

Bullitt County Public Library
Minutes of the Special Called Board of Trustees Meeting
December 12, 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

Public Comment: None

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

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

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

The Travel and Meal Expenses policy was reviewed with no revisions.

Bernice Davis made a motion, seconded by Sean Firkins, to approved the following policies with the revisions as presented:

- Emergency Operations
- Staff and Trustee Development
- Staff Serving on Committees
- Volunteer Separation
- Layoff
- Grievances
- Receipt of the Employee Handbook

The Leave of Absence policy was presented with revisions. Sam LaFollette made a motion to approve the policy with corrections, seconded by Sean Firkins. Unanimously approved.

Tara gave an update on the Ridgway Memorial Library building.

Next Meeting: The next regular monthly meeting will be held on January 23, 2023 at 5 p.m. at the Central Library.

Adjournment: Sam LaFollette made a motion to adjourn the meeting at 5:24p.m., seconded by Bernice Davis. Unanimously approved.

Minutes taken by Alexis Nalley, Admin Assistant.

Bernice Davis, Secretary

Darlene Mann, President