

Bullitt County Public Library
Minutes of the Regular Board of Trustees Meeting
October 28, 2025 5:00 PM
Shepherdsville, KY

Call to Order: Rachel Hurt called the meeting to order at 5:06 pm

Present: Rachel Hurt, Vice President; Bernice Davis, Secretary; Sam LaFollette, Treasurer; Tara O'Hagan, Director; Alexis Nalley, Admin Assistant

Absent: Sean Firkins, President; Sarah Schladand, Member

Public Comment: None

Minutes: The minutes of the August 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 August and September were presented. Bernice Davis made a motion to approve the report as presented, seconded by Sam LaFollette. Unanimously approved.

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

Sam LaFollette made a motion, seconded by Bernice Davis, to table the Dress Code Policy until the next meeting. Unanimously approved.

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

- Cell Phone Policy
- Harassment Policy
- Incident Reporting Policy
- Worker's Compensation Policy
- Substance Abuse and Testing Policy
- Whistleblower Policy
- Performance Appraisals Policy
- Performance Improvement Policy
- Internet and Email Use Policy
- Social Networking and Online Accounts for the Library Policy
- Employee Files Policy
- Bereavement Leave Policy
- Family and Medical Leave Act (FMLA) Policy
- Personal Leave Policy

Revised Job Description: Bernice Davis made a motion, seconded by Sam LaFollette, to approve the Maker/Learning Lab Assistant job description as presented. 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 November 18, 2025 at 5:00 p.m. at the Central Library.

Adjournment: Bernice Davis made a motion to adjourn the meeting at 5:40 p.m., seconded by Sam LaFollette. Unanimously approved.

Minutes taken by Alexis Nalley, Admin Assistant

Bernice Davis, Secretary

Sean Firkins, President