

## WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

May 18, 2016

5:00 p.m.

Present: President Peggy Miller, Vice President Gerald Wuetcher, Treasurer Don Smith, Secretary Camille Allen, Member Linda Minch, Maurice Bakke (Friends of the Library Liaison to the Board), Karen Kasacavage (Director), John Crawford (Assistant Director)

### CALL TO ORDER

President Peggy Miller called the meeting to order at 5:00 p.m.

### APPROVAL OF MINUTES

President Peggy Miller submitted the minutes from the regular meeting on April 20, 2016 for approval. Gerald Wuetcher moved that the minutes be approved as written. Don Smith seconded the motion. The motion was approved unanimously.

The minutes from the special meeting held on April 28, 2016 were submitted for approval. Gerald Wuetcher made a motion to approve the minutes as written. Don Smith seconded the motion. The motion was approved unanimously.

The minutes from the special meeting held on May 2, 2016 were also submitted for approval. It was noted that the minutes should be corrected to show that Don Smith – and not Gerald Wuetcher – made the motion that Camille Allen and Susan Buffin be recommended to the Kentucky Department for Libraries and Archives to fill the position currently held by Camille Allen, whose current term expires on June 30, 2016. Gerald Wuetcher made a motion to approve the minutes as corrected. Don Smith seconded the motion. The motion was approved unanimously.

### FINANCIAL REPORT

Karen reports that the Budget remains on target. Karen, however, will ask the Board to consider amending the current budget to better reflect how Library revenue was allocated over the fiscal year.

Gerald Wuetcher 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. The Library must approve its FY 2016-17 budget by June 30, 2016. It must submit the approved budget online to the Department of Local Governments (DLG) by July 15, 2016. Any amendments to the FY 2015-16 budget must be submitted to DLG by June 30, 2016.

The trustee tip for May outlines some best practices for the use of petty cash. Karen commented that the Library maintains \$150 in petty cash: \$50 at the Main Library circulation desk, \$50 at the Main Library reference desk and \$50 at the Midway Branch circulation desk. The petty cash is used to make change for patrons when they need to pay fines or fees.

#### FRIENDS OF THE LIBRARY REPORT

Significant progress has been made towards completing the 501(c)(3) application.

Maurice Bakke informed the Board that Woodford County is to be featured this year at the Kentucky State Fair Inaugural. He is hopeful that the Library will be able to participate in this event.

#### DIRECTOR'S REPORT

##### A. Midway Branch – parking lot

The Midway Branch parking lot needs to be resealed and restriped. Many of the parking blocks are in disrepair and need to be replaced. C & R estimated that they could reseal/restripe the lot for \$2,100 and replace the parking blocks for \$2,480. The total estimated cost would be \$4,580. Karen will get a second bid and proceed as needed.

##### B. Versailles City Council resolution

Karen shared with the Board a resolution passed by the Versailles City Council acknowledging the Library's recent recognition from the Kentucky Department for Libraries and Archives for providing exemplary library service.

#### UNFINISHED BUSINESS

##### A. Surplus computers/equipment

Don Smith made a motion to declare the computer equipment no longer used by the Library as surplus (WCL Surplus Computers & Equipment-1/13/2016). Linda Minch seconded the motion. The motion was passed unanimously.

Karen was advised to contact the Woodford County School District to learn more about how they dispose of old computer equipment to see if the Library might be able to follow similar procedures.

#### ADJOURN

Camille Allen made a motion to adjourn the meeting. Don Smith seconded the motion. The motion was approved unanimously and the meeting was adjourned at 5:31 p.m.