

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

February 15, 2017

5:00 p.m.

Present: President Gerald Wuetcher, Vice-President Camille Allen, Treasurer Don Smith, Karen Kasacavage (Director), John Crawford (Assistant Director)

Absent: Secretary Linda Minch

Guests: Leta Mattingly and Nancy Clark – Fain, Mattingly & Associates, PSC – Fiscal Year 2015-16 Audit

Jeffrey Lewis

CALL TO ORDER

President Gerald Wuetcher called the meeting to order at 5:00 p.m.

GUESTS

Leta Mattingly and Nancy Clark of Fain, Mattingly & Associates reviewed the annual audit prepared for the Board. They praised the Board and the director for complying with the best accounting practices. A copy of the report will be posted on the library website. Ms. Mattingly and Ms. Clark excused themselves from the meeting.

Jeffrey Lewis asked to speak briefly to the Board about an incident that occurred in the library on January 20, 2017. He discussed the particulars of the incident and sought to clarify his actions and motives. Mr. Lewis excused himself from the meeting. The Board Members were advised that the incident was reported in accordance with library procedures.

APPROVAL OF MINUTES

President Gerald Wuetcher submitted the minutes from the meeting held on January, 18 2017. A statement was added to the Financial Report to note that the Board accepted the financial report and approved the payment vouchers. Also in the Financial Report, the phrase “presented to them by local banks” was amended to read “presented by local banks.” Don Smith moved that the minutes be approved as amended. Camille Allen seconded the motion. The motion was approved unanimously.

FINANCIAL REPORT

Budget reports reflect the prior year transfer of \$201,334 to offset the principal reduction payment made in December to retire the KACo leasing trust.

The library must comply with new rules regarding the FICA payroll tax. The tax will now be assessed before employees’ contribution to the pension is deducted. This will increase the tax liability for individual staff members and the library. As a result, the Board may need to amend the budget to account for this additional expense.

Karen indicated that she will start planning the FY 2017-18 budget in March.

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

A written report was submitted. The Kentucky Public Library Association (KPLA) Conference will be held April 19-21 in Lexington, Kentucky. KPLA is now accepting nominations for various awards including the "Miss Pickle" Outstanding Children's Services Award. It was suggested that the library nominate Bookie Wilson for her outstanding work.

FRIENDS OF THE LIBRARY REPORT

The Friends' liaison to the Board, Maurice Bakke, was unable to attend this month's meeting.

Karen reported that the Friends of the Library currently has approximately \$7,000 in the organization's bank account.

The Friends' book sale will return on March 1.

The Friends' organization has had its 501(c)(3) status confirmed.

DIRECTOR'S REPORT

A. Reupholstery quotes

Karen met with President Wuetcher to discuss the recommendation from Only Libraries to purchase the material necessary to reupholster all of the library's furniture for an additional \$3,100 so that all the material would match.

Camille Allen made a motion to affirm the Executive Director's decision to purchase the additional fabric at an additional cost of \$3,100. Don Smith seconded the motion. It was approved unanimously.

B. Strategic Plan – update

The Core Team met on February 9 to develop an action plan to implement Goal 2, Part A to develop a marketing and public relations plan. The Board liked the steps outlined to meet that part of the goal. The Core Team will meet again on March 2 to work on Goal 2, Part B regarding the development of community partnerships.

C. Investment policy – review

The Board reviewed section 10.5 Investment of the policy manual. The Board opted to leave unchanged the policy's stipulation that funds sufficient to cover operating expenses for six months should be invested at local financial institutions.

The Board discussed the various certificate of deposit (CD) rates and options offered by local banks.

Camille Allen moved that the library move one-half of its savings to a 9-month CD at Community Trust Bank and one-half to a 12-month CD at Citizens Commerce. Don Smith seconded the motion. The motion was approved unanimously.

D. Board Candidates – schedule interviews

Karen will attempt to schedule interviews with all four candidates for the vacant Board position on the evening of Wednesday, February 22 after 5:00 p.m.

UNFINISHED BUSINESS

Library Legislative Day will be held on Thursday, February 16, 2017. Karen, John, and Don Smith will meet with Senator Julian Carroll, and Representative James Kay.

NEW BUSINESS

Karen discussed the possibility of the library having a “Drop Your Drawers” drive in September or October to collect socks and underwear for the Woodford County Family Resource Center. These items are often always in demand.

Karen shared quotes from Parks Landscape and Garmon Landscaping. Parks Landscape proposed a 2-year contract that quoted costs of \$3620 for the Midway Branch and \$1850 for the Main Library in Versailles. Garmon Landscaping proposed a 1-year contract that would cost \$3280 for the Midway Branch and \$1764 for the Main Library. Karen will contact Parks Landscape to see if they can do a 1-year contract and/or lower the rate to match price offered by Garmon Landscaping.

President Wuetcher and Karen plan to meet with the mayors of Versailles and Midway to see what plans they have for their respective downtowns and how the library might be incorporated into those plans.

ADJOURN

Don Smith made a motion to adjourn the meeting. Camille Allen seconded the motion. The motion was approved unanimously and the meeting was adjourned at 6:47 p.m.

ATTEST:

Secretary

Date: _____