

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES
Minutes of Regular Board Meeting
September 17, 2014
4:30 PM

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

Guests: Bill Holton, Bohannon Meyer Insurance
Laurel Keller, WCL Library Assistant

CALL TO ORDER

President Peggy Miller called the meeting to order at 4:30 p.m.

GUEST – BILL HOLTON, BOHANNON MEYER INSURANCE

Bill Holton reviewed the Library's current insurance policies. The Board asked for him to provide a quote for an Employee Dishonesty Bond policy that would raise the liability limit from \$50,000 to \$100,000 and the deductible \$500 to \$1,000. The Board also asked him to provide a quote that would increase the D&O (Directors and Officers) liability from \$2,000,000 to \$3,000,000.

GUEST – LAUREL KELLER, WCL LIBRARY ASSISTANT

Woodford County Library staff member Laurel Keller discussed her work with the Writers' Group and the "Pens on Fire" author series. She leads the Writers' Group, which meets weekly and has grown to have 8-10 regular participants. Ms. Keller also organizes the very popular "Pens on Fire" programs, featuring local authors who discuss their works and the writing process. Thirty people attended the most recent Young Adult author panel. Ms. Keller is now planning a Book Lovers' Fair to be held on Saturday, November 1 from 1-4 p.m. It is expected that over 20 authors will participate in this event.

APPROVAL OF MINUTES

President Peggy Miller submitted the minutes from the meeting held on August 20 for consideration and approval. The minutes were corrected to denote that the acronym STEAM stands for Science, Technology, Engineering, Arts and Mathematics. Gerald Wuetcher moved that the minutes be approved as corrected. Judy Offutt seconded the motion. The minutes were approved unanimously.

FINANCIAL REPORT

Treasurer Don Smith and Karen attended the Woodford County Fiscal Court meeting on August 26, 2014 to submit the new tax rates for Fiscal Year 2014-2015.

A Certificate of Deposit (CD) is set to mature in October. Karen will check with local banks to find the best rate of return.

Board President Peggy Miller will be added to the bank account signature cards.

Camille Allen made a motion to accept the financial report and approve the payment vouchers. Don Smith seconded the motion. The motion was approved without objection.

REGIONAL LIBRARIAN'S REPORT

KDLA consultant Charlotte McIntosh submitted a written report. The trustee tip for September advised how public libraries can be better prepared if their library is in the news.

Karen noted that Geri Isaacs is currently working on a draft of the Library's Crisis Management Policy. This includes guidelines for communicating with the public and the local media. It was suggested that the Board President also be made available as a media contact.

FRIENDS OF THE LIBRARY REPORT

The Friends of the Library Executive Council met on August 20 and September 10, 2014 to discuss their plans to do a fundraiser. Maurice and Anne Bakke will host an "Autumn Tea in the Countryside" on their farm in Nonesuch. It will be held on Sunday, October 19 from 2-4 p.m. Tickets will be available for purchase at the Library for \$15 each. There will also be a silent auction featuring some of the Bakke's antiques. The proceeds will benefit the Friends of the Library.

DIRECTOR'S REPORT

A. Ivey Mechanical - Quote

Karen presented a price quote of \$22,985 from Ivey Mechanical to place a cooling tower on the Library's roof.

Gerald Wuetcher made a motion to accept a previously reviewed proposal from Thermal Equipment to install a cooling tower on the Library's roof for an estimated cost of \$19,880. Judy Offutt seconded the motion. The motion was approved unanimously.

B. Kentucky Library Trustee Round Table (KLTRT)

Peggy Miller will accept an invitation to serve on the KLTRT Board.

C. Legislative Meet and Greet

The Board declined to host a meet and greet this year.

D. Kentucky Public Library Standards – Section (7) Marketing/Public Relations – 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.

7.1.21 The Library spends at least 3% of its total operating expenditures to support marketing/public relations activities and staff.

7.1.22 The Library updates its marketing/public relations plan annually.

7.1.26 The Library utilizes people outside its own organization to perform periodic image assessments of library facilities.

E. Website - Responsive Design

The Board discussed proposals from three different firms to redesign the Library's website to incorporate the principles of responsive design, so that the site might be more easily viewed on tablets and smart phones.

Judy Offutt made a motion to accept the proposal from eLink Design to create a responsive website for an estimated cost of \$6225.

UNFINISHED BUSINESS

A. House Bill 5

Karen looked into how the Library might be impacted by the requirements of House Bill 5 to protect confidential and sensitive information of staff and patrons. It is believed that the Kentucky Department for Libraries and Archives is the only library agency directly affected by the legislation, but Gerald Wuetcher will contact the Department for Local Government (DLG) and seek clarification regarding the requirements of the law.

NEW BUSINESS

Karen will consult with the management at Community Trust Bank about soliciting bids for snow removal this winter.

ADJOURN

Gerald Wuetcher moved to adjourn the meeting. Don Smith seconded the motion. The meeting was adjourned without objection at 6:30 p.m.