

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

January 13, 2016

5:00 p.m.

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

Guests: Susan Buffin – AARP – Woodford County

Leta Mattingly and Nancy Clark – Representatives from Fain, Mattingly, & Associates, PSC

- Presentation of FY 2014-2015 audit

CALL TO ORDER

President Peggy Miller called the meeting to order at 5:00 p.m.

GUESTS

Susan Buffin oversees the AARP Tax-Aide program in Woodford County. She presented the Board with a certificate from the Internal Revenue Service (IRS) that recognized the Library's participation in the program for ten years.

Leta Mattingly and Nancy Clark distributed the audit for fiscal year 2014-2015 and reviewed their findings with the Board. They praised the Library's prudent fiscal management, particularly the Board's decision to pay an additional \$200,000 towards the leasing trust on the Main Library. The auditors also discussed a new requirement mandated by Governmental Accounting Standards Board (GASB) Statement No. 68 to report the Library's pension liability. The Library's retirement costs for the year are anticipated to be \$84,000 and its retirement contributions are expected to be \$72,000. As determined by the formula outlined in GASB No. 68, the Woodford County Library's share of the County Employment Retirement System (CERS) liability is approximately \$644,000.

APPROVAL OF MINUTES

President Peggy Miller submitted the December minutes for approval. Linda Minch made a motion to approve the minutes. Don Smith seconded the motion. The motion was approved 4-0. Vice-President Gerald Wuetcher abstained since he was unable to attend the December meeting.

FINANCIAL REPORT

Expenses are at 53.8% half-way through the fiscal year.

A certificate of deposit (CD) is set to mature on January 25, 2016.

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

KDLA is encouraging all public libraries to complete their E-rate Form 470 by the middle of January and their Form 471 by the end of February so that they might be reviewed by AdTec, an E-rate consulting firm.

Library Legislative Day will be held on February 4, 2016.

The month's trustee tip outlines certain "incompatible offices" that prohibits Board Members from serving on the boards of other special purpose government entities or holding some public offices at the same time as serving as a library trustee.

FRIENDS OF THE LIBRARY REPORT

The Friends currently have a checking account balance of \$6,625.37. A meeting is scheduled for January 20, 2016. The Friends allocated \$2,000 to award two Carla Dills Memorial scholarships this year and increase the amount from \$500 to \$1,000 each. Gerald Wuetcher will help the Friends group apply for the 501(c)(3) status as a non-profit organization.

DIRECTOR'S REPORT

A. Bookmobile – update

The wrap for the new bookmobile will be done by Adcolor instead of Fast Signs. Fast Signs was unable to provide Karen with references from other customers satisfied with their work. The proof of the artwork for the wrap has been approved. It is hoped that the Bookmobile will be on the road by February 1, 2016.

B. Surplus computers/equipment

Karen distributed a list of computer equipment that is past its useful life and no longer used by the Library. The Board tabled any consideration of declaring these items surplus until the meeting in February.

C. Legislative Day – February 4, 2016

Karen and John will attend Legislative Day in Frankfort. All Board Members are also welcome to attend.

NEW BUSINESS

Library staff members are working to inventory the Library's holdings by February 15, 2016.

ADJOURN

Gerald Wuetcher made a motion to adjourn the meeting. Don Smith seconded the motion. The motion was approved unanimously and the meeting was adjourned at 6:02 p.m.