

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

December 16, 2015

5:00 p.m.

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

Absent: Vice-President Gerald Wuetcher

CALL TO ORDER

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

APPROVAL OF MINUTES

President Peggy Miller submitted the November minutes for approval. Linda Minch made a motion to approve the minutes as submitted. Don Smith seconded the motion. The motion was approved unanimously.

FINANCIAL REPORT

Karen informed the Board that the balance owed on the KACO Leasing Trust on the Main Library is now \$288,659.00.

Karen noted that the Library's budget is right on target.

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 2016 Kentucky Public Library Calendar, which overviews important public library events going on throughout the year.

FRIENDS OF THE LIBRARY REPORT

Friends of the Library Liaison Maurice Bakke submitted a written report. He noted that the Friends currently have over \$7,000 in their bank account. The Friends purchased six Kindle Fires, five of which will be given away at the Pens on Fire Romance Author Panel to be held at Midway University's Duthie Auditorium on February 27, 2016 at 2:00 p.m.

It was also suggested that the Friends meet with Mary Lynn Collins. Ms. Collins has had success cultivating a strong friends group at the Paul Sawyer Public Library in Frankfort, Kentucky, and it is hoped that she might be able to share some insights that might help the Friends of the Woodford County Library become a more vibrant organization.

DIRECTOR'S REPORT

A. Employee Handbook

The handbook nears completion. Karen placed a copy of the revised handbook in Dropbox for members to review. In particular, she noted a revision that shifts the authority to change the Employee Handbook from the Director to the Library Board. The Board consented to this change. Like other changes to the handbook, this policy will not be supported Paychex now that it has been altered.

Karen will also ask Gerald Wuetcher to review those parts of the handbook that use the term "firearms" to see if it needs to be removed to comply with the Kentucky law.

B. Bookmobile – update

The shelving in the new bookmobile has been installed. Karen solicited quotes from area graphic design firms to do the wrap on the vehicle. The quotes are listed below.

Lynn Imaging - \$2,749.13

Adcolor - \$2,092.14 (plus any additional design time)

Fast Signs - \$1,647.36

Board encouraged Karen to get feedback from other customers of Fast Signs to ensure they have done good work. Karen will clear the purchase with Peggy Miller before moving forward with the wrap.

C. Audit

Karen reports that the FY 2014-15 audit will be completed soon.

D. Holiday Open House

Approximately 350 people attended the Friends of the Library Holiday Open House on December 5, 2015.

E. Fine Forgiveness

The Library will have a fine forgiveness program in March 2016. Patrons will be able to have fines forgiven by donating school supplies that will then be given to students enrolled in Woodford County Public Schools.

NEW BUSINESS

Kentucky Library Association (KLA) is seeking board members who would be willing to serve on the scholarship committee to review KLA scholarship applications.

Commissioner Wayne Onkst retired from his position as State Librarian.

Karen suggested the Board review how the Library compensates staff for travel time. She suggested that part-timers should receive pay for the extra time necessary to get to and from conferences. Full-timers might be allowed to accrue comp time for the extra time travel.

Library Legislative Day will be held on Thursday, February 4, 2016.

ADJOURN

Camille Allen made a motion to adjourn the meeting. Don Smith seconded the motion. The motion was approved unanimously and the meeting was adjourned at 6:05 p.m.