

## WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

March 18, 2015

4:30 PM

Present: President Peggy Miller, Vice-President Gerald Wuetcher, Treasurer Don Smith, Secretary Camille Allen, Member Judy Offutt, Leslie Heerman (Friends of the Woodford County Library, Board Liaison), Karen Kasacavage (Director), John Crawford (Assistant Director)

### CALL TO ORDER

President Peggy Miller called the meeting to order at 4:35 p.m.

### APPROVAL OF MINUTES

President Peggy Miller submitted the minutes from the February meeting for consideration and approval. Gerald Wuetcher made a motion to accept the minutes as submitted.

### FINANCIAL REPORT

Gerald Wuetcher 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

KDLA consultant Heather Dieffenbach outlined how public libraries should prepare a budget to comply with state law. In particular, she emphasized that the Library's Uniform Financial Information Report (UFIR) must be filed with the Department for Local Government (DLG) by May 1, 2015.

### FRIENDS OF THE LIBRARY REPORT

The Friends participated in the Ready Set Kindergarten program held on March 16. They will hold a fundraiser in October that will be similar to the Tea Party held last October, which raised approximately \$1,400. The Friends will begin reviewing applications for the Carla Dills Memorial Scholarship next month.

### DIRECTOR'S REPORT

#### A. Proposed Budget FY 2015-16

The Board reviewed a first draft of the budget for fiscal year 2015-16. The Library's projected revenues are based on the tax rates prepared by KDLA last August. Most of the budgeted expenses are comparable to last year's budget. Karen will prepare a revised budget proposal that: (1) allocates funds to add a part-time staff person who is fluent in Spanish; (2) anticipates a rate increase for electricity; (3) includes contingencies if the Library must replace the bookmobile with a new outreach vehicle.

B. Employee Handbook Policies

1. ADA Policy

The Board reviewed an ADA policy to be included in the Library's Employee Handbook. It is believed that the ADA policy under review would be adequate to comply with the Americans with Disabilities Act and all other applicable federal, state, and local laws.

2. At Will Employment Policy

The Board suggested that this policy be revised to include some exceptions when its provisions might conflict with other existing policies. Peggy Miller will review similar at will policies used by other Special Purpose Government Entities (SPGEs) to see if they might serve as better models.

3. Bereavement Policy

The draft will be reviewed to define more clearly some of the terms used within the policy, such as "immediate family", "other corresponding relatives" and "significant other." The policy will also be clarified to better determine the circumstances when an employee will be given paid bereavement leave and when an employee would be expected to use his or her own vacation or personal time.

C. Young Adult Librarian Position

Karen distributed a job description for the new part-time Young Adult Librarian position. Judy Offutt will make suggested revisions. Karen will present a revised job description for the Board to review at the next meeting.

UNFINISHED BUSINESS

Heather Plunkett won the Public Relations and Advertising Award from the Kentucky Public Library Association (KPLA).

The KPLA Standards Committee reviewed the Library's application for certification. The Library met the criteria to be certified as an enhanced public library. The Library met 72.6% of the exemplary standards, just missing the 80% needed to be deemed an exemplary library.

NEW BUSINESS

Staff member Jen Dunham entered the meeting to discuss the Library's Hero Project. In conjunction with the Library's "Heroes Read" summer reading program, the Library is asking patrons to submit a picture and a brief description of their hero. The pictures and descriptions will be displayed as an exhibit in the Rich Gallery over the summer. She asked the Board for their support and for them to consider submitting a hero or spreading the word about the project.

ADJOURN

Gerald Wuetcher made a motion to adjourn the meeting at 6:15 p.m. Camille Allen seconded the motion. The meeting was adjourned without objection.