

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

March 15, 2017

5:00 p.m.

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

Guests: Mary Ann Gill

CALL TO ORDER

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

APPROVAL OF MINUTES

President Gerald Wuetcher submitted a draft of the minutes from the meeting held on February 15, 2017 for consideration. Several corrections were made. Under guests, the last line was amended to read "in accordance with library procedures" in place of "in accordance to library procedures." The section on the meeting minutes was amended to correct the date to January 18, 2017 and amend the word "changed" to "amended." Lastly, a typo was corrected to capitalize the "S" in Smith. Linda Minch moved that the minutes be approved as amended. Don Smith seconded the motion. The motion was approved unanimously.

President Wuetcher also submitted a draft of the minutes from the special meeting held on February 22, 2017 for consideration. Don Smith moved to accept the minutes as submitted. Linda Minch seconded the motion. The motion was approved unanimously.

FINANCIAL REPORT

The library remains on budget for the year. Karen, however, did note that the contracts and audit budget line is over budget due to fees paid to the strategic planning consultants, and that the Board may wish to amend the budget at a later date.

The library purchased two certificates of deposit (CD): a 9-month CD from Community Trust Bank and a 12-month CD from Citizens Commerce Bank.

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

This month's tip discusses bonding the library treasurer. Karen noted that the library already follows this recommended practice.

FRIENDS OF THE LIBRARY REPORT

The executive committee met on February 8, 2017.

They are now accepting applications for the Carla R. Dills Memorial Scholarship. Two scholarships of \$1,000 each will be awarded.

The Friends of the Library is now registered as a 501(c)(3) nonprofit that can receive funds through the Kroger Rewards and Amazon Smile programs. Information about how individuals can designate the Friends as their nonprofit of choice to receive a donation from these programs will be posted to the library website.

DIRECTOR'S REPORT

A. Strategic Plan – update

The Core Team met on March 2, 2017 to develop an action plan to implement Goal 2, Part B on advancing community partnerships. It identified various community organizations with which the library will try to cultivate partnerships with. A staff member will be assigned to develop and maintain a spreadsheet that will list the various partners and the point of contact with each organization. The Core Team will meet again on April 3, 2017 to discuss how to increase library membership and usage, which is the subject of Goal 2, Part C.

B. Board candidates

The Board reviewed the candidates interviewed on February 22, 2017.

The Board agreed by unanimous acclamation that Bill Shanks and James Navolio be recommended to the Kentucky Department for Libraries and Archives (KDLA) to fill the position vacated by Jennifer Embry.

C. Budget proposal – FY 2017-18

Karen distributed a draft of the proposed budget for FY 2017-18. Board members will review the budget and discuss it at the April meeting.

D. KPLA – conference registration

Kentucky Public Library Association conference will be held April 19-21. Any members wishing to attend should let Karen know.

NEW BUSINESS

Karen shared a quote from Lee Lake Painting to paint the Community Room in Versailles for \$1,100 and the Community Room in Midway for \$1,300. Karen will get a second estimate and proceed with the lower of the two estimates.

President Wuetcher suggested a more formal annual evaluation for the Executive Director be discussed and considered at next month's meeting. It is important to provide direct feedback to the Executive Director and demonstrate to the community that they are providing the necessary oversight.

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: _____