

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

August 17, 2016

5:00 p.m.

Present: President Gerald Wuetcher, Treasurer Don Smith, Secretary Linda Minch, Member Jennifer Embry, Maurice Bakke (Friends of the Library Liaison), Karen Kasacavage (Director), John Crawford (Assistant Director)

Absent: Vice-President Camille Allen

Guests: Niward Group – Nancy Ward and Sharon Marcum

Magistrate Mary Ann Gill

STRATEGIC PLAN

Beginning at 5:00 p.m., Nancy Ward and Sharon Marcum of the Niward Group conducted a focus group session with the Board members to assess the Library's strengths and weaknesses and to identify potential strategic goals. The session was open to the public. The Library Director and Assistant Library Director did not participate in the session. A separate focus group meeting was scheduled to be conducted with Library Staff. The session ended at approximately 6:00 p.m.

CALL TO ORDER

President Gerald Wuetcher called the meeting to order at 6:05 p.m.

APPROVAL OF MINUTES

President Gerald Wuetcher submitted the minutes from the meeting held on July 20, 2016 for approval. Linda Minch made a motion to approve the minutes as submitted. Don Smith seconded the motion. The motion was approved unanimously.

FINANCIAL REPORT

The Library budget is on target one month into the 2016-2017 fiscal year.

Karen informed the Board that the promotional interest rate of 0.5% on its savings account had returned to its original 0.25%. It was suggested that local banks be asked to give a presentation on how the Library might maximize the return on its savings.

Jennifer Embry 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. Year-end actuals must be posted to the Department for Local Government website by September 1, 2016. Karen informed the Board that the Library has already provided DLG with this information.

This month's trustee tip outlines the process for how library tax rates are set. KDLA calculates the compensating rate and a four percent increase rate based on the certified property valuations provided to the Kentucky Finance and Administration Cabinet and a formula provided by the Department for Local Government. Library taxing districts must also submit the adopted tax rate to the Fiscal Court and KDLA within 45 days of the Kentucky Revenue Cabinet's certification of the county's property valuation.

FRIENDS OF THE LIBRARY REPORT

Maurice Bakke reports that the Friends of the Library have approximately \$4,100 in its checking account. They are currently planning a "Tea in the Countryside" event on Sunday, October 16 from 2-4 p.m., which will feature a Kentucky Chautauqua performance of Henry Clay by George McGee.

DIRECTOR'S REPORT

A. Science in Play 2 go - update

Last month, Karen submitted an application to the Kentucky Science Center for the Library to host one of their Science in Play 2 Go exhibits. The application has been approved. The exhibit will be held from December 2016-February 2017. Library staff will meet with Kentucky Science Center to work out the logistics and other details.

B. Auditor - update

Karen conducted a poll of other area libraries to see who they hired as auditors and how much they were charged. The fee currently being paid is less than the other libraries.

Karen informed the Board that the Library is entering year 3 of a 3-year contract to be audited by Fain, Mattingly & Associates. This will mark the eighth year that they have audited the Library. The State Auditor offers no specific guidelines regarding how often a library must change auditors. It simply advises that Boards have the discretion to change auditing firms when they see fit.

UNFINISHED BUSINESS

Karen will ask KDLA to provide Board Members with a link to the webinar about the governor's plan to have libraries help individuals transition from the kynect.gov health insurance exchange to the federal health insurance exchange.

NEW BUSINESS

Karen received a quote of \$19,987 from LibSynergy to provide tech support for the Library for the next year. Karen will request a second quote from NetGain Technologies.

Karen and President Gerald Wuetcher will present the library tax rates for the coming year at the next Fiscal Court meeting on August 23, 2016.

ADJOURN

Linda Minch made a motion to adjourn the meeting. Jennifer Embry seconded the motion. The motion was approved unanimously and the meeting was adjourned at 6:40 p.m.

ATTEST:

Secretary

Date: _____