

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

August 16, 2017

5:00 p.m.

Present: President Gerald Wuetcher, Treasurer Don Smith, Secretary Linda Minch, Member Bill Shanks, Karen Kasacavage (Director), John Crawford (Assistant Director)

Absent: Vice-President Camille Allen

Guests: Mary Ann Gill

CALL TO ORDER

President Gerald Wuetcher called the meeting to order at 5:00 p.m.

APPROVAL OF MINUTES

President Gerald Wuetcher submitted a draft of the July minutes for consideration. Linda Minch made a motion to approve the minutes as submitted. Don Smith seconded the motion. The motion to approve the minutes was approved unanimously.

FINANCIAL REPORT

One month in to the fiscal year, the library's budget is on target.

Bill Shanks made a motion to accept the financial report and approve the payment vouchers. Don Smith seconded the motion. The motion was approved unanimously.

REGIONAL LIBRARIAN'S REPORT

This month's report outlines several continuing education opportunities for board members, including the Kentucky Library Association Conference to be held in Louisville, Kentucky on September 21-23 and webinars on the Open Meetings Act and Open Records Act. This month's tip offers suggestions about how trustees might explain the public library's value to the community when discussing the library's tax rate.

FRIENDS OF THE LIBRARY REPORT

The Friends will meet again on August 16, 2017 to plan the Autumn Tea in the Countryside to be held on October 15, 2017. Greg Waltermire will do a Chautauqua performance as Abraham Lincoln. Tickets for the event will cost \$15/each and will be available for purchase soon.

The Friends are also seeking 24" x 24" inch quilts that have a book inspired theme for their first Quilt Show and Silent Auction. The Quilt Show and Silent Auction will kick-off at the Autumn Tea on October 15. The quilts will be on display at the Main Library through December 9, 2017.

DIRECTOR'S REPORT

A. KPLA – membership dues

The library will renew its institutional membership with KPLA.

B. Meeting Room Application – review

The Board reviewed the library's current meeting room application. It was suggested that the application be revised to include language that would have applicants acknowledge that they have read, understood, and agree to comply with the meeting room use policy. President Wuetcher suggested that it read as follows:

By signing this application, requesting party acknowledges that it has read and understands the Library's policies regarding use of the Library's meeting rooms and will comply with those policies. Requesting party further acknowledges that the group's failure to comply with these policies may result in suspension/revocation of the privilege to use such rooms.

Karen will have the proposed revision reviewed by State Library Commissioner Terry Manuel to make sure it conforms with KDLA's guidelines for room use policies.

C. Service Animal Policy – sample

The Board reviewed a sample service animal policy provided by KDLA. The adoption of any service animal policy would need to coincide with training for staff from KDLA or a local service animal organization about how to best implement such a policy.

D. HVAC repair estimate – update

Last month, Karen received a quote from Thermal Equipment Services for \$4,875 to do repair work to the library's HVAC system. Karen received a second quote from Ivey Mechanical that estimated a cost of \$4,375.

Linda Minch made a motion to accept the quote from Ivey Mechanical for \$4,375. Don Smith seconded the motion. The motion was approved unanimously.

E. Library Tech Support – agreement

The Board reviewed two quotes to provide on-site and remote tech support for the library for one year. LibSynergy, the current tech support provider, quoted an annual cost of \$19,987.46. NetGain put in a bid of \$36,000.

Bill Shanks moved to accept the bid from LibSynergy. Linda Minch seconded the motion. The motion was approved unanimously.

F. Library Director – review

Board will continue to work on developing criteria for an evaluation of the director

UNFINISHED BUSINESS

A representative from Community Trust Bank contacted Karen to report that the Main Street property was recently appraised. Community Trust Bank has no set timetable for selling the building and/or building a new facility.

At the conclusion of last month's meeting, Karen and John were asked to consider the library's need for additional space in the near future. Currently, the library's main priority would be to add meeting space. Karen will also meet with Susan Buffin, a member of the Woodford County Historical Society board, to discern what materials they have and what sort of space might be needed to accommodate their holdings.

Karen solicited feedback from State Library Commissioner Terry Manuel regarding the Board's consideration of John Soper's request that the local businesses community be allowed to use the library to promote job opportunities. Commissioner Manuel advocated working closely with local businesses when possible to position the library within the community as an integral part of workforce development. Karen will meet with John Soper to clarify what employers would need from the library to be an effective partner.

Efforts to find a sponsor for the Big Blue Blocks continue. Karen and Youth Services Librarian Bookie Wilson will give a presentation at a family meeting of More than a Bakery on Friday, August 18.

ADJOURN

Don Smith made a motion to adjourn the meeting. Linda Minch seconded the motion. The motion was approved unanimously and the meeting was adjourned at 6:10 p.m.

ATTEST:

Secretary

Date: _____