

Bullitt County Public Library
Minutes of the Regular Board of Trustees Meeting
August 23, 2022 5:00 PM
Shepherdsville, KY

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; Jennifer Nippert, Assistant Director; Rhonda Kinser, Assoc. Finance/HR Manager; Alexis Nalley, Admin Assistant; Tara O'Hagan, guest; Ken Bailey, guest

Absent: Kellie Rausch, Treasurer; Sean Firkins, Member

Public Comment: none

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

The minutes of the special called meeting on August 5, 2022 were presented. Sherry Parker made a motion to approve the minutes as corrected, seconded by Bernice Davis. Unanimously approved.

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

Construction Update: Jenn presented an update on the Central library progress. The landscape architect is working on the punch list and will be replacing items in the fall. Omni has processed direct purchase orders. Curtis Flaherty is compiling a warranty list.

The following policies were reviewed with no revisions suggested:

- Rules of Conduct
- Classification and Salaries
- Holiday Decorations
- Voting Leave
- Worker's Compensation
- Fiscal Responsibility
- Patron Records
- Gifts and Appraisal

The job description for the Circulation Supervisor/Branch Manager was presented with revisions. Darlene Mann made a motion to approve the description as revised, seconded by Bernice Davis. Unanimously approved.

The Branch Manager job description was discussed and revisions were recommended. Bernice Davis made a motion to approve the description as revised, seconded by Darlene Mann. Unanimously approved.

The job description for the Facilities Manager was presented with revisions. Darlene Mann made a motion to approve the description as revised, seconded by Bernice Davis. Unanimously approved.

The Technical Service Supervisor job description was discussed and revisions were recommended. Bernice Davis made a motion to approve the description as revised, seconded by Darlene Mann. Unanimously approved

The Public Relations Coordinator job description was discussed and revisions were recommended. Bernice Davis made a motion to approve the description as revised, seconded by Darlene Mann. Unanimously approved

The following job descriptions were tabled until the next meeting:

- Information Technology Coordinator
- Administrative Assistant (General)

Electric Car: EvolveKY is looking to put in two car charging stations in the Mount Washington parking lot. They will be looking for sponsors and the sponsor logo will feature prominently on the charging station. Jenn is going to look into how much the sponsorship is and what other locations Evolve is looking at

Tax Rate: Bernice Davis made a motion to take the 2022 compensating tax rate, seconded by Darlene Mann. Unanimously approved.

Next Meeting: The next regular monthly meeting will be held on Tuesday, September 20, 2022 at 5 p.m. at the Central Library.

Adjournment: Bernice Davis made a motion to adjourn the meeting at 5:57p.m., seconded by Darlene Mann. Unanimously approved.

Minutes taken by Alexis Nalley, Admin Assistant

Bernice Davis, Secretary

Sherry Parker, President