

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES
Minutes of Regular Board Meeting
December 17, 2014
4:30 PM

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

Guest: Leslie Heerman, Friends of the Woodford County Library, Board Liaison

Absent: Vice-President Gerald Wuetcher

CALL TO ORDER

President Peggy Miller called the meeting to order at 4:40 p.m.

APPROVAL OF MINUTES

President Peggy Miller submitted the minutes from the November meeting for consideration and approval. The minutes were corrected to state that "Don Smith moved to amend section 20 Credit Card Use of the Library Operations Manual to now read..." The New Business section was amended to also note that "Each Board Member completed the Library Board Profile Worksheet – Individual form and submitted it to President Miller. She will compile the results of the survey and share it with the Board at a future meeting." Judy Offutt moved to approve the minutes as amended. Don Smith seconded the motion. The motion was approved unanimously.

FINANCIAL REPORT

Electronic banking will be set up for the Board President and Treasurer.

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

REGIONAL LIBRARIAN'S REPORT

KDLA consultant Heather Dieffenbach provided a 2015 Kentucky Public Library Calendar outlining important dates and deadlines for public libraries in the coming year.

FRIENDS OF THE LIBRARY REPORT

Leslie Heerman was named the new Friends of the Woodford County Library liaison to the Board. The Holiday Open House was held on December 5, 2014. The event was a major success with over 400 in attendance.

DIRECTOR'S REPORT

A. Budget Amendment – FY 2014-2015

Karen distributed an amended budget proposal. Karen consulted with Fain, Mattingly and Associates, P.S.C., and they advised that a line be added to the income section of the budget labeled "Use of beginning funds" to represent the \$200,000 transferred from savings to offset the additional principal reduction payment.

Camille Allen made a motion to approve the amended budget. Don Smith seconded the motion. The motion was approved unanimously.

B. Fine Forgiveness Month

The Library will have a fine forgiveness month during February. Patrons will be given the opportunity to pay off fines by donating designated school supplies that will then be given to the Woodford County Public Schools.

C. Review – Woodford County Library District Board By-Laws

The Board reviewed its current by-laws. Judy Offutt will draft a revision to Section II – Purpose. Karen will gather examples used by other exemplary public libraries in the state that the Board might use as models for its own by-laws.

UNFINISHED BUSINESS

A. Inclement Weather Policy

The inclement weather policy used by the Madison County Public Library will be distributed to Board Members and reviewed at the meeting in January.

NEW BUSINESS

The Library received a \$2000 grant from the Kentucky Department for Libraries and Archives to have a series of programs on early childhood development.

Karen will have Art's Electric install new floodlights to help improve the outside lighting at the Midway Branch.

Karen will have Fast Signs create and install a sign for the Midway Reading Garden based on the previously approved design.

Karen distributed a worksheet summarizing the Library's tax rates and corresponding revenue between FY 1999-2000 to 2014-2015.

Fain, Mattingly and Associates, P.S.C. will present the FY 2013-2014 audit of the Library at the meeting held in January.

The next Board meeting will be held on January 14, 2015.

President Miller asked the Board to consider moving the meeting in February to accommodate the schedule of Vice-President Gerald Wuetcher. Don Smith moved that the February Board meeting be moved to February 11, 2015. Camille Allen seconded the motion. The motion was approved unanimously.

ADJOURN

Don Smith made a motion to adjourn the meeting at 5:40 p.m. Camille Allen seconded the motion. The meeting was adjourned without objection.