

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

January 14, 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 4:40 p.m.

GUEST: LETA MATTINGLY – FAIN, MATTINGLY & ASSOCIATES

Leta Mattingly presented the audit report for FY 2013-14. She praised the Library Director and Board for staying within the Library's budget and paying down the building debt with additional principal reduction payments. Ms. Mattingly also informed the Board that next year's audit will have to comply with the Governmental Accounting Standards Board (GASB) Statement No. 68. As a result, the Library should expect to reflect its share of any governmental underfunding of the County Employee Retirement System (CERS) as a liability.

APPROVAL OF MINUTES

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

FINANCIAL REPORT

Karen reports that the Library is at or near the target in all budget categories halfway through the current fiscal year.

A certificate of deposit matures on January 23. Karen will try to renew the CD at its current rate of return of 0.65% or get the best available rate.

Gerald Wuetcher 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

KDLA consultant Heather Dieffenbach submitted a written report. The Kentucky Public Library Association (KPLA) Annual Conference will be held March 16-18 in Lexington, Kentucky. The deadline for submitting nominations for any KPLA award is February 20, 2015.

Camille Allen encouraged the Library to nominate staff when appropriate. Karen indicated that the Library is in the process of nominating itself for the KPLA Public Relations and Marketing Award to recognize the exceptional graphic design work of staff member Heather Plunkett.

FRIENDS OF THE LIBRARY REPORT

The Friends will meet again on Wednesday, January 21 to discuss plans to do another fundraiser and whether to apply for 501(c)(3) status as a nonprofit.

DIRECTOR'S REPORT

A. KACO Leasing Trust – refund

The Library received a refund of \$17,326.34 for overpayment on its leasing trust.

B. Exterior lights – Midway Branch

Karen shared an estimate from Art's Electric to improve the exterior lighting at the Midway Branch. Art's Electric proposed to repair the lighting attached to the Midway Branch sign and rework the existing exterior lighting for \$500. They also proposed to install new LED lights that would match the existing lights at an estimated cost of \$1,800-\$1,900. These LED lights would have a 5 year warranty and a 15 year life expectancy.

C. Landscaping and Mowing

Peggy Miller signed a two-year contract with Parks Lawn and Landscape to do the landscaping and mowing at the Main Library and Midway Branch for \$5,170 per year.

D. Midway Branch – new computers

Karen will accept a quote from LibSynergy to purchase 5 new Dell desktop computers for approximately \$4,600. These computers will replace the five public computers that have been in use at the Midway Branch since it opened in May 2009.

E. Recruitment of New Board Member

Board will begin the recruitment/application process for a new Board Member, as Judy Offutt's second full-term expires at the end of June.

President Miller distributed her compilation of the individual profiles submitted by each member. The compilation showed a potential need for greater ethnic and racial diversity. The Board discussed possible ways to reach these underserved communities, including placing advertisements in the *Woodford Sun* in both English and Spanish.

F. Strategic Plan

Karen updated the Board regarding the remaining priorities for implementing the current strategic plan.

- (1) Hire a full-time Spanish speaking staff member. Karen will discuss the position with current part-time staff member Elba Salinas.
- (2) Hire a part-time Young Adult (YA) Librarian. The position would require a Master's in Library Science (MLS). This staff person would work 20 hours per week and be compensated \$15 per hour. Karen and John will put together a more detailed job description.

Nancy Ward, one of the consultants who facilitated the development of the current strategic plan, indicates that it should not be necessary for the Library to compose a new plan. Instead, she recommends that the Library review and revise the current plan.

G. Board by-laws

Karen has collected examples of by-laws used by other exemplary libraries in the state. She will distribute existing by-laws from the Boone County Public Library, Kenton County Public Library, and Warren County Public Library for the Board to review.

UNFINISHED BUSINESS

A. Inclement Weather Policy

A draft of the policy was distributed for review. It was determined that the decision to not open the Library, delay its opening, or close early due to inclement weather should be treated as an operational decision made by the Director in consultation with the Board President. It was also determined that part-time staff members should be given an opportunity to make-up any hours lost due to not being open during regular hours of operation.

NEW BUSINESS

Don Smith suggested that Board Members attend the staff in-service day to be held on February 16. This would give staff a better opportunity to meet current Board Members.

ADJOURN

Don Smith made a motion to adjourn the meeting at 5:40 p.m. Camille Allen seconded the motion. The meeting was adjourned without objection.