

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

March 16, 2016

5:00 p.m.

Present: President Peggy Miller, Vice President Gerald Wuetcher, Treasurer Don Smith, Member Linda Minch, Heather Dieffenbach (KDLA Consultant), Karen Kasacavage (Director), John Crawford (Assistant Director)

Absent: Secretary Camille Allen

CALL TO ORDER

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

APPROVAL OF MINUTES

President Peggy Miller submitted the February minutes for approval. Linda Minch made a motion to approve the minutes as written. Don Smith seconded the motion. The motion was approved 2-0. President Peggy Miller and Vice President Gerald Wuetcher abstained, as they were unable to attend the meeting in February.

FINANCIAL REPORT

Budget remains on target.

Karen suggested that the Library plan to make a principal reduction payment of \$88,659 by the end of the calendar year.

Gerald Wuetcher 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

The Library must file its Uniform Financial Information Report (UFIR) with the Department for Local Government (DLG) by May 1, 2016. This month's trustee tip outlines the legal requirements for having an audit, how often an audit must be performed, and how the library can select an auditor.

FRIENDS OF THE LIBRARY REPORT

The Friends met on March 15, 2016 and presented a check of \$1,500 to the Library to go towards the cost of the new Bookmobile. Applications are now available for the Carla Dills Memorial Scholarships. The Tea in the Countryside fundraiser will be held on October 16, 2016.

DIRECTOR'S REPORT

A. Technology Plan

Karen distributed a new technology plan for the Board to review.

Gerald Wuetcher moved to accept the proposed technology plan. Don Smith seconded the motion. The motion to approve the Technology Plan was passed unanimously.

B. Library Operations Manual Review

Policies (3.4.2) and (7.7)

The Board reviewed 3.4.2 Purchase Requests and 7.7 Patron recommendations / requests for purchase. The Board decided that both policy statements should remain intact and unchanged.

Policies (3.2) and (4.1)

The Board reviewed 3.2.4 Non-resident library card and 4.1 Reciprocal borrowers. Both policies stipulate how library cards may be issued to those individuals who live outside of Woodford County.

Linda Minch made a motion to delete section 4.1 Reciprocal borrowers and have it incorporated into section 3.2.4 Non-resident library card to better reflect current library practices. Gerald Wuetcher seconded the motion. The motion was approved unanimously.

Peggy Miller will meet with Karen and John to develop a proposed revision for section 3.2.4 for the board to review at the next meeting.

C. Bereavement Leave Policy

Paychex prepared two sample bereavement policies for the Board to review.

Option 1 Full-Time and Part-Time Same

Full-time and part-time regular employees who have completed three months of employment are eligible for three (paid)(unpaid) days for the death of an immediate family member. Members of the immediate family include spouses,* domestic partners,** parents, brothers, sisters, children, children of domestic partners,** grandchildren, grandparents, and parents-in-law.

Full-time and part-time regular employees, who have completed three months of employment, are eligible for one (paid)(unpaid) day to attend the funeral of aunts, uncles, nieces, and nephews.

Part-time regular employees are eligible for bereavement pay in proportion to the number of hours they normally are scheduled to work.

Option 2 Full-Time and Part-Time Different

Full-time employees who have completed their introductory period are eligible for three (paid)(unpaid) days for the death of an immediate family member. Part-time employees

who have completed six months of employment are eligible for two paid days for a death in the immediate family. Members of the immediate family include spouses,* domestic partners,** parents, brothers, sisters, children, children of domestic partners,** grandchildren, grandparents, and parents-in-law. Part-time regular employees are eligible for bereavement pay in proportion to the number of hours they normally are scheduled to work.

Exempt employees may be provided paid time off when necessary to comply with state and federal wage and hour laws.*

Requests for bereavement leave should be made to your supervisor as soon as possible. Our company reserves the right to request written verification of an employee's familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.

Gerald Wuetcher made a motion to adopt option #1 for providing paid bereavement leave. Don Smith seconded the motion. The motion was approved unanimously.

D. Proposed Budget – FY 2016-17

Karen distributed a budget proposal for fiscal year 2016-2017. The proposal projects a \$35,000 increase in tax revenue. The proposal includes a 2% wage increase for all staff and increases the books and materials budget by \$10,000.

E. Kentucky Wired Project

Kentucky Wired is a proposed project to build a fiber optic cable system that can serve as a broadband infrastructure (or "middle mile") that can be used to provide faster/better Internet speeds to Kentucky communities. It is expected that representatives from Black & Veach will be at the library to do a technology assessment. It is hoped that the end result of this project will dramatically improve the library's Internet speed.

F. Board Member Terms

Two board member terms expire on June 30, 2016. To advertise the vacancies the Board asked Karen to place an ad in the *Woodford Sun*, post signs within the Library, place information on the Library website, and send out an email via the Library's email distribution list.

UNFINISHED BUSINESS

A. Surplus computers/equipment

Gerald Wuetcher briefly compared the local procurement code with the Library's current procurement policies. The discussion was tabled until next month.

B. Strategic Plan

Sharon Marcum and Nancy Ward submitted a revised proposal to do a strategic plan for the Library.

Gerald Wuetcher moved to accept the revised proposal at a cost of \$5,920. Linda Minch seconded the motion. The motion was approved unanimously.

C. Bookmobile / Outreach vehicle – Insurance

Karen consulted with Bill Holton about restructuring the insurance policy for the bookmobile and outreach vehicle to reduce the premiums. The Board decided to make no changes to the existing policy because they determined that no meaningful savings would be garnered by increasing the deductibles.

NEW BUSINESS

Karen informed the Board of a proposal from Bill Waltrip to conduct security and safety training for the staff. The training will likely be held on the evening of April 6 and the morning of April 7. His fee will be \$1,000, plus \$121 for mileage, and the cost of a hotel room for one night.

Karen informed the Board that the hard drive crashed on one of the Library's servers. The server is almost 10 years old and needs to be replaced. Karen shared the three quotes that she had received to replace it. LibSynergy submitted a bid of \$6,873.39. NetGain provided a bid of \$7,008. CDW-G quoted a cost of \$8,272. Karen will accept the low bid from LibSynergy.

Registration for the Kentucky Public Library Association annual conference runs through March 21. Don Smith will attend the entire conference to complete trustee certification. Peggy Miller was undecided and will let Karen know as soon as possible. Gerald Wuetcher will inform Karen by March 18 about whether he will be able to attend or not.

ADJOURN

Gerald Wuetcher made a motion to adjourn the meeting. Don Smith seconded the motion. The meeting was adjourned without objection at 6:36 p.m.