

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

September 21, 2016

5:00 p.m.

Present: President Gerald Wuetcher, Vice-President Camille Allen, Treasurer Don Smith, Member Jennifer Embry, Karen Kasacavage (Director), John Crawford (Assistant Director)

Absent: Secretary Linda Minch

Guests: Mary Ann Gill

CALL TO ORDER

President Gerald Wuetcher called the meeting to order at 5:30 p.m.

APPROVAL OF MINUTES

President Gerald Wuetcher submitted the minutes from the meeting held on August 17, 2016 for approval. Don Smith moved that the minutes be approved as submitted. Camille Allen seconded the motion. The motion was approved unanimously.

FINANCIAL REPORT

Total expenditures are at 15% year-to-date, which is on target two months into the fiscal year.

Karen reviewed the Library's investment policy with the Board. It stipulates that funds sufficient to cover 6 months of operating expenses should be kept in a Woodford County bank.

Rhonda Barrier from Citizens Commerce Bank will attend the October meeting to discuss the Library's investment options.

Camille Allen 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

A written report was submitted. The report provides reminders about upcoming deadlines for submitting the library's approved tax rates with the Revenue Cabinet.

This month's trustee tip outlines how a library should handle a bedbug infestation. The tip discusses how to remove the bedbugs, how to handle public relations, and how to mitigate the library's legal liability.

FRIENDS OF THE LIBRARY REPORT

The Friends continue to prepare for the Autumn Tea in the Countryside fundraiser on Sunday, October 16 from 2-4 p.m. The event is sponsored by the Kentucky Farm Bureau Insurance office operated by Courtney Roberts. Mr. Roberts asked if a link to his business' webpage might be placed on the Library website. Karen and the Board agreed that this request should be declined because the Library and the Friends of the Library are two separate organizations. Members of the Board suggested this might highlight a need to develop a formal policy regarding website content and define if and when it would be appropriate to have a link to a commercial website.

DIRECTOR'S REPORT

A. Science in Play 2 go - update

Library staff members met with staff from the Kentucky Science Center and Kentucky Department for Libraries and Archives met on September 16, 2016 to plan the Science in Play 2 go exhibit that will be held at the library from December 2016- February 2017.

An opening night reception will be held the evening of December 1. It is hoped that several dignitaries and local leaders will be able to attend, including Governor Matt Bevin. The Friends of the Library will host the Holiday Open House on Saturday, December 3 and this event will also serve as a kickoff for the exhibit.

The Library has agreed to cover the cost of two billboards to promote the event.

Karen will follow up to determine if there will be a contract or memorandum of understanding with the Kentucky Science Center to delineate each organization's responsibilities for the exhibit.

B. Strategic Plan - update

Nancy Ward and Sharon Marcum have shared their notes from the Board focus group on Dropbox.

The Full Planning Team met on September 14, 2016. Approximately 20 community members and 9 staff members participated. The Full Planning Team revised the strategic plan's values, vision, mission and goals for the Library.

The Core Planning Team met on September 20 to determine the objectives for each goal. They will meet again on October 11, 2016.

UNFINISHED BUSINESS

Last month, Karen informed the Board of a quote she had received from LibSynergy to provide tech support for the library at an annual cost of \$19,987. She received a second quote from NetGain for approximately \$11,000 per month. The library will renew its contract with LibSynergy.

NEW BUSINESS

Karen informed the Board about quotes she has received to replace 14 laptops (10 at the Main Library, 4 at the Midway Branch). LibSynergy quoted a price of \$13,979.70 or \$998.55 per laptop. GovConnection provided a quote of \$17,330.88 or \$1,237.92 per laptop. Karen will order the laptops from LibSynergy.

Karen shared with the Board some of her concerns regarding the behavior of a few teenage and young adult patrons. She noted that staff had called the police several times to have them do a walk through and, if necessary, disperse the group. Members of the Board encouraged Karen to document all calls to the police and the individuals involved.

Don Smith noted that 3 different people participating on the Full Planning Team shared concerns that southern Woodford County is underserved. Mr. Smith cited the fact that the Main Library (Versailles) and the Midway Branch are both located in the northern half of the county, and he suggested that the library strongly consider setting up a provisional branch library to see if there would be enough interest to warrant a permanent branch in that part of the county. The issue will be discussed more at the next meeting in October.

ADJOURN

Jennifer Embry made a motion to adjourn the meeting. Don Smith seconded the motion. The motion was approved and the meeting was adjourned at 6:23 p.m.