

## WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

August 20, 2014

4:30 PM

Present: President Peggy Miller, Vice-President Gerald Wuetcher, Treasurer Don Smith, Secretary Camille Allen, Member Judy Offutt, Karen Kasacavage (Director), John Crawford (Assistant Director)

Guests: Becky Watson and Bookie Wilson (Woodford County Youth Service Librarians)

### CALL TO ORDER

President Peggy Miller called the meeting to order at 4:30 p.m.

### GUESTS – BECKY WATSON AND BOOKIE WILSON

Youth Services Librarians, Becky Watson and Bookie Wilson, reviewed the major activities and accomplishments of the 2014 Fizz Boom Read Summer Reading Program. The programs focused on science to reinforce the STEAM (Science, Technology, Engineering and Math) curriculum emphasized by many schools. Over 1,500 kids and teens participated and over 3,400 books were checked out during the Read-a-Ton challenge held July 20-August 1. The theme for next year's summer reading program will be "Heroes."

### APPROVAL OF JULY MINUTES

President Peggy Miller submitted the minutes from the meeting held on July 16, 2014 for consideration and approval. Camille Allen made a motion to approve the minutes as submitted. Judy Offutt seconded the motion. The minutes were approved unanimously.

### FINANCIAL REPORT

The Board reviewed the financial statements from July 2014. The Certificate of Deposit (CD) that matured on July 20 was placed at the Community Trust Bank.

Judy Offutt made a motion to accept the financial report and approve the payment vouchers. Gerald Wuetcher seconded the motion. The motion was approved without objection.

### REGIONAL LIBRARIAN'S REPORT

KDLA consultant Charlotte McIntosh submitted a written report. It noted that September is National Library Card Signup Month. Karen will discuss with the staff ways in which the Library might publicize the opportunity to get new library cards.

### FRIENDS OF THE LIBRARY REPORT

The Friends of the Library Executive Council will meet on August 20, 2014. They will discuss fundraising opportunities and how the group might become a 501(C)(3) organization.

## DIRECTOR'S REPORT

### A. Tax Rate Certification

The Board reviewed and discussed a summary prepared by the Kentucky Department for Libraries and Archives that estimates the revenue derived from various possible tax rates.

Vice-President Gerald Wuetcher made a motion to adopt the following tax rates for the 2014-2015 Fiscal Year.

Real Property: 6.6 cents per \$100 of assessed value

Personal Property: 6.6 cents per \$100 of assessed value

Motor Vehicle: 2.43 cents per \$100 of assessed value

Judy Offutt seconded the motion. The motion was approved unanimously.

President Miller will sign the certification and have it notarized so that it can be submitted to the Kentucky Department of Libraries and Archives (KDLA).

The new tax rates will be submitted to the Woodford County Fiscal Court at their meeting August 26.

### B. Social Media Policy – review

The Board reviewed a draft of a new social media policy. The draft was modified to clarify when it might be appropriate for staff to use social media while at work.

Gerald Wuetcher moved to approve the Social Media Policy as amended. Don Smith seconded the motion. The motion was approved unanimously.

### C. Kentucky Public Library Standards – Section (6) Technology – review

The Board identified the following standards as possible areas in need of improvement to meet the criteria necessary to be certified as an exemplary public library.

6.3.12 The Library has the capacity of delivering off-site computer access.

6.4.10 The Library has a plan for cross-training, so that more than one staff member understands critical elements of technology.

6.4.11 The Library has a staff member or committee charged with reviewing new technologies and tracking future technology trends.

## UNFINISHED BUSINESS

### A. Library Hours of Operation – Sunday

Karen distributed a spreadsheet that estimated the increase cost in part-time wages, if the Board chose to expand the Library's hours of operation on Sundays.

Gerald Wuetcher made a motion to change the opening time on Sunday from 2:00 p.m. to 1:00 p.m. beginning in October 2014. Judy Offutt seconded the motion. The motion was approved unanimously.

B. Roof – ABR Construction

Karen informed the Board that the Library would not receive a discount on its insurance for participating in the ABR Construction's Care Plan program for regular roof maintenance.

Karen, however, also informed the Board that the Library could have ABR Construction periodically examine the roof for approximately one-half the cost of the Care Plan.

NEW BUSINESS

Gina Morris has expressed an interest in planting a tree in memory of her son at the Midway Branch Library. Ms. Morris indicated that she would be happy to work with Inside Out or any other landscaping professional the Library chose. The Board authorized Karen to make the necessary arrangements for the tree to be planted.

Karen will invite Bill Holden to the board meeting in September to discuss if it would be cost effective to increase the liability limit of the Directors and Officers insurance.

ADJOURN

Don Smith moved to adjourn the meeting. Gerald Wuetcher seconded the motion. The meeting was adjourned without objection at 6:10 p.m.