

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

October 21, 2015

4:30 PM

Present: President Peggy Miller, Vice-President Gerald Wuetcher, Treasurer Don Smith, Secretary Camille Allen, Member Linda Minch, Maurice Bakke (Friends of the Library Liaison to the Board), Karen Kasacavage (Director), John Crawford (Assistant Director)

Guest: Bookie Wilson, Woodford County Library Youth Services Librarian

CALL TO ORDER

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

GUEST – BOOKIE WILSON

Youth Services Librarian Bookie Wilson reviewed this year's summer reading program. Ms. Wilson noted an increase in participation among all ages. She attributed these gains to a close partnership with the local schools. She indicated that the Library will continue to partner with the school system to help mitigate the so-called summer slide.

APPROVAL OF MINUTES

President Peggy Miller submitted the minutes from the September meeting for consideration and approval. Gerald Wuetcher moved to approve the minutes as submitted. Don Smith seconded the motion. The motion was approved unanimously.

FINANCIAL REPORT

Karen noted that the water bill will be unusually high due to a water leak that has now been fixed. Karen advised that the budget will likely need to be amended due to the water bill and the anticipated increased costs associated with obtaining auto insurance for the new bookmobile.

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. This month's report offers suggestions about setting a meeting time that works for the board members and for the library as a whole.

President Peggy Miller polled the members to see if they felt the starting time should be changed. The members agreed to move the meeting time to 5 p.m. on the third Wednesday of every month.

Notice of the new time will be publicized in the *Woodford Sun*, as well as within the Library and on the Library's website.

FRIENDS OF THE LIBRARY REPORT

The Tea in the Countryside fundraiser was held on Sunday, October 18. Maurice Bakke estimates that the Friends raised over \$1,200 through ticket sales and a silent auction. He indicated that the Friends might invite a local insurance business to sponsor next year's fundraiser as another way to raise additional funds for the group.

DIRECTOR'S REPORT

A. Bookmobile - update

James Motor Co. delivered the new bookmobile to the Library. It was then taken to Dale Stevens Woodworks in Frankfort, Kentucky to have the shelving installed. Due to significant changes in the vehicle's design, Mr. Stevens will not be able to salvage the shelves from the old bookmobile to use in the new one. He provided a quote of \$11,040 to install the new shelves.

Policy 10.1 in the Library Operations Manual states that any purchase that has a unit cost of \$5,000 - \$19,999 should have at least "two documented requests for written quotes." Karen acknowledged that the specialized nature of this service might make it very difficult to find a comparable second quote. KDLA recommended Mr. Stevens be used. Mr. Stevens has performed this for libraries throughout the state, including the Woodford County Library. No other merchant has been identified who performs this service for library bookmobiles.

Gerald Wuetcher made a motion to waive the requirement in Policy 10.1 and authorize the director to procure the shelving needed for the bookmobile. Linda Minch seconded the motion. The motion was approved unanimously.

B. Strategic Plan – review

The current strategic plan was adopted in July 2012. Karen asked that the Board extend the current plan for one additional year. This would give the Library additional time to meet the remaining objectives from the existing plan before beginning the process to develop a new strategic plan.

Gerald Wuetcher made a motion to keep the current strategic plan in effect until December 31, 2016. Linda Minch seconded the motion. The motion was approved unanimously.

Karen will contact Nancy Ward and Sharon Marcum to discuss a timeline regarding the formulation of a new strategic plan.

ADJOURN

Gerald Wuetcher made a motion to adjourn the meeting. Camille Allen seconded the motion. The meeting was adjourned without objection at 5:50 p.m.