

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

July 15, 2015

4:30 PM

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

Guest: Judge-Executive John Coyle – Oath of Office

CALL TO ORDER

President Peggy Miller called the meeting to order at 4:30 p.m.

OATH OF OFFICE

Judge-Executive John Coyle administered the oath of office to Don Smith and Linda Minch. Judge-Executive Coyle excused himself from the meeting.

APPROVAL OF MINUTES

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

FINANCIAL REPORT

Karen informed the Board that a Certificate of Deposit (CD) will come up for renewal on July 26, 2015. She suggested that \$100,000 from that CD be transferred into savings instead of being rolled over into a new CD. This would provide the Library with the immediate funds it needs to purchase a new bookmobile and cover other operating costs until the Library receives its tax revenue in November 2015.

Gerald Wuetcher moved to authorize the Director to withhold \$100,000 from the CD set to mature on July 26 and place those funds in a Library savings account. Don Smith seconded the motion. The motion was approved 5-0.

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

REGIONAL LIBRARIAN'S REPORT

KDLA consultant Heather Dieffenbach submitted a written report. This month's Trustee Tip outlines the respective duties that belong to the Board and those that are the responsibility of the Director.

FRIENDS OF THE LIBRARY REPORT

No meeting was held this month.

DIRECTOR'S REPORT

A. Outreach/Bookmobile

An outreach vehicle was purchased from Toyota on Nicholasville.

A disclosure ad was placed in the July 9th edition of the *Woodford Sun* seeking sealed bids to provide the Library with a new Bookmobile. To date, the Library has not received a bid. The Board encouraged Karen to solicit quotes from Sprinter dealerships that were both within a 90 mile radius of Versailles and within the state of Kentucky.

B. Employee Handbook

Karen distributed a proposal from Paychex to develop an Employee Handbook for the Library. The costs would include a \$2,000 setup fee and a monthly charge of \$265 per month.

Gerald Wuetcher moved to accept the proposal from Paychex. Don Smith seconded the motion. The motion passed unanimously.

Gerald Wuetcher excused himself from the meeting at 5:30 p.m.

C. Information Security Policy – review

The Board reviewed a draft of the Information Security Policy. The policy mandates that the Library will take every reasonable precaution to safeguard any personal information of patrons or library employees from a security breach.

Don Smith made a motion to adopt the Information Security Policy. Linda Minch seconded the motion. The motion was approved unanimously.

Karen and John will review the Information Security Policy and Procedures checklist developed by the Kentucky Department for Libraries and Archives (KDLA) to ensure that the Library's implementation of the policy complies with KRS 61.931-61.934.

D. Employment application/Background checks

Karen distributed a new application for employment that will be provided to future job applicants. The Board also concurred with her suggestion that the Library perform background checks on prospective employees.

E. Midway Branch Manager

Camille Allen moved that the Woodford County Library Board of Trustees go into closed session under KRS 61.810(1)(f) to discuss a personnel matter. Don Smith seconded the motion. President Peggy Miller noted that the Woodford County Library Board of Trustees will go into closed session at 5:50 p.m. The Board reconvened the open meeting at 5:57 p.m.

F. Concrete Repair

Karen is seeking quotes to redo the concrete that comprises the walkway and stairs at the Library's rear entrance. The first quote estimates a cost of \$8,000. She indicated that she would obtain at least two additional quotes.

Camille Allen excused herself from the meeting at 6:10 p.m.

G. Tax Rates

Karen distributed the tax rate schedule prepared by KDLA. The schedule outlines various tax rates and estimates the projected revenue that would be produced by each set of rates. The Board will likely set the tax rates at the August board meeting.

ADJOURN

Don Smith made a motion to adjourn the meeting at 6:20 p.m. Linda Minch seconded the motion. The motion was approved without objection.