

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

April 19, 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)

Guests: Woodford County Judge-Executive John Coyle

Oath of Office – Mr. Bill Shanks

Tom Smith – Sherman Carter Barnhart Architects

Mary Ann Gill

Jessel Martinez – 4-H/Woodford Youth Leadership

OATH OF OFFICE

Judge-Executive John Coyle administered the oath of office to Bill Shanks. Judge-Executive Coyle then excused himself from the meeting.

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 March 15, 2017 for consideration. Don Smith made a motion to approve the minutes as submitted. Linda Minch seconded the motion. The motion was approved unanimously.

FINANCIAL REPORT

The library remains on target for the annual budget. Three quarters through the fiscal year, the library has spent 75.7% of its budget.

Linda Minch 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

This month's trustee tip discusses how to handle donation requests. State law prohibits the library from making donations to organizations or groups. Though the library cannot make a direct donation, such requests often afford the library a valuable opportunity to partner with these same community organizations and expand library services in a meaningful way. Developing and maintaining community partnerships are a main focal point of the library's current strategic plan.

FRIENDS OF THE LIBRARY REPORT

The Friends of the Library currently have \$9,170.

The Friends will host an Earth Day Open House from 10:00 a.m. to 12:00 p.m. on April 22, 2017. They will be giving away lady bugs. In addition, individuals who join the Friends will receive free compost.

The Friends have received 17 applications for the Carla R. Dills Memorial Scholarship. Two scholarships of \$1,000 each will be awarded.

The Friends commended Jane Bryant for her outstanding work of setting up and maintaining the Friends Book Sale in March.

DIRECTOR'S REPORT

A. Sherman Carter Barnhart Architects – feasibility study

Tom Smith outlined a proposal to do a feasibility study regarding a possible expansion of the Main Library. If the proposal is accepted, the library would be billed hourly for such a study, but costs would not exceed \$8,625. Mr. Smith excused himself from the meeting at 5:40 p.m.

B. Budget proposal – FY 2017-18

Per Kentucky Department for Libraries and Archives' recommendation, the Board would like the library to have in savings the equivalent of six months of its annual operating expenses.

Karen distributed a budget proposal that compared various tax rates and how much the library might be able to set aside for its savings accounts.

Karen also distributed a proposed salary schedule for FY 2017-18. Karen will do a salary survey of similarly situated libraries to ensure that staff's salaries are commensurate with their peers. Also, Karen will check the consumer price index to ensure that salaries keep up with the estimated increase in the cost of living.

C. Strategic Plan – update

The Core Team met on April 10 to develop an action plan for increasing library usage and membership. The action plan centers on identifying and implementing new outreach opportunities to better meet the needs of those not using or underusing the library.

D. Board candidates

The Board will seek candidates for the board position set to expire on July 1, 2017. The library will run an ad in the *Woodford Sun* on April 27 and May 4. Information about the vacancy will also be posted within the library and on the library's website. Letters of interest will be due on May 12, 2017. President Wuetcher will also contact those who interviewed in February for a position on the Board to see if they are still interested in being considered.

UNFINISHED BUSINESS

President Wuetcher will continue to research about how best to provide a formal annual evaluation for the Executive Director. Mr. Wuetcher will share his findings at the next meeting, and hopes a policy might be developed in the near future.

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 6:42 p.m.

ATTEST:

Secretary

Date: _____