

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

June 21, 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: Bookie Wilson – Youth Services Librarian, Woodford County Library – Big Blue Blocks
Mary Ann Gill

CALL TO ORDER

President Gerald Wuetcher called the meeting to order at 5:15 p.m.

GUEST

Youth Services Librarian Bookie Wilson reviewed the library's successful collaboration with the Kentucky Science Center this past winter. A major component of Science in Play 2 Go (SIP2Go) had been the Big Blue Blocks, which were extremely popular amongst kids and families. Ms. Wilson remarked that the blocks had provided a unique opportunity for unstructured play that promotes problem solving and creative thinking skills.

The outpouring of positive feedback about the blocks compelled Ms. Wilson to investigate if the library might be able to acquire a set of blue blocks. Initially, she nominated the library to win a set of blue blocks in a contest sponsored by Imagination Playground. As the library did not receive the most votes needed to win the blocks, Ms. Wilson shared proposals with the Board to purchase a set. A set of 75 pieces and a storage cart could be purchased at a discounted price of \$2,547. A set of 100 pieces and a storage cart could be purchased at a discounted price of \$3,104. To receive the discounted prices, however, the library must order the blocks on or before June 30, 2017. The board indicated that it would consider the request later in the meeting. Ms. Wilson excused herself from the meeting.

APPROVAL OF MINUTES

President Gerald Wuetcher submitted a draft of the minutes from the meeting held on May 17, 2017 for consideration. Bill Shanks made a motion to approve the minutes as submitted. Linda Minch seconded the motion. The motion to approve the minutes was approved unanimously.

President Wuetcher also submitted a draft of the minutes from the special meeting held on May 25, 2017. Camille Allen made a motion to approve the minutes as submitted. Bill Shanks seconded the motion. The motion was approved unanimously.

FINANCIAL REPORT

The annual budget remains on target as the end of the fiscal year approaches.

Camille Allen moved to accept the financial report and approve the payment vouchers. Bill Shanks seconded the motion. The motion was approved unanimously.

REGIONAL LIBRARIAN'S REPORT

Karen commented that the Kentucky Department for Libraries and Archives (KDLA) is still in the process of filling the regional librarian position that will serve Woodford County. The month's trustee tip advised how to conduct an effective community survey.

FRIENDS OF THE LIBRARY REPORT

The Friends met on June 14, 2017 to begin planning for the annual Tea in the Countryside event to be held on October 15, 2017.

DIRECTOR'S REPORT

A. Final budget review – FY 2017-18

Karen distributed a final draft of the proposed budget. Since this budget creates a "Contingency Fund" line item within the new budget, Karen advised that the Board consider Section 10.5 of the policy manual to determine if it needed to be amended.

Linda Minch made a motion to amend policy 10.5 Investment to include a contingency fund. Don Smith seconded the motion. The motion was approved by a vote of 5-0.

Bill Shanks moved that the library board will keep six months of library expenditures in a contingency fund. This fund may be used for unforeseen emergencies such as late tax collection, property damage, and any other circumstance that would hinder the normal operation of the public library. Money will be invested in securities as allowed by statute. Don Smith seconded the motion. The motion was approved by a vote of 5-0.

Camille Allen made a motion to approve the 2017-18 budget proposal and staff salary schedule. Linda Minch seconded the motion. The motion was approved by a vote of 5-0.

B. Strategic Plan – update

The strategic planning Core Team met on May 25, 2017 to develop an action plan to implement Goal 3: Excellent Customer Service. The action plan focuses on staff training, including bi-annual staff training and annual security training. It was suggested that an additional training session on cyber-security also be considered.

Linda Minch moved to approve the action plan developed to implement Goal 3: Excellent Customer Service. Don Smith seconded the motion. The motion was approved unanimously.

C. Audit proposals

Karen shared the two proposals to do the audit of fiscal year 2016-17. She received a quote from Craft, Noble & Company to perform the audit at a cost of \$5,435. Tichenor & Associates submitted an estimate of \$6,400. In addition, Karen noted that she spoke with the directors at the Paris-Bourbon County Public Library, Madison County Public Library, and Estill County Public Library, and they all speak favorably of working with Craft, Noble & Company.

Linda Minch made a motion to accept the proposal from Craft, Noble & Company to perform the audit of the library's financial records of fiscal year 2016-17 at a cost of \$5,435. Camille Allen seconded the motion. The motion was approved by a vote of 5-0.

NEW BUSINESS

Karen noted that some of the furniture has been reupholstered by Kentucky Correctional Industries. She noted that the designers who had helped select the fabric to be used for the reupholstered furniture suggested the addition of 3 ottomans. Karen shared a quote to acquire 3 ottomans for a total of \$1,242 (\$414 each).

Bill Shanks moved to approve the purchase of 3 ottomans at a total cost of \$1,242. Don Smith seconded the motion. The motion was approved unanimously.

John Soper of the Economic Development Authority (EDA) spoke with Karen about how the library might be used by local businesses to conduct job interviews. Karen will invite Mr. Soper to speak at next month's meeting on July 19, 2017.

Karen shared three quotes to provide a new firewall and additional equipment for the library. The equipment is necessary as the library prepares to upgrade the speed of its Internet service. The improved Internet connection will allow the library to have a speed up to 100 Mbps compared to its current connection of 10 Mbps.

Camille Allen made a motion to accept the low bid from LibSynergy for a firewall and other ancillary items at a cost of \$4,999.65. Linda Minch seconded the motion. The motion was approved unanimously.

The Board considered Bookie Wilson's request that the library purchase a set of blue blocks from Imagination Playground. Bill Shanks suggested that the library try to find a benefactor who might purchase the blue blocks on behalf of the library. Karen will ask Bookie to follow up with Imagination Playground to see if the discounted pricing for the blue blocks might be extended beyond June 30, 2017. This would allow the library more time to find a suitable sponsor for the blocks. The Board tabled any further action on the blue blocks until its next meeting in July.

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 6:55 p.m.

ATTEST:

Secretary

Date: _____