

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES  
Minutes of Regular Board Meeting  
April 15, 2015  
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)

Guest: Kathryn Green

#### CALL TO ORDER

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

#### APPROVAL OF MINUTES

President Peggy Miller submitted the minutes from the March meeting for consideration and approval. Gerald Wuetcher made a motion to accept the minutes as submitted. Judy Offutt seconded the motion. The minutes were approved unanimously.

#### FINANCIAL REPORT

Karen informed the Board that a Certificate of Deposit (CD) will mature on April 25, 2015. Karen will investigate current interest rates.

Gerald Wuetcher made a motion to accept the financial report and approve the payment vouchers. Judy Offutt seconded the motion. The motion was approved unanimously.

#### REGIONAL LIBRARIAN'S REPORT

KDLA consultant Heather Dieffenbach submitted a written report. The report outlines the policies and procedures a public library should adopt in order to comply with KRS 61.931-934.

Karen and John will revise the template policy provided by KDLA and have the Board review it at the May meeting.

#### FRIENDS OF THE LIBRARY REPORT

The Friends will next meet on Wednesday, April 29 to review the applications for the Carla Dills Memorial Scholarship.

#### DIRECTOR'S REPORT

A. Proposed Budget FY 2015-16 - Revised

The Board reviewed a revised budget proposal for fiscal year 2015-16. The revised budget reflects a re-amortization of the KACO Leasing Trust that will reduce the Library's required debt service payments to \$80,000 in FY 2015-16.

The revised budget sets aside funds to add a part-time staff person who is fluent in Spanish, as well as anticipated increased costs for electricity and water.

The budget for fiscal year 2015-16 was submitted to the Board for final approval. Karen Kasacavage and John Crawford were excused from the meeting at 5:20 p.m. for the Board to consider staff salaries and wages.

Gerald Wuetcher made a motion to accept the following salary and wage rate increases: (1) Director will receive a 2% salary increase and 2 additional vacation days; (2) Assistant Director will receive a salary increase of \$4,000; (3) all other full-time staff will receive a 5% salary increase; (4) all part-time staff will either receive a 5% increase or have their wage increased to a minimum of \$10 per hour, whichever is more. Don Smith seconded the motion. The motion was approved unanimously.

Karen Kasacavage and John Crawford returned to the meeting at 5:40 p.m.

Camille Allen moved to approve the budget with the already approved salary and wage modifications. Don Smith seconded the motion. The motion was approved unanimously.

B. Employee Handbook Policies – review

President Miller suggested that the Board consider hiring an expert in labor law to help write or review the Library's Employee Handbook.

Gerald Wuetcher made a motion to authorize the Director to seek out potential consultants and report back on the nature of the services they might provide and their costs. Don Smith seconded the motion. The motion was approved without objection.

C. Young Adult Librarian Position

The Board reviewed the revised job description for the part-time Young Adult Librarian position. They authorized Karen to advertise the job opening in July and to fill it in August.

D. Bookmobile – update

Karen informed the Board that the Bookmobile is in a critical state of disrepair and cannot be currently used safely. Nearly \$4,000 has been spent year-to-date on repairs. In addition, an estimated \$2,200 would need to be spent to repair its wiring harness.

Karen outlined a few options: (1) get the Bookmobile fixed; (2) purchase a new vehicle (such as a Ford Transit) and rebrand the bookmobile service as "outreach" where books and other library materials would be delivered directly to patrons.

Gerald Wuetcher moved to authorize the Director to purchase an outreach vehicle. Don Smith seconded the motion. The motion was approved unanimously.

UNFINISHED BUSINESS

A date will be set to interview the applicants for the board positions set to expire at the end of June 2015.

**ADJOURN**

Gerald Wuetcher made a motion to adjourn the meeting at 6:30 p.m. Camille Allen seconded the motion. The meeting was adjourned without objection.