

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

October 18, 2017

5:00 p.m.

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

CALL TO ORDER

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

APPROVAL OF SEPTEMBER MINUTES

President Gerald Wuetcher submitted a draft of the September minutes for consideration. Bill Shanks made a motion to approve the minutes as submitted. Don Smith seconded the motion. The motion to approve the minutes was approved unanimously.

FINANCIAL REPORT

The budget remains on target after the first quarter of the fiscal year as total expenditures are at 24.9% year-to-date.

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

The regional librarian position remains unfilled.

Kentucky Virtual Library (KYVL) has finalized a contract with a new courier service. All member libraries, including Woodford County Library, will have courier service at least once per week to transport interlibrary loan items between libraries.

The Young Adult Librarian Services Association (YALSA) symposium will be held in Louisville, Kentucky November 3-5, 2017.

This month's trustee tip outlines some of the best ways libraries can develop a website that functions as an effective online branch.

FRIENDS OF THE LIBRARY REPORT

The Autumn Tea was held on October 15, 2017. One hundred seven tickets were distributed and approximately 130 people attended.

DIRECTOR'S REPORT

A. Woodford County Historical Society – update

Karen met with Susan Buffin to determine if the Historical Society would need or want any assistance from the library to preserve the county's history and/or serve its users. Ms. Buffin will address the issue at the next Historical Society board meeting on October 21, 2017 to get their input and feedback.

B. Art's Electric – proposal

Karen received a proposal from Art's Electric to remove the 12 soffit lights and fixtures located at the top of the building at the rear entry. The lights will be replaced with covers to prevent birds from nesting in that area, which has become a nuisance in recent years. The nature of this work will require the use of a bucket truck. Art's Electric proposal estimates a cost of \$3,563.

Karen will solicit a second quote from Randy Walker Electrical and Communications.

Linda Minch moved to authorize the Director to accept the proposal from Art's Electric unless the second quote from Randy Walker and Electrical and Communications resulted in a significantly lower cost. Don Smith seconded the motion. The motion was approved unanimously.

C. Big Blue Blocks – update

The production of the Big Blue Blocks continues to be delayed. Karen will inquire again for an update on the timetable for their production and delivery.

NEW BUSINESS

Karen presented a proposal from Parks Landscaping to do the snow removal at the same price as last year.

Camille Allen moved to accept the snow removal contract from Parks Landscaping. Don Smith seconded the motion. The motion was approved unanimously.

Karen asked the Board to consider renewing the library's Friends of Kentucky Libraries membership for \$25.

Camille Allen made a motion to approve the \$25 donation to maintain membership with the Friends of Kentucky Libraries. Don Smith seconded the motion. The motion was approved unanimously.

UNFINISHED BUSINESS

Board members will continue to review the Boone County Public Library job description and performance evaluation so that it might be adapted and used at the Woodford County Library.

Karen continues to investigate the decline in Young Adult circulation. Young Adult Librarian Ashley Householder will attend the YALSA Symposium on November 4. It is hoped she will be able to investigate if this is a broader, national trend and learn ways other libraries have sought to mitigate this decline in circulation.

ADJOURN

Linda Minch moved to adjourn the meeting. Don Smith seconded the motion. The motion was approved unanimously and the meeting was adjourned at 5:40 p.m.

ATTEST:

Secretary

Date: _____