



**Bullitt County Public Library**  
**Minutes of the Regular Board of Trustees Meeting**  
**May 25, 2021 5:00 PM**  
**Via Zoom Videoconferencing**

**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, Member; Kellie Rausch, guest; Joe Schweiss, Director; Jennifer Nippert, Assistant Director.

**Absent:** none

**Public Comment:** none

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

**Treasurer's Report:** The treasurer's report for April 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 presented an update on the Central Library construction project, including an initial discussion about the disposition of the Ridgway Memorial building.

He also shared an updated version of the operating budget for FY 21-22.

The following policies were reviewed with no revisions pending:

- Timesheets and Payroll
- Job Descriptions

The Staff MLS Scholarship Policy was presented with revisions. Sean Firkins made a motion to adopt the revisions presented, seconded by Darlene Mann. Unanimously approved.

The Gifts and Appraisal policy was presented with revisions. Sean Firkins made a motion to adopt the revisions presented, seconded by Bernice Davis. Unanimously approved.

The Bookkeeper/HR Administrator job description was presented with revisions and renamed as the Associate Finance and HR Manager to more accurately reflect the scope of responsibility for the current work being performed in the role. Sean Firkins made a motion to adopt the revisions, with one correction to create parallel structure in the language describing job functions, seconded by Bernice Davis. Unanimously approved.



**Next Meeting:** Following all applicable state laws and health orders, the next regular monthly meeting will be held on Tuesday, June 22, 2021 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 6:19 p.m., seconded by Bernice Davis. 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