

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES
Minutes of Regular Board Meeting
February 11, 2015
4:30 PM

Present: 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)

Absent: President Peggy Miller

CALL TO ORDER

Vice-President Gerald Wuetcher called the meeting to order at 4:30 p.m.

APPROVAL OF MINUTES

Vice-President Gerald Wuetcher submitted the minutes from the January meeting for consideration and approval. It was suggested that the minutes be modified to have commas added to all numerical figures over one thousand. Don Smith moved that the minutes be approved as modified. Judy Offutt seconded the motion. The motion was approved unanimously.

FINANCIAL REPORT

The certificate of deposit that matured on January 23 was renewed through October 2015 at its current rate of 0.65%.

Camille Allen 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 submitted a written report. Several webinars are being offered in February and March that may be of interest to certified trustees.

Heather also highlighted an opinion piece in *Medical Daily* entitled "E-Books Are Damaging Your Health: Why We Should All Start Reading Paper Books Again." The article cites research that suggests that those who read print materials better comprehend and retain what they have read. In addition, they also tend to sleep better and have less stress.

FRIENDS OF THE LIBRARY REPORT

The Friends will purchase boxed lunches for staff attending the in-service to be held on Monday, February 16.

The Friends agreed to provide a gift certificate from Darlin' Jeans to the winner of the Book Blind Date drawing at the Midway Branch.

The Friends also prepared this year's application for the Carla Dills Scholarship.

DIRECTOR'S REPORT

A. Protection of Personal Information Procedures and Practices – Department for Local Government

The Board reviewed the Department for Local Government's "Protection of Personal Information" policy, which is designed to help Local Governmental Units (such as the Library) comply with KRS 61.932.

Gerald Wuetcher will report back to the full Board by the end of April with a summary of the DLG report and how Library policies and procedures regarding the collection of personal information from staff and/or patrons might be affected by KRS61.932.

B. KPLA - conference

Karen asked Board Members to let her know if and when they would like to attend the upcoming KPLA conference to be held in Lexington, Kentucky on March 16-18.

C. Legislative Day

Library Legislative Day will be held on Tuesday, February 17. A group from the Library is scheduled to meet with local representatives. The event will conclude with a rally in the Rotunda led by Frank X Walker.

UNFINISHED BUSINESS

A. Emergencies / Weather Closings Policy

A second draft of the policy was distributed for review. Judy Offutt made a motion to approve the Emergencies / Weather Closings Policy. Don Smith seconded the motion. The motion was approved unanimously.

B. Staff In-Service Day

Board members indicated that they would make an effort to attend all or part of the in-service day activities, including the brief ceremony to recognize the Library Employee of the Year.

C. Full-time Spanish Speaking Staff Member

Karen has discussed the position with a current part-time staff member as a possible candidate for the new position when it is created.

D. Library By-Laws

Karen shared on Dropbox examples of by-laws from Boone County Public Library, Kenton County Public Library and Warren County Public Library.

E. Advertisements for Board Vacancies

Judge-Executive John Coyle agrees that the advertisements for Board vacancies should be in both English and Spanish.

F. Name Tags for Board Members

Karen will order name tags for all of the Board Members.

NEW BUSINESS

- A. Death by Chocolate – Guests Laurel Keller and Heather Plunkett
Staff members Laurel Keller and Heather Plunkett entered the meeting briefly to discuss “Death by Chocolate.” This annual celebration of romance books was held on February 10 and attended by 76 people. She also noted that the Library will host another of its very popular “Pens on Fire” author panel series on February 28.

- B. Employee Handbook
Geri Isaacs has completed a draft of the employee handbook. It is modeled on the set of policies provided by the Kentucky Department for Libraries and Archives. Karen will begin submitting parts of the draft for the Board to review.

- C. Patron Incident
A patron was suspended 3 days for a violation of Library rules.

ADJOURN

Judy Offutt made a motion to adjourn the meeting at 5:35 p.m. Camille Allen seconded the motion. The meeting was adjourned without objection.