

Bullitt County Public Library
Minutes of the Regular Board of Trustees Meeting
November 18, 2025 5:00 PM
Shepherdsville, KY

Call to Order: Rachel Hurt called the meeting to order at 5:03 pm

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

Absent: Sean Firkins, President

Public Comment: None

Minutes: The minutes of the October meeting were presented. Sam LaFollette made a motion to approve the minutes as presented, seconded by Sarah Schladand. Unanimously approved.

Treasurer's Report: The treasurer's report for October 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 October and the Director's Report.

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

- Dress Code Policy
- Sick Leave Policy
- Short-Term Disability Program Policy
- Long-Term Disability Program Policy
- Vacation Leave Policy
- Voting Leave Policy
- Leave of Absence Policy
- Emergency Operations Policy
- Staff and Trustee Development Policy
- Organizational Chart

Revised Job Description: Bernice Davis made a motion, seconded by Sam LaFollette, to approve the Marketing Assistant job description as presented. Unanimously approved.

Hillview Surplus: Sarah Schladand made a motion, seconded by Sam LaFollette, to accept the list of Hillview surplus property to be auctioned as well as any items that may need to be added on the day of auction. 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 December 16, 2025 at 5:00 p.m. at the Central Library.

Adjournment: Bernice Davis made a motion to adjourn the meeting at 5:38 p.m., seconded by Sarah Schladand. Unanimously approved.

Minutes taken by Alexis Nalley, Admin Assistant

Bernice Davis, Secretary

Sean Firkins, President