

Bullitt County Public Library  
Minutes of the Regular Board of Trustees Meeting

July 22, 2025 5:00 PM

Shepherdsville, KY

**Call to Order:** Sean Firkins called the meeting to order at 5:00pm

**Present:** Sean Firkins, President; Rachel Hurt, Vice President; Bernice Davis, Secretary; Sam LaFollette, Treasurer; Sarah Schladand, Member; Tara O'Hagan, Director; Alexis Nalley, Admin Assistant

**Absent:** None

**Public Comment:** None

**Board Elections:** Sam LaFollette made a motion, seconded by Bernice Davis, to open nominations for Board of Trustee position elections.

Sam LaFollette made a motion, seconded by Rachel Hurt, to elect Sean Firkins as President.

Bernice Davis made a motion, seconded by Sam LaFollette, to elect Rachel Hurt as Vice President.

Rachel Hurt made a motion, seconded by Sam LaFollette, to elect Bernice Davis as Secretary.

Bernice Davis made a motion, seconded by Rachel Hurt, to elect Sam LaFollette as Treasurer.

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

Tara presented the Circulation Stats for June and the Director's Report.

The Library Pledge was reviewed with no revisions.

**Revised Policies:** Bernice Davis made a motion, seconded by Sam LaFollette, to approve the following policies with the revisions as presented. Unanimously approved:

- Study and Conference Room Policy
- Smoking, Tobacco Use, and Vaping Policy
- Organizational Chart in the Employee Handbook
- Job Descriptions Policy
- Certification Policy

Sam LaFollette made a motion, seconded by Rachel Hurt, to approve the following revised policies with corrections. Unanimously approved:

- Welcome Policy
- Recruitment and Hiring Policy
- Classifications and Salaries Policy
- Timesheets and Payroll Policy
- New Employee Orientation Policy

The Schedules and Breaks Policy was tabled for the August meeting.

**Staff Day:** Sam LaFollette made a motion, seconded by Bernice Davis, to close all BCPL locations on Friday, November 7, 2025 for Staff Development Day. Unanimously approved.

**November/December Meeting Dates:** Bernice Davis made a motion, seconded by Rachel Hurt, to change the November board meeting date to Tuesday, November 18, 2025. Unanimously approved.

Rachel Hurt made a motion, seconded by Bernice Davis, to change the December board meeting date to Tuesday, December 16, 2025. Unanimously approved.

**Hillview Furniture:** Sam LaFollette made a motion, seconded by Bernice Davis, to surplus the Hillview branch outdoor furniture to the Friends of the Bullitt County Public Library. Unanimously approved.

**Hillview Construction:** Tara gave an update on the Hillview construction project progress.

**Next Meeting:** The next regular monthly meeting will be held on August 26, 2025 at 5 p.m. at the Central Library.

**Adjournment:** Bernice Davis made a motion to adjourn the meeting at 6:11 p.m., seconded by Sam LaFollette. Unanimously approved.

Minutes taken by Alexis Nalley, Admin Assistant

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Bernice Davis, Secretary

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Sean Firkins, President