

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

October 19, 2016

5:00 p.m.

Present: President Gerald Wuetcher, Vice-President Camille Allen, Treasurer Don Smith, Secretary Linda Minch, Member Jennifer Embry, Heather Dieffenbach (KDLA Consultant), Karen Kasacavage (Director), John Crawford (Assistant Director)

Guests: Rhonda Barrier and Eli Barber (Citizens Commerce Bank), Mary Ann Gill, and a student from the Woodford Youth Council

GUESTS

Rhonda Barrier and Eli Barber outlined a few of the investment options available to the library from Citizens Commerce Bank. They offered interest bearing savings and checking accounts. The library could also invest in a Certificate of Deposit (CD) offered at a competitive interest rate.

The Board thanked Ms. Barrier and Mr. Barber for the information, and they excused themselves from the meeting.

CALL TO ORDER

President Gerald Wuetcher called the meeting to order at 5:10 p.m.

APPROVAL OF MINUTES

President Gerald Wuetcher submitted the minutes from the meeting held on September 21, 2016 for approval. Don Smith moved that the minutes be approved as submitted. Linda Minch seconded the motion. The motion was approved unanimously.

FINANCIAL REPORT

The budget remains on target. Total expenditures are at 25.1% three months into the fiscal year.

A CD from Community Trust Bank matures on October 25, 2016. Karen suggested that the library cash out this CD and payoff the leasing trust when the library begins to receive its tax revenue in November.

Jennifer Embry made a motion to accept the financial report and approve the payment vouchers. Don Smith seconded the motion. The motion was approved unanimously.

REGIONAL LIBRARIAN'S REPORT

Heather Dieffenbach commented on a Pew Research Center report on public libraries that was released on September 9, 2016. The report surmises that Americans expect libraries to "help people learn digital skills without neglecting traditional functions."

This month's trustee tip discusses how election day might affect library operations. In particular, libraries must make sure staff are given time to vote. They should also accommodate those employees who wish to serve as election officers. Libraries have the discretion to be open or closed on election day, depending on their local circumstances. Libraries that serve as polling places, however, can only remain open, if doing so does not interfere with the legal requirements or obligations of being a polling place as defined by KRS 117.235.

FRIENDS OF THE LIBRARY REPORT

Approximately 100 people participated in this year's Autumn Tea in the Countryside, including 75 paid ticketholders. It was, by all accounts, a huge success. Kentucky Farm Bureau has agreed to sponsor the event again next year.

DIRECTOR'S REPORT

A. Science in Play 2 go - update

The Kentucky Science Center has been reviewing the applications for the Experience Specialist position. A Skype interview with a candidate is scheduled for October 25.

Bookie Wilson has been attending faculty meetings along with Kentucky Science Center staff to let teachers and school administrators know about the upcoming exhibit.

Karen consulted with insurance agent Bill Holton, and he advised that the library does not need to have additional insurance while the library is hosting the Science in Play 2 Go exhibit.

Karen informed the Board that there will be a signed contract with the Kentucky Science Center.

Karen solicited the Board's input regarding the guest list for the reception to be held on December 1 from 5-8 p.m. They suggested inviting Superintendent Scott Hawkins, Woodford County Public School board members, and the principals of all the local public and private schools. In addition, they asked that local elected officials be invited, such as Representative James Kay, Senator Julian Carroll, Judge-Executive John Coyle, Mayor Brian Traugott (Versailles), Mayor Grayson Vandegrift (Midway), and members of the Woodford County Fiscal Court, Versailles City Council, and Midway City Council.

B. Strategic Plan - update

The Core Planning team met on October 11 and is scheduled to meet again on October 25. It is anticipated that they will have a final draft of the plan for the Board to review next month.

C. Library Service – southern Woodford County

The Board discussed how the library might better serve the residents living in southern Woodford County. The Board identified several questions to consider, including how many patrons or potential patrons live in this area and in what ways do they currently use the library.

The Board also discussed how it might solicit the input of residents through a survey. The survey would be used to assess the needs for library service within this area and inform the library's short-term or long-term plans on the issue.

UNFINISHED BUSINESS

Karen updated the Board regarding some problems that the library has been experiencing with a few young adult patrons. She noted that several appear to be hanging out at the library after hours to use the library's wireless Internet and charge their phones. She suggested that the wireless Internet be turned off after hours and the power outlet be covered with a lock. The Board agreed, and she will have these changes in effect as soon as possible. She will also ask the Versailles Police Department to increase its patrol of the parking lot overnight. It is hoped that these efforts will deter people from gathering outside the library when it is not open.

NEW BUSINESS

Karen showed fabric samples to the Board that will be used to re-upholster the library's chairs over the course of the next year or so.

Karen noted that Lynchie Duggan will retire at the end of October. Her duties have been assumed by Elba Salinas who joined the full-time staff in September. A second staff member plans to retire effective February 1, 2017 and a third staff member will transition to part-time employment in January 2017. It is expected that a part-time staff member at the Midway Branch will accept a full-time position at the Main Library in Versailles.

The Woodford County Public School Board will recognize the Woodford County Library and its Youth Services Department at its next regular meeting on October 24, as an "outstanding volunteer" for its work with teachers and students.

The Woodford County Women's Club has asked to sell its new cookbook from the library on November 12-13 during the Versailles Merchants Association 30th Annual Christmas Open House. The Board, however, declined this request.

ADJOURN

Linda Minch made a motion to adjourn the meeting. Don Smith seconded the motion. The motion was approved and the meeting was adjourned at 6:40 p.m.