

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

May 20, 2015

4:30 PM

Present: President Peggy Miller, Vice-President Gerald Wuetcher, Treasurer Don Smith, Secretary Camille Allen, Member Judy Offutt, John Crawford (Assistant Director)

Guests: Kate Noye and Beverly Caywood (WCL bookmobile staff), Tony Guagliardo (Versailles Montessori principal), and Deb and Bob Pekny (library patrons)

Absent: Karen Kasacavage (Director)

CALL TO ORDER

President Peggy Miller called the meeting to order at 4:37 p.m.

APPROVAL OF REGULAR MEETING MINUTES

President Peggy Miller submitted the minutes from the April regular board meeting for consideration and approval. The minutes were corrected to remove a typo in the Director's Report. The new statement will read "The revised budget reflects a re-amortization of the KACO Leasing Trust that will reduce the Library's required debt service payments to \$80,000 in FY 2015-16." Gerald Wuetcher moved to approve the minutes as amended. Judy Offutt seconded the motion. The motion was approved unanimously.

APPROVAL OF SPECIAL MEETING MINUTES

President Peggy Miller submitted the minutes from the April 28, 2015 special board meeting for consideration and approval. Camille Allen moved to approve the minutes. Gerald Wuetcher seconded the motion. The motion was approved unanimously.

DIRECTOR'S REPORT

A. Bookmobile-update

Peggy Miller provided information on the bookmobile/outreach vehicle discussion to date. Guests were then given an opportunity to share their thoughts and opinions about the bookmobile and outreach services/needs in the community. Under discussion was the cost of repairs and safety of the current bookmobile, importance of bookmobile services to various groups/individuals throughout the community, and possible marketing considerations to make people more aware of the bookmobile's presence in the community.

John Crawford informed the group that Scott County recently spent \$49,000 on a new bookmobile/outreach vehicle. He also shared the costs associated with various vehicles that could be purchased by the Woodford County Library. A large Ford Transit (comparable to current bookmobile) would cost \$33,000 prior to alterations. A small Ford Transit (comparable to Sprinter, outreach vehicle) would cost \$21,000 prior to alterations. Another option is a Dodge Caravan (an outreach van) that would cost \$23,400.

Gerald Wuetcher moved to suspend the previous motion that authorized Karen Kasacavage to purchase an outreach vehicle. The 60 day suspension will allow the Board to continue to analyze the situation. Don Smith seconded the motion. The motion was approved unanimously.

FINANCIAL REPORT

The budget is on track year to date.

Karen Kasacavage renewed the Certificate of Deposit (CD) with Community Trust Bank at a 0.65% rate of return. The CD will mature in January 2016.

The 2014 Uniform Financial Information Report (UFIR) has been uploaded to the Department of Local Government (DLG) website. 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

In her monthly report, KDLA consultant Heather Dieffenbach suggested opportunities for library staff professional development in addition to tips about filling board vacancies.

FRIENDS OF THE LIBRARY REPORT

There was no representative from the Friends at this board meeting. However, Camille Allen did mention that she knew the friends had chosen a recipient for this year's Carla Dills scholarship. The recipient will be acknowledged at the 2015 WCHS Class Night.

DIRECTOR'S REPORT

A. Bookmobile-update

This portion of the director's report was discussed earlier in the meeting to ensure participation by all meeting guests.

B. Employee Handbook-update

Karen Kasacavage looked into possible options to assist the Board in creating a complete Employee Handbook. Richard Ornstein from KACO mentioned that the Chapter 5 County Administrative Code should be used as a guide not as a template since it was designed for the courts.

Bingham, Greenebaum, and Doll in Lexington will create an employee handbook from scratch that will follow federal and state guidelines. The cost will be \$1,000-\$2,000 for 5-10 hours of work. Karen Kasacavage will continue to look for law firms to work on an employee handbook. The board suggests a cap on hours/costs should be considered before deciding on a course of action.

Gerald Wuetcher moved to defer any motions related to the Employee Handbook until the June meeting. Judy Offutt seconded the motion. The motion was approved unanimously.

C. Information Security Policy- review

Karen Kasacavage created a WCL policy checklist and security breach checklist based on the KDLA template. According to the policy, WCL must compose an official letter to ask all third parties who deal with employee information (payroll, insurance, etc.) if they comply with the laws related to information security. The Board suggested adding an additional clause to all third party engagement letters to ensure they are complying with information security policies.

Gerald Wuetcher moved to defer any motions related to the Information Security Policy until the June meeting. Judy Offutt seconded the motion. The motion was approved unanimously.

UNFINISHED BUSINESS

There was no unfinished business to report.

NEW BUSINESS

The next Board meeting will be held on June 17, 2015.

President Miller asked the Board to consider moving the meeting in June to accommodate the schedule of Vice-President Gerald Wuetcher. Don Smith moved that the June Board meeting be moved to June 10, 2015. Camille Allen seconded the motion. The motion was approved unanimously.

ADJOURN

Gerald Wuetcher made a motion to adjourn the meeting at 6:12 p.m. Don Smith seconded the motion. The meeting was adjourned without objection.