Darlene Mann made a motion to approve the policy as corrected, seconded by Bernice Davis. Unanimously approved.

Amendments to the Bereavement Policy were presented, and language was discussed to clarify extended family relationships. Bernice Davis made a motion to approve the policy as corrected, seconded by Sean Firkins. Unanimously approved.

Each of the Trustees in attendance will provide the Library Administration with a short description of what they enjoy about their roles as Trustees.

**Next Meeting:** Following all applicable state laws and health orders, the next regular monthly meeting will be held on Tuesday, April 27, 2021 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 6:36 p.m., seconded by Darlene Mann. 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