

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

June 8, 2016

5:00 p.m.

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

CALL TO ORDER

President Peggy Miller called the meeting to order at 5:00 p.m.

APPROVAL OF MINUTES

President Peggy Miller submitted the minutes from the regular meeting on May 18, 2016 for approval. Gerald Wuetcher moved that the minutes be approved as written. Don Smith seconded the motion. The motion was approved unanimously.

FINANCIAL REPORT

The budget remains on target approaching the close of the fiscal year. Karen recommended that the Library make the \$13,500 principal reduction payment included in the FY 2015-16 budget. This will keep the Library on track to pay-off the leasing trust by the end of 2017 and make it unnecessary for the Board to approve an amended budget.

Camille Allen made a motion to accept the financial report and approve the payment vouchers. Linda Minch seconded the motion. The motion was approved unanimously.

REGIONAL LIBRARIAN'S REPORT

A written report was submitted. The trustee tip for June underscores the importance of libraries implementing a summer reading program that will help combat the phenomenon known as the summer slide: the decline of students' reading skills over the summer break.

Karen noted that over 1,100 kids and teens have signed up for the summer reading program to date. In addition, over 500 adults have signed up to participate in the adult summer reading program.

Karen also shared a letter from Representative James Kay in which he congratulated the Board, the Friends of the Library, and Library staff on being recognized as an "Exemplary Library."

FRIENDS OF THE LIBRARY REPORT

No friends of the library report was provided this month.

DIRECTOR'S REPORT

A. Budget review FY 2015-16

The Board decided to proceed as planned in the original budget to make a principal reduction payment of \$13,500 on the leasing trust.

B. Policy review

1. Non-resident Library card (3.2.4 and 4.1)

3.2.4 Non-resident Library card

Out-of-county residents who live in the following counties: Franklin, Anderson, Mercer, Jessamine, Fayette, and Scott may apply for a free Woodford County Library card by presenting a photo ID such as a valid driver's license or other official identification that includes their current permanent address. Residents of the remaining 113 counties may purchase a \$10.00 Non-Resident library card. Applicants must meet all the requirements outlined in sections 3.2.1 and 3.2.2.

4.1 Non-resident Library card

Out-of-county [non-resident] residents who live in the following counties: Franklin, Anderson, Mercer, Jessamine, Fayette, and Scott, may apply for a free Woodford County Library card by presenting a valid library card from their local public library. If the prospective cardholder is in good standing with the home library, as verified by a call to that library, he or she completes the Library card application process and is issued a Woodford County Library card.

Non-resident cardholders have the same privileges as local cardholders.

Proposal to revise policy (3.2.4) and eliminate (4.1)

An out-of-county resident who lives in Franklin, Anderson, Mercer, Jessamine, Fayette or Scott County may apply for a free Woodford County Library card by presenting a valid driver's license or other photo identification showing his or her current permanent residential address. A resident of any of the other 113 Kentucky counties may purchase a Woodford County Library card for \$10.00. An applicant must meet the 18 year old age requirement in section 3.2.1 and must provide his or her date of birth and current phone number as required in section 3.2.1 in order to receive an adult Library card. An applicant seeking a child's Library card must comply with the requirements of section 3.2.2, except the photo identification as required by this section must show the current permanent residential address in one of the above listed counties.

Out-of-county resident Woodford County Library cardholders have the same privileges and responsibilities as Woodford County resident cardholders.

Camille Allen made a motion to accept the proposal to revise 3.2.4 and eliminate 4.1 Don Smith seconded the motion. The motion was approved unanimously.

2. Interlibrary Loan (3.4.3 and 4.2)

3.4.3 Interlibrary loans

No Library can meet all of its patrons' needs. Interlibrary loans are transactions in which library materials are made available by one library to another. This service supplements the Library's resources, including making available materials that are out-of-print or of a specialized nature. Library staff may choose to use interlibrary loan as a means of

satisfying a cardholder's request. Most libraries do not loan genealogy, reference materials, recent best-sellers, recent releases, DVDs and CDs.

There is no charge for interlibrary loan service. However, the cardholder is responsible for returning materials in good condition and on time and for paying fines or fees incurred for failure to do so. Materials that are not picked up by the cardholder are returned to the lending library by the due date. Failure to pick up requested materials may result in loss of interlibrary loan privileges. Woodford County Library also loans materials to other libraries following these same general principles.

4.2 Interlibrary loan

No library can meet all of the needs of all of its patrons. When desired material is not owned by the Library and not within the scope of its collection development program, Library staff will attempt to obtain it from another library through interlibrary loan. Neither the request nor the delivery date can be guaranteed. The cardholder is notified if the request cannot be filled.

Patrons wishing to request interlibrary loan items must be cardholders in good standing. Cardholders are expected to limit the number of items they request to three items at one time. Loan items are held until the due date. Items that are not picked up by the due date are returned to the lending library. Cardholders are expected to notify the Library if they are unable to pick up the materials within the specified time limit.

Loan policies for interlibrary loan materials are determined by the lending library. Like other library materials, interlibrary loan items must be returned on or before they are due. Overdue materials are subject to the lending library's fine policies. The cardholder is responsible for the replacement cost of interlibrary loan items that are lost or damaged. Charges are added to the cardholder's library card record.

In addition to borrowing materials from other libraries, the Woodford County Library lends books to other libraries through the same interlibrary loan network and makes every effort to have its current holdings listed in OCLC that is accessible to other libraries throughout the state.

New materials, reference materials, and media are typically not available through interlibrary loan.

There is no charge to the patron for interlibrary loan service. A fine of \$1.00 per day will be charged on each overdue interlibrary loan item.

Proposal to revise policy 3.4.3 and eliminate policy 4.2

Interlibrary loan is a process by which library materials are made available from one library to another. The Library provides this service to supplement the Library's resources, making available materials that, among other things, are out of print or of a specialized nature. Staff may choose to use interlibrary loan as a means of satisfying a cardholder's request. The Library does not borrow recent releases or audio-visual materials.

Only a cardholder in good standing may have a request fulfilled through interlibrary loan. The cardholder may request only three materials at one time through interlibrary loan. Although no fee is charged for obtaining materials through interlibrary loan, the

cardholder is responsible for returning materials in good condition and on time, and for paying fines or fees incurred for failure to do so. A fine of \$1.00 per day will be charged on each overdue interlibrary loan material. Additional interlibrary loan policies are determined by the lending library.

Materials obtained through interlibrary loan but not picked up by the cardholder are returned to the lending library by the due date. Failure to pick up requested materials may result in suspension or loss of interlibrary loan privileges.

In addition to borrowing materials from other libraries, the Library lends materials to other libraries through the same interlibrary loan network. The Library lists its current holdings in OCLC, making them accessible to other libraries. The Library generally does not loan genealogy, reference materials, recent best sellers, recent releases, and audio-visual materials.

Gerald Wuetcher made a motion to approve the proposal to revise 3.4.3 and eliminate 4.2. Don Smith seconded the motion. The motion was approved unanimously.

UNFINISHED BUSINESS

Karen is still waiting on a quote from Woodford Seal Coat to seal and restripe the Midway Branch parking lot.

The Board authorized Karen to dispose of the surplus computer equipment through the Woodford County Recycling E-Waste program.

NEW BUSINESS

President Peggy Miller's term is set to expire effective July 1, 2016. She was recognized for her four years of service on the Board.

ADJOURN

Don Smith moved that the meeting be adjourned. Camille Allen seconded the motion. The motion was approved unanimously and the meeting was adjourned at 5:58 p.m.