

## WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

April 17, 2019

5:00 p.m.

Present: President Gerald Wuetcher, Vice President Bill Shanks, Treasurer Don Smith, Secretary Annie Denton, Member Jennifer Sullivan, Karen Kasacavage (Director), John Crawford (Assistant Director)

Guests: Faith Wilson, Woodford Youth Leadership  
Stacy Thurman, Midway Branch Manager

### CALL TO ORDER

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

### APPROVAL OF MARCH MINUTES

President Gerald Wuetcher submitted for consideration a draft of the minutes from the regular meeting held on March 20, 2019. Annie Denton made a motion to approve the minutes as submitted. Don Smith seconded the motion. The Board approved the motion by a vote of 5-0.

### FINANCIAL REPORT

Karen reports that the budget remains on target for the fiscal year.

Bill Shanks made a motion to accept the financial report and approve the payment vouchers. Don Smith seconded the motion. The Board approved the motion by a vote of 5-0.

### FRIENDS OF THE LIBRARY REPORT

The Friends received seven applications for the Carla R. Dills Memorial Scholarship. They will review the applications and select two recipients. The recipients will each receive a \$1,000 scholarship.

### DIRECTOR'S REPORT

#### A. Midway Branch – Community Meeting Room request

Stacy Thurman and Karen met with Charlann and Jim Wombles to discuss the donation made in memory of their grandson, Robert Charles Sigal. They asked that the Community Room be named in his memory. The donated money would then be used for improvements to the space, such as a large-screen ViewSonic monitor on the wall that would make it much easier to host presentations and classes.

Bill Shanks made a motion to accept the donation and name the Community Room in memory of Robert Charles Sigal. Jennifer Sullivan seconded the motion. The Board approved the motion by a vote of 5-0.

Arrangements will be made to have a plaque made and installed.

B. Proposed Budget

Karen distributed a proposed budget and salary/wage schedules for full-time and part-time staff. The budget outlined proposals for both the compensating tax rate and the so-called "4% rate."

Bill Shanks made a motion to approve the staff salaries and wages as recommended by the Director. Jennifer Sullivan seconded the motion. The motion was approved by a vote of 5-0.

Don Smith moved to accept the proposed budget based on the "4% rate." Jennifer Sullivan seconded the motion. The motion was approved by a vote of 5-0.

C. Director Evaluation 2019

The director evaluation form was distributed to the Board. Each member will complete the evaluation prior to next month's meeting.

D. Woodford County Historical Society – update

President Wuetcher, Vice President Shanks, and Karen met with Wayne Basconi and Ruth Ann Adams of the Woodford County Historical Society. All parties agreed that the conditions of any transfer of materials would be specified into a written contract. Some of the conditions requested by the Historical Society include:

- (1) Any materials transferred not retained by the Library would be offered back the Woodford County Historical Society before being discarded.
- (2) A member of the Historical Society would be allowed to act as liaison to the Board and participate in regular Board meetings as a non-voting member
- (3) Hire dedicated staff to manage the collection
- (4) Help publicize Historical Society events
- (5) Continue to collect items related to Woodford County history and add them to the collection.

Board reviewed and found no objections to any of the requests listed above.

E. Don Smith made a motion for the Board to go into executive session under KRS.61.810(1)(b) to discuss a potential property acquisition. Annie Denton seconded the motion. The Board approved the motion by a vote of 5-0. The Board entered into executive session at 5:50 p.m.

Bill Shanks made a motion to reconvene into an open session. Don Smith seconded the motion. The Board approved the motion by a vote of 5-0. The Board reconvened into open session at 6:00 p.m.

Jennifer Sullivan made a motion authorizing President Wuetcher to retain the legal services of Phyllis Mattingly regarding a property acquisition and related matters. Don Smith seconded the motion. The Board approved the motion by a vote of 5-0.

Don Smith made a motion authorizing President Wuetcher to enter into a purchase contract to acquire property for the purposes of expanding the Library. Annie Denton seconded the motion. The Board approved the motion by a vote of 5-0.

**UNFINISHED BUSINESS**

The terms for two board positions are set to expire effective July 1, 2019. Treasurer Don Smith will have served two full-terms and is ineligible for reappointment. Current member Jennifer Sullivan has expressed an interest in staying on the Board and serving what would be her first full-term. Five candidates also submitted letters of interest to serve on the Board. The Board will hold interviews during a special session on April 23, 2019 at 6:00 p.m.

**ADJOURN**

Jennifer Sullivan made a motion to adjourn the meeting. Don Smith seconded the motion. The Board approved the motion by a vote of 5-0. The meeting adjourned at 6:00 p.m.

**ATTEST:**

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**President**

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**Secretary**

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