

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES
Minutes of Regular Board Meeting
February 17, 2016
5:00 p.m.

Present: Treasurer Don Smith, Secretary Camille Allen, Member Linda Minch, Maurice Bakke (Friends of the Library Liaison), Karen Kasacavage (Director), John Crawford (Assistant Director)

Absent: President Peggy Miller, Vice President Gerald Wuetcher

CALL TO ORDER

Treasurer Don Smith called the meeting to order at 5:00 p.m.

APPROVAL OF MINUTES

Treasurer Don Smith submitted the January minutes for approval. Linda Minch made a motion to approve the minutes as written. Camille Allen seconded the motion. The motion was approved unanimously.

FINANCIAL REPORT

Karen reported that a Certificate of Deposit at Community Trust Bank matured on January 25, 2016. It was rolled over at .75%. Its new maturity date is October 25, 2016.

Budget is on target. The Board did ask Karen to consult with Bill Holton to see if the insurance for the bookmobile might be restructured to reduce cost.

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

REGIONAL LIBRARIAN'S REPORT

Library Legislative Day was held on February 4, 2016. Representatives from the Woodford County Library, Lexington Public Library, and Paul Sawyier Public Library met with Senator Julian Carroll and Representative James Kay.

This month's trustee tip outlines the statutory requirements for the disposal of surplus property.

FRIENDS OF THE LIBRARY REPORT

The Friends have agreed to contribute \$1,500 to the Library to help offset the cost of the new Bookmobile. They have also set aside funds to buy fleece jackets with the Library logo for the staff.

Gerald Wuetcher is working on the 501(c)(3) application that will allow the group to be recognized legally as a non-profit organization.

The next meeting will be held on March 15, 2016 at the Midway Branch.

DIRECTOR'S REPORT

A. Bookmobile – update

The new Bookmobile is now on the road and providing service to patrons. An article appeared in the *Woodford Sun* to help publicize the return of this service.

B. Employee Handbook – corrections

The Board reviewed the following sections in the Employee Handbook: Holidays, Jury Duty, Standards of Conduct, and No Weapons in the Workplace.

Linda Minch made a motion that the Holidays section be modified effective January 1, 2017 to remove the Sunday before Memorial Day and the Sunday before Labor Day as days that the Library is closed. Camille Allen seconded the motion. The motion was approved unanimously.

No changes were made to the sections on Jury Duty, Standards of Conduct, and No Weapons in the Workplace.

Camille Allen moved that the Employee Handbook be approved as modified. Linda Minch seconded the motion. The motion was approved unanimously.

C. Surplus computers/equipment

Karen informed the Board that the Library adopted a procurement policy in 2010, but that it is not the KDLA policy.

The Board tabled any discussion of the procurement policy and how it may affect the process of declaring equipment as surplus until the next meeting.

D. Strategic Plan – proposal

Karen distributed the proposal from Nancy Ward and Sharon Marcum to coordinate a “Strategic Plan Refresh Project.” The Board asked Karen to have them reconfigure the proposal to see if its cost might be reduced to approximately \$5,000.

E. KPLA

KPLA will be held on April 14-15 in Bowling Green, Kentucky. Karen can make the necessary arrangements for any Board Member planning to attend.

UNFINISHED BUSINESS

Karen distributed the management letters from the audit.

The air quality tests done in response to a bad odor in the basement of the Versailles library indicated that the air quality is good throughout the building. The cost of the tests was \$900.

NEW BUSINESS

Karen and John will prepare a technology plan and preliminary budget for fiscal year 2016-2017 for the Board to review.

Linda Minch noted that she would like to serve on the KPLA scholarship committee. Karen indicated that she would try to contact Judith Gibbons on Linda's behalf to see if she could be placed on that committee.

ADJOURN

Linda Minch made a motion to adjourn the meeting. Camille Allen seconded the motion. The motion was approved unanimously and the meeting was adjourned at 5:55 p.m.