

Bullitt County Public Library  
Minutes of the Regular Board of Trustees Meeting  
February 28, 2023 5:00 PM  
Shepherdsville, KY

**Call to Order:** Sherry Parker called the meeting to order at 5:00 p.m.

**Present:** Sherry Parker, President; Bernice Davis, Secretary; Kellie Rausch, Treasurer (arrived at 5:13pm); Sean Firkins, Member; Tara O'Hagan, Director; Alexis Nalley, Admin Assistant; Chris Bischoff, KDLA Regional Librarian; Pam Rowe, Central Branch Manager; Raychel Bennet, Mount Washington Branch Manager

**Absent:** Darlene Mann, Vice President

**Public Comment:** none

Tara introduced to the board Pam Rowe as the new Central Branch Manager/Circulation Supervisor and Raychel Bennet as the new Mount Washington Branch Manager.

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

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

Bernice Davis made a motion, seconded by Sean Firkins, to approve expenditures no more than \$50,000 for the labor and painting of the interior of the Lebanon Junction Branch. Unanimously approved.

Sean Firkins made a motion, seconded by Kellie Rausch, to approve expenditures no more than \$50,000 for the labor to paint and repair damages to the exterior eaves of the Lebanon Junction Branch. Unanimously approved.

**Circulation Report:** Tara presented the circulation stats for January

**Director's Report:** Tara discussed the KPLA conference and Library Legislative Day.

Christian Juckett plans to attend next month's meeting to discuss updates on the Ridgway Memorial building

**Facility Updates:**

- Central: progress is being made on the punch list. Thresholds to the gardens are being worked on to stop the leaking, vinyl flooring in the staff breakroom needs to be fixed, places in the carpet need to be repaired, and they are going to work on the outdoor drainage.
- Lebanon Junction: KC Lawn Services has done work to help with erosion control
- We have received the new transit van and are working with Cubero to get wrapping created
- All branches have received their "no overnight parking" signs

The following policies were reviewed with no revisions:

- Borrower's Policy
- Copyright Policy
- Deadly Weapons on Library Property Policy

The new Fixed Asset Capitalization Policy was presented. Kellie Rausch made a motion to adopt the policy as presented, seconded by Bernice Davis. Unanimously approved.

The Rules of Conduct Policy was presented with revisions. Bernice Davis made a motion to approve the policy as revised, seconded by Sean Firkins. Unanimously approved.

The 3D Printer Policy was presented with revisions. Kellie Rausch made a motion to approve the policy as revised, seconded by Bernice Davis. Unanimously approved.

The Check Out Policy was presented with revisions. Kellie Rausch made a motion to approve the policy as revised, seconded by Bernice Davis. Unanimously approved.

The Lost, Damaged, and Overdue Material Policy was presented with revisions. Bernice Davis made a motion to approve the policy as revised, seconded by Kellie Rausch. Unanimously approved.

**Sales Tax:** Tara discussed the plan for sales tax on copies, print outs, and the MakerLab.

**Friends of the Library:** Tara has started to get people interested in starting a Friends of the Library group and she's going to be setting up an informational meeting.

**Trustee Applications:** We've received two applications for the upcoming open position.

Bernice Davis made a motion, seconded by Kellie Rausch, to close all five BCPL locations on May 5, 2023 for Staff Development Day.

**Next Meeting:** The next regular monthly meeting will be held on Tuesday, March 28, 2023 at 5 p.m. at the Central Library.

**Adjournment:** Bernice Davis made a motion to adjourn the meeting at 6:22p.m., seconded 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