

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

June 10, 2015

4:30 PM

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

Absent: John Crawford (Assistant Director)

CALL TO ORDER

President Peggy Miller called the meeting to order at 4:38 p.m.

APPROVAL OF MAY MEETING MINUTES

President Peggy Miller submitted the minutes from the May regular board meeting for consideration and approval. Gerald Wuetcher moved to approve the minutes as amended. Judy Offutt seconded the motion. The motion was approved unanimously.

FINANCIAL REPORT

The budget is on target to date. Karen Kasacavage uploaded the amended 2014-2015 budget to the Department of Local Government's (DLG) website. The new 2015-2016 budget will be uploaded by July 15. Camille Allen made a motion to accept the financial report and approve the payment vouchers. Gerald Wuetcher seconded the motion. The motion was approved unanimously.

REGIONAL LIBRARIAN'S REPORT

In her monthly report, KDLA consultant Heather Dieffenbach provided information about what to do when a trustee retires from the board.

FRIENDS OF THE LIBRARY REPORT

There was no representative from the Friends at this board meeting. Karen Kasacavage noted that Friends member Moe Bakke presented the 2015 Carla Dills Scholarship to Hanna Carr at the WCHS Senior Honors Night on June 2.

DIRECTOR'S REPORT

A. Bookmobile-update

Karen Kasacavage reviewed the options available concerning the bookmobile: repair the current vehicle, purchase an outreach vehicle, and/or purchase a new bookmobile. After much decision about financials, library need, and the needs of the community, the board decided it would be best to consider the option that addresses the outreach and bookmobile needs for the community.

Judy Offutt moved that Karen Kasacavage obtain at least three (3) quotes for a purchase price for a Toyota Scion to be used as an outreach vehicle. Karen will share the quotes with the board president and/or the treasurer and has been approved to purchase the vehicle with the lowest quoted price. Camille Allen seconded and the motion was approved by all.

Judy Offutt moved that Karen Kasacavage also seek bids on a large Sprinter (or equivalent vehicle) that can be used in place of the old bookmobile. Gerry Wuetcher seconded the motion. The motion was approved unanimously.

B. Employee Handbook-update

Karen Kasacavage will continue to look into other law firms/lawyers who can create an employee handbook for the Library. She will meet with Paychex, a national HR company to get a quote for this service. She explained that it will include an upfront set up fee and a monthly administration fee. The employee handbook issue will be revisited at the July meeting.

C. Information Security Policy- review

Gerald Wuetcher moved to defer any motions related to the Information Security Policy until the July meeting when John Crawford, Assistant Director, is present. Judy Offutt seconded the motion. The motion was approved unanimously. In the meantime, Karan Kasacavage will share with the Library bookkeeper the requirements outlined in the policy to assure compliance is provided on their part.

UNFINISHED BUSINESS

The available library trustee positions will be addressed at the June 23 meeting of the Woodford County Fiscal Court. Judge Coyle will make his appointments at the meeting.

NEW BUSINESS

Karen Kasacavage received the engagement letter from Fain, Mattingly and Associates. The letter was signed by President Peggy Miller and the company will be engaged to complete this fiscal year's audit.

Two compressors on the HVAC unit above the community room are broken and must be replaced. Karen Kasacavage let the board know that Thermal Equipment will complete the work immediately for \$4,500.

The Summer Reading Kick-off event took place May 15. As of today, 9,000 children, 206 teens, and 557 adults are registered for Summer Reading 2015.

The next Board meeting will be held on July 15, 2015.

ADJOURN

Judy Offutt made a motion to adjourn the meeting at 5:49 p.m. Gerald Wuetcher seconded the motion. The meeting was adjourned without objection.