

## WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

November 19, 2014

4:30 PM

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

### CALL TO ORDER

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

### APPROVAL OF MINUTES

President Peggy Miller submitted the minutes from the October meeting for consideration and approval. Gerald Wuetcher made a motion to approve the minutes as submitted. Don Smith seconded the motion. The motion was approved unanimously.

### FINANCIAL REPORT

A Certificate of Deposit (CD) was renewed at Community Trust Bank for 9 months at its current rate of return of 0.60%.

Karen recommended that the Board consider making a principal reduction payment in December.

Gerald Wuetcher made a motion to place amending the budget on the December agenda to reallocate \$200,000 for a principal reduction payment. Don Smith seconded the motion. The motion was approved unanimously.

Gerald Wuetcher made a motion to accept the financial report and approve the payment vouchers. Camille Allen seconded the motion. The motion was approved without objection.

### REGIONAL LIBRARIAN'S REPORT

KDLA consultant Heather Dieffenbach submitted a written report. This month's trustee tip advised the adoption of an inclement weather policy that addresses when the library will be closed due to inclement weather, those responsible for making the decision, and how patrons, staff and board members will be informed of the closure.

Peggy Miller will draft an inclement weather policy for the Board to review. Karen will see if the Library can be added to a county-wide alert system that informs subscribers about weather warnings and closures.

### FRIENDS OF THE LIBRARY REPORT

The "Tea in the Countryside" fundraiser was held on October 19. Approximately 100 attended, and the event was considered a major success. It is hoped that this event might become an annual event.

The Friends will meet again on the evening of November 19 to discuss plans for the Holiday Open House on December 5, 2014. They will also discuss appointing a new liaison to the Board now that Camille Allen is serving as a Trustee.

#### DIRECTOR'S REPORT

A. Collection HQ -update

Assistant Director John Crawford updated the Board regarding the implementation of Collection HQ software. A collection extraction was done in August and this has been followed up with weekly updates. The software will help the staff build a collection that better meets the needs and interests of the community by identifying those items that need to be withdrawn and possible replacement items that have circulated successfully at other comparable public libraries.

B. Library billboards

Karen informed the Board that the Library will begin a series of billboards in January to promote childhood literacy. The first will advise parents to "Talk, Sing, Read to your baby." It will be followed up by later billboards that focus on the literacy needs of preschool children and school age children.

C. Library Credit Card

Karen requested that the Assistant Director be allowed to carry a library credit card. It is believed that this will help the Library respond to issues as they arise if the Library Director is not immediately available.

Don Smith moved to amend section 20 Credit Card Use of the Library Operations Manual to now read "Library-issued credit cards shall be kept in the custody of the Library Director and Assistant Director." Gerald Wuetcher seconded the motion. The motion was approved unanimously.

#### UNFINISHED BUSINESS

Karen and John will complete the Kentucky Public Library Standards online survey to determine if the Library will be recognized as an exemplary library.

#### NEW BUSINESS

Secretary Camille Allen and President Peggy Miller signed the forms necessary to obtain Camille's temporary certification.

Each Board Member completed the Library Board Profile Worksheet – Individual form and submitted it to President Miller. She will compile the results of the survey and share it with the Board at a future meeting.

#### ADJOURN

Gerald Wuetcher moved to adjourn the meeting. Judy Offutt seconded the motion. The meeting was adjourned without objection at 5:30 p.m.