

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES  
Minutes of Regular Board Meeting  
May 17, 2017  
5:00 p.m.

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

CALL TO ORDER

President Gerald Wuetcher called the meeting to order at 5:05 p.m.

APPROVAL OF MINUTES

President Gerald Wuetcher submitted a draft of the minutes from the meeting held on April 19, 2017 for consideration. Bill Shanks made a motion to approve the minutes as submitted. Linda Minch seconded the motion. The motion was approved unanimously.

FINANCIAL REPORT

The annual budget remains on target.

Linda Minch made a motion to accept the financial report and approve the payment vouchers. Camille Allen seconded the motion. The motion was approved unanimously.

REGIONAL LIBRARIAN'S REPORT

This month's trustee tip from the Kentucky Department for Libraries and Archives (KDLA) advises that board members be very cautious when using email for library business. Email communication could be considered "public records subject to public inspection" or a "meeting" in violation of the Open Records Act.

FRIENDS OF THE LIBRARY REPORT

Shelby Dearing and Krista Morton were awarded Carla R. Dills Memorial Scholarships of \$1,000 each.

DIRECTOR'S REPORT

A. Budget proposal – FY 2017-18

Karen distributed a proposed salary and wage schedule for the staff. Karen noted that the cost of living adjustment (COLA) for this year is 0.3% and that the Society for Human Resource Management (SHRM) predicts that salaries and wages will increase, on average, by 3%.

Camille Allen moved to approve the salary and wage scale as recommended by the Director. Don Smith seconded the motion.

The proposed budget assumes no change in the current tax rate. The Board will review the budget for final consideration at the June meeting.

B. Strategic Plan – update

The Core Team met on April 25, 2017 to review and develop an action plan to implement Goal 1: Diverse programs and services that support the needs of the community. The action plan centers on collection management, programs, and technology that might better serve the community.

C. Board candidates

The Board will interview candidates on May 25, 2017 for the board position set to expire on July 1, 2017. President Gerald Wuetcher will recuse himself from the selection process, as he is seeking to be reappointed to the position.

**NEW BUSINESS**

Leta Mattingly of Fain, Mattingly & Associates informed Karen that her firm will no longer be doing audits. She referred Karen to Craft, Noble & Company in Richmond, Kentucky as a reliable firm that might be able to provide audits for the library in the future.

A local resident contacted Karen about donating a large bookcase to the library. The Board recommended that she politely decline the offer due to space limitations.

**UNFINISHED BUSINESS**

President Wuetcher shared performance evaluations used by other public libraries to evaluate the director. He asked members to review the various policies and consider how they might wish to formulate one for the Woodford County Library.

**ADJOURN**

Linda Minch made a motion to adjourn the meeting. Don Smith seconded the motion. The motion was approved unanimously and the meeting was adjourned at 6:30 p.m.

**ATTEST:**

\_\_\_\_\_

**Secretary**

**Date:** \_\_\_\_\_