

## WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

December 19, 2016

5:00 p.m.

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

Absent: Vice-President Camille Allen

Guests: Mr. Denny Nunnelley, Executive Director, CEO – Kentucky Association of Counties (KACo)  
Mr. Grant Satterly, Director – Kentucky Association of Counties (KACo)  
Mr. Chris Menser – Kentucky Bank  
Ms. Mary Ann Gill

### GUESTS

President Gerald Wuetcher and Secretary Linda Minch presented a check to Denny Nunnelley to pay off the balance on the Woodford County Library's leasing trust from KACo.

### CALL TO ORDER

President Gerald Wuetcher called the meeting to order at 5:14 p.m.

### APPROVAL OF MINUTES

President Gerald Wuetcher submitted the minutes from the meeting held on November 16, 2016 for approval. The minutes were corrected to note that the minutes under consideration last month were for a meeting held on October 19, 2016 – not September 21, 2016. In the Financial Report, the word of was changed to off, so that the minutes now read "the library will have paid off the leasing trust." Under New Business the word declined was changed to denied so that it now reads "The Board denied the request." Jennifer Embry moved that the minutes be approved as corrected. Linda Minch seconded the motion. The motion was approved unanimously.

### FINANCIAL REPORT

Chris Menser met with the Board to discuss possible investment opportunities through Kentucky Bank. He distributed a handout listing the various Certificates of Deposit (CDs) with the most competitive rates and terms they could offer. The Board thanked him for the information, and Mr. Menser excused himself from the meeting.

Karen reports that the budget remains on target. Five months into the fiscal year, the library has spent 40.8% of its budget.

The library has paid off the KACo Leasing Trust. The Board will formally amend the budget next month. to reflect the additional debt service payment and the transfer of funds from savings necessary to retire the leasing trust.

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

#### REGIONAL LIBRARIAN'S REPORT

Heather Dieffenbach shared a 2017 Kentucky Public Library calendar, which outlines many of the important upcoming events and deadlines for public libraries in the state.

#### FRIENDS OF THE LIBRARY REPORT

The Treasurer of the Friends, Maurice Bakke, reported that the organization currently has \$6,961 in their bank account.

Paperwork associated with becoming a 501 (c)(3) nonprofit organization has been filed and Friends of the Library has been assigned a Tax ID number. The Friends will reimburse Gerald Wuetcher \$275 in costs he incurred for filing the application. The Friends of the Woodford County Library organization can, in turn, seek reimbursement for those costs from the Friends of Kentucky Libraries.

#### DIRECTOR'S REPORT

##### A. Strategic Plan – Final Report

Karen and the Board reviewed the strategic plan. The Board discussed the possibility of revising some of the performance indicators. The Board asked Karen to report back regularly about the implementation of the plan.

Jennifer Embry made a motion to approve and adopt the strategic plan. Don Smith seconded the motion. The motion was approved unanimously.

##### B. Reupholstery – quotes

The Board reviewed quotes from Only Libraries Ltd. and Kentucky Correctional Industries. Karen will get an additional quote. Karen did suggest that the library purchase all the fabric they might need to avoid the possibility of not being able to obtain it in the future because it has been discontinued.

##### C. Telecommunications upgrade – quote

Karen shared with the Board a quote she had received from Time Warner Cable to upgrade the library's Internet service to 100 Mbps. The library will file its E-rate Form 470 to solicit bids from other Internet Service providers.

#### UNFINISHED BUSINESS

Karen spoke with Kenneth Johns, the GIS Coordinator for Woodford County. He estimates that there are 4,411 people in southern Woodford County. He indicated that he could do further analysis about the population distribution in southern Woodford County for a fee of \$38.50 per hour.

**NEW BUSINESS**

Karen distributed a list of computers recently replaced at the Main Library and Midway Branch. She asked that they be declared surplus since the items have no value and would be of no use to any other governmental agency.

Linda Minch moved that the items listed be declared surplus and disposed of at the Woodford County Recycling Center. Don Smith seconded the motion. The motion was approved unanimously.

A list of the surplus items has been attached to the minutes.

