

**Bullitt County Public Library**  
**Minutes of the Regular Board of Trustees Meeting**  
**September 20, 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; Kellie Rausch, Treasurer; Sean Firkins, Member; Tara O'Hagan, Director; Jennifer Nippert, Associate Director; Alexis Nalley, Admin Assistant

**Absent:** None

**Public Comment:** none

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

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

**Regional Report:** Jenn presented the regional report sharing that the Friends of KY Libraries is meeting in October, there's a trustee certification refresher on September 29, the annual report deadline has been extended to Sept. 30, and the State Librarian has retired

**Shepherdsville Construction Update:**

- Central hasn't reached final completion due to landscaping. There will be plantings redone in the fall.
- Most of the punch list is complete
- There may need to be something done with the warranty regarding the floor in the Community Wing
- The facilities manager has started a warranty list separate from the punch list
- The holds locker will have the final software installed on Thursday

The Confidentiality, Open Records, and Open Meetings Policy was presented. Darlene Mann made a motion to approve the policy as corrected, seconded by Kellie Rausch. Unanimously approved.

The Performance Improvement Policy was presented. Kellie Rausch made a motion to approve the policy as corrected, seconded by Bernice Davis. Unanimously approved.

The Voluntary Separation Policy was presented. Darlene Mann made a motion to approve the policy as corrected, seconded by Bernice Davis. Unanimously approved.

The following policies were reviewed with no revisions suggested:

- Job Descriptions
- Performance Appraisals
- Travel and Meal Expenses

The Information Technology Coordinator, Clerk III job description was presented with revisions. Kellie Rausch made a motion to approve the description as corrected, seconded by Darlene Mann. Unanimously approved.

The Administrative Assistant (General), Clerk 2 job description was presented with revisions. Bernice Davis made a motion to approve the description as corrected, seconded by Darlene Mann. Unanimously approved.

**Next Meeting:** The next regular monthly meeting will be held on Tuesday, October 18, 2022 at 5 p.m. at the Central Library.

**Adjournment:** Bernice Davis made a motion to adjourn the meeting at 5:46p.m., seconded by Kellie Rausch. Unanimously approved.

Minutes taken by Alexis Nalley, Admin Assistant

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Bernice Davis, Secretary

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Sherry Parker, President