

Bullitt County Public Library
Minutes of the Regular Board of Trustees Meeting
July 25, 2023 5:00 PM
Shepherdsville, KY

Call to Order: Darlene Mann called the meeting to order at 5:00 p.m.

Present: Darlene Mann, President; Sean Firkins, Vice President; Bernice Davis, Secretary; Sam LaFollette, Treasurer; Tara O'Hagan, Director; Alexis Nalley, Admin Assistant

Absent: None

Board Officer Elections:

- Bernice Davis was elected as secretary
- Sam LaFollette was elected as treasurer
- Darlene Mann was elected as president
- Sean Firkins was elected as vice president

Public Comment: none

Minutes: The minutes of the June regular meeting were presented. Sean Firkins made a motion to approve the minutes as presented, seconded by Sam LaFollette. Unanimously approved.

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

Circulation Report: Tara presented the circulation stats for June.

Regional Report: Tara reviewed the regional report. The Annual Report is being worked on and is due in August. The KLA conference is in October, Tara is planning on attending. There is a trustee orientation upcoming.

Director's Report: Tara presented the Director's Report, including updates on the facilities

- The Blessing Box is installed at the Hillview branch and is being used frequently
- The memorial pavers have been installed in the Central branch gardens
- The Friends of the Library meeting had 10 attendees and people were very interested in starting the group. Tara is working on the bylaws to help them get started.
- All branches now have a Library of Things collection
- All branches will have a board game collection once Central gets theirs
- Tara has drafted the request for architects for the Hillview branch and it will be ready for approval in August
- The Storywalk pedestals have been installed at every branch
- The 1000 Books Before Kindergarten walls are still being worked on for the branches

The Welcome Policy in the Personnel handbook presented with revisions. Bernice Davis made a motion to approve the policy as revised, seconded by Sam LaFollette. Unanimously approved.

The Orientation Policy was presented with revisions. Sean Firkins made a motion to approve the policy as revised, seconded by Sam LaFollette. Unanimously approved.

The Recruitment and Hiring Policy was presented with revisions. Sam LaFollette made a motion to approve the policy as revised, seconded by Sean Firkins. Unanimously approved.

The Classification and Salaries Policy was presented with revisions. Bernice Davis made a motion to approve the policy as revised, seconded by Sam LaFollette. Unanimously approved.

The Job Descriptions Policy was presented with revisions. Sam LaFollette made a motion to approve the policy as revised, seconded by Bernice Davis. Unanimously approved.

The Certification Policy was presented with revisions. Sam LaFollette made a motion to approve the policy as revised, seconded by Bernice Davis. Unanimously approved.

The Schedules and Breaks Policy was presented with revisions. Bernice Davis made a motion to approve the policy as revised, seconded by Sam LaFollette. Unanimously approved.

The Timesheets and Payroll Policy was presented with revisions. Sam LaFollette made a motion to approve the policy as revised, seconded by Sean Firkins. Unanimously approved.

Mt. Washington Branch Library land purchase: Bernice Davis made a motion, seconded by Sam LaFollette, for the Library to hire a realtor in the Mount Washington area for a future land acquisition. Unanimously approved.

Ridgway Memorial Library:

- Christian Juckett will be filing a quiet title claim on Friday, July 28.
- The Bullitt County Clerk has requested that the library have the WiFi at the Ridgway building only available for limited hours. The Board believes that limiting internet access goes against the BCPL Strategic Agenda.

Strategic Agenda: Tara would like the Board to start thinking about how they would like to approach the 2024 end of the Strategic Agenda for August's meeting.

Next Meeting: The next regular monthly meeting will be held on August 22, 2023 at 5 p.m. at the Central Library.

Adjournment: Bernice Davis made a motion to adjourn the meeting at 6:20p.m., seconded by Sam LaFollette. Unanimously approved.

Minutes taken by Alexis Nalley, Admin Assistant

Bernice Davis, Secretary

Darlene Mann, President