Recent water tests performed by Bluegrass KESCO suggest that the cooling tower on the roof might be leaking some of the chemicals added to the geothermal loop during seasonal maintenance. Bluegrass KESCO and Thermal Equipment will continue to monitor the situation.

Karen solicited a quote from Cintas to do a deep clean of the library's public restrooms once a month. They proposed a 1-year contract for a fee of \$134 per month.

Jennifer Embry made a motion to authorize the Executive Director to agree to a 1-year contract with Cintas for the deep cleaning of the public restrooms. Don Smith seconded the motion. The motion was approved unanimously.

Jennifer Embry submitted her resignation from the Board. She and her family are in the process of relocating to New York.

**ADJOURN**

Don Smith made a motion to adjourn the meeting. Jennifer Embry seconded the motion. The motion was approved unanimously and the meeting was adjourned at 6:27 p.m.

**ATTEST:**

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**Secretary**

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

**Replaced Computers/Laptops - Surplus - December 21, 2016**

PLT001	Latitude E6520	2nd Fl Ref Desk Cabinet	Laptop	FV302Q1	34531228873	8/17/2011	8/17/2014	1
PLT002	Latitude E6520	2nd Fl Ref Desk Cabinet	Laptop	6V102Q1	14936828617	8/17/2011	8/17/2014	1
PLT003	Latitude E6520	2nd Fl Ref Desk Cabinet	Laptop	8V102Q1	19290393289	8/17/2011	8/17/2014	1
PLT004	Latitude E6520	2nd Fl Ref Desk Cabinet	Laptop	50602Q1	10893992905	8/17/2011	8/17/2014	1
PLT005	Latitude E6520	2nd Fl Ref Desk Cabinet	Laptop	GR502Q1	36469505737	8/17/2011	8/17/2014	1
PLT006	Latitude E6520	2nd Fl Ref Desk Cabinet	Laptop	5S202Q1	12580327369	8/17/2011	8/17/2014	1
PLT007	Latitude E6520	2nd Fl Ref Desk Cabinet	Laptop	1V702Q1	4062994633	8/17/2011	8/17/2014	1
PLT008	Latitude E6520	2nd Fl Ref Desk Cabinet	Laptop	2T202Q1	6110446537	8/17/2011	8/17/2014	1
PLT009	Latitude E6520	2nd Fl Ref Desk Cabinet	Laptop	90302Q1	19596083401	8/17/2011	8/17/2014	1
PLT010	Latitude E6520	2nd Fl Ref Desk Cabinet	Laptop	JW302Q1	43298824393	8/17/2011	8/17/2014	1

PPC001	Studio Desktop Slim 540s	Public Floor	Pub001	JYXQ1K1	43471356769	5/13/2009	5/13/2012	1
PPC002	Studio Desktop Slim 540s	Public Floor	Pub002	2ZXQ1K1	6526523233	5/13/2009	5/13/2012	1
PPC003	Studio Desktop Slim 540s	Public Floor	Pub003	DYXQ1K1	30410662753	5/13/2009	5/13/2012	1
PPC004	Studio Desktop Slim 540s	Public Floor	Pub004	4ZXQ1K1	10880087905	5/13/2009	5/13/2012	1
PPC005	Studio Desktop Slim 540s	Public Floor	Pub005	CYXQ1K1	28233880417	5/13/2009	5/13/2012	1
SLT001	Latitude E6500	Staff Laptop Circ Desk	Lbostrom			5/1/2009	5/1/2014	1
PLT001	Latitude E6500	Checked Out from Circ Desk	Laptop001	HP1JTJ1	38519558461	5/7/2009	5/7/2012	1
PLT002	Latitude E6500	Checked Out from Circ Desk	Laptop002	1Q1JTJ1	3751507261	5/7/2009	5/7/2012	1
PLT003	Latitude E6500	Checked Out from Circ Desk	Laptop003	2Q1JTJ1	5928289597	5/7/2009	5/7/2012	1
PLT004	Latitude E6500	Checked Out from Circ Desk	Laptop004	FP1JTJ1	34165993789	5/7/2009	5/7/2012	1
PLT005	Latitude E6500	Checked Out from Circ Desk	Laptop005	JP1JTJ1	42873123133	5/7/2009	5/7/2012	1