

Bullitt County Public Library
Minutes of the Regular Board of Trustees Meeting
September 26, 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; Tara O'Hagan, Director

Absent: Sam LaFollette, Treasurer

Public Comment: none

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

Circulation Report: Tara presented the circulation stats for August.

Regional Report: Tara reviewed the regional report.

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

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

The Staff's Children and Other Visitors in the Workplace Policy was presented with revisions. Bernice Davis made a motion to approve the policy as revised, seconded by Sean Firkins. Unanimously approved.

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

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

The Incident Reporting Policy was presented with revisions. Bernice Davis made a motion to approve the policy as corrected, seconded by Sean Firkins. Unanimously approved.

The Worker's Compensation Policy was presented with revisions. Bernice Davis made a motion to approve the policy as revised, seconded by Sean Firkins. Unanimously approved.

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

The Donation Forms were presented with revisions. Bernice Davis made a motion to approve the forms as corrected, seconded by Sean Firkins. Unanimously approved.

Fall Staff Development: Bernice Davis made a motion, seconded by Sean Firkins, to close all five BCPL locations on November 13, 2023 for Staff Development Day.

Hillview RFQ Proposals: Bernice Davis made a motion, seconded by Sean Firkins, to authorize the following committee for shortlist decisions on architects for Hillview:

- Tara O'Hagan; Library Director
- Jennifer Nippert; Associate Library Director
- Rhonda Kinser; Associate Finance & HR Manager
- Curtis Flaherty; Head of Facilities
- Mona Timberlake; Hillview Branch Manager

Ridgway Memorial: Tara gave an update on Ridgway Memorial Library.

Next Meeting: The next regular monthly meeting will be held on October 24, 2023 at 5 p.m. at the Central Library.

Adjournment: Sean Firkins made a motion to adjourn the meeting at 5:55p.m., seconded by Bernice Davis. Unanimously approved.

Minutes taken by Tara O'Hagan; Library Director.

Bernice Davis, Secretary

Darlene Mann, President