

## WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

November 16, 2015

5:00 p.m.

Present: Vice-President Gerald Wuetcher, Treasurer Don Smith, Secretary Camille Allen, Member Linda Minch, Maurice Bakke (Friends of the Library Liaison to the Board), Karen Kasacavage (Director), John Crawford (Assistant Director)

Absent: President Peggy Miller

Guest: Julia Smarr, Woodford County School District – Community Based Work Transition Program

### CALL TO ORDER

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

### GUEST – JULIA SMARR

Julia Smarr shared information about the Woodford County school system's Community Based Work Transition Program (CBWTP). The CBWTP is designed to place special education students with significant disabilities in a job during their last two years of high school. Ms. Smarr asked the Board to partner with the CBWTP and allow interested CBWTP students to intern and/or work at the Library. The Board will discuss the issue with the Director and take the request under further consideration.

### APPROVAL OF MINUTES

Vice-President Gerald Wuetcher submitted the October minutes for approval. Mr. Wuetcher suggested that the bookmobile update in the Director's Report be amended to clarify why the Board waived the requirement to get a second bid for the installation of the bookmobile shelves. The following will be added to that section: "KDLA recommended Mr. Stevens be used. Mr. Stevens has performed this service for libraries throughout the state, including the Woodford County Library. No other merchant has been identified who performs this service for library bookmobiles."

Camille Allen moved to approve the minutes as amended. Don Smith seconded the motion. The motion was approved unanimously.

### FINANCIAL REPORT

Karen reports that the budget remains on track. A certificate of deposit (CD) matured on October 23, 2015. Current CD rates remain very low. The proceeds from the CD, therefore, were placed in a savings account that is currently earning 0.5%.

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

KDLA consultant Heather Dieffenbach submitted a written report. This month's report advises that board members should use email and other digital media cautiously when communicating with each other, particularly when conducting that communication on a personal account or device. Such communication could be construed as a "private meeting" and "any discussion of library business between trustees using electronic media could result in an open records request that encompasses trustees' personal electronic accounts."

Gerald Wuetcher further suggested that board members be careful to "cc" their library email account when corresponding with the director and/or other board members from a personal or work email account.

#### FRIENDS OF THE LIBRARY REPORT

Maurice Bakke shared some of his concerns regarding the Friends of the Library and solicited input from the Board on what might make the group a stronger organization and better define its mission to support the Library.

The Friends of the Library will meet again at 6:00 p.m. on November 16, 2015.

#### DIRECTOR'S REPORT

A. Bookmobile - update

The installation of the shelving should be completed in the next 2-3 weeks. It will then be wrapped. It is expected to return to the road in January 2016.

B. January Board Meeting

Peggy Miller will be out of the state indefinitely due to a family emergency and expects to miss the upcoming meeting in December. She believes that she could attend the meeting in January if it were moved from January 20<sup>th</sup> to January 13<sup>th</sup>.

Don Smith made a motion to change the January meeting date to January 13, 2016. Linda Minch seconded the motion. The motion was approved unanimously.

C. Employee Handbook

Karen and John have been reviewing the employee handbook compiled by Paychex. Karen will upload a copy of the employee handbook to Dropbox upon its completion.

D. Library Underwear Drive

Campbell County Public Library has had great success with its "Drop Your Drawers" campaign to collect new packages of underwear for children. Karen will check with the local Family Resource Center to see if Woodford County students have a similar need. If underwear or some other particular need is identified, the Library will try to conduct a drive to collect the needed items.

E. Strategic Plan – update

Karen contacted Sharon Marcum. Sharon Marcum and Nancy Ward will meet with Karen and John to discuss preparations for the strategic planning process.

**ADJOURN**

Linda Minch made a motion to adjourn the meeting. Don Smith seconded the motion. The motion was approved unanimously and the meeting was adjourned at 6:25 p.m.