

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

July 16, 2014

4:30 PM

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

Guests: Judge-Executive John Coyle, Emily Saderholm (Adult Services Librarian)

CALL TO ORDER

President Judy Offutt called the meeting to order at 4:30 p.m.

GUEST – EMILY SADERHOLM

Adult Services Librarian Emily Saderholm informed the Board that the Kentucky Arts Council has awarded the Library an Arts Access Assistance Grant of \$1320. The funds from the grant will allow the Library to provide a series of arts programs in coordination with the Woodford County Senior Citizens Center. The series will culminate with an art exhibit in the Rich Gallery in March 2015.

GUEST – JUDGE-EXECUTIVE JOHN COYLE

Judge-Executive Coyle administered the oath of office to newly appointed Board Member Camille Allen.

APPROVAL OF JUNE MINUTES

President Judy Offutt submitted for consideration the minutes from the meeting held on June 25, 2014. Don Smith moved to approve the minutes as submitted. Gerald Wuetcher seconded the motion. The minutes were approved unanimously.

FINANCIAL REPORT

The Board reviewed the financial reports for the end of the 2013-2014 fiscal year. The Library's income and expenses for the fiscal year conformed to the expectations outlined in the 2013-2014 budget.

The audit process is scheduled to begin in October 2014.

A Certificate of Deposit (CD) will mature at Kentucky Bank on July 20, 2014. Don Smith and Karen will check the rates of return at area banks and reinvest the funds in a new CD.

Gerald Wuetcher made a motion to accept the financial report and approve the payment vouchers. Peggy Miller seconded the motion. The motion was approved unanimously.

REGIONAL LIBRARIAN'S REPORT

KDLA consultant Ann Van Willigen submitted a written report. This month's trustee tip focuses on recruiting potential trustees. President Judy Offutt challenged each member to identify three to four potential trustee candidates by January 2015.

FRIENDS OF THE LIBRARY REPORT

The next scheduled meeting for the Executive Council is set for August 20, 2014. It is expected that three vacant positions on the Executive Council will be filled.

DIRECTOR'S REPORT

A. Kentucky Public Library Standards – Section (5) Facilities – review

The Board identified the following standards as possible areas in need of improvement to meet the criteria necessary to be certified as an exemplary public library.

5.1.12 The Library has a current plan for anticipated facility renovation, expansion, and/or construction.

5.2.9 The Library maintenance plan includes a schedule for refurbishing existing facilities including: carpet, painting, furniture replacement, HVAC, and other equipment. The maintenance plan also includes an explicit, written financial plan for paying for the work.

B. Strategic Plan - review

Karen and the Board reviewed the Strategic Plan to prioritize the objectives outlined in the plan. The following were identified as high priorities.

- (1) Hire a full-time, Spanish-speaking staff member
- (2) Hire a part-time Young Adult Librarian
- (3) Create an employee handbook
- (4) Expand service hours on Sunday

UNFINISHED BUSINESS

Karen informed the Board that Thermal Equipment had submitted a revised quote for the installation of a cooling tower designed to regulate the geothermal system's loop temperature. The new quote estimates a cost of \$19,880.

Karen will get a second quote from Ivey Mechanical for the Board to review next month.

NEW BUSINESS

A. KPLA Advocacy Committee

Gerald Wuetcher made a motion to allocate \$500 for the Library's membership to KPLA. Don Smith seconded the motion. The motion was approved unanimously.

- B. House Bill 1 – Presentation of tax rates to Fiscal Court
Karen will check with Fiscal Court Clerk Sandy Jones and County Attorney Alan George to clarify how the Library should best comply with the requirement in House Bill 1 to inform the Fiscal Court of the Library tax rates for the upcoming fiscal year.

- C. Time Clocks
The Board authorized Karen to purchase and install time clocks at both branches.

- D. New Board Officers
The following roster of officers was approved.
 - President – Peggy Miller
 - Vice-President – Gerald Wuetcher
 - Treasurer – Don Smith
 - Secretary – Camille Allen
 - Member – Judy Offutt

ADJOURN

Don Smith moved to adjourn the meeting. Gerald Wuetcher seconded the motion. The meeting was adjourned without objection at 6:10 p.m.