

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

July 20, 2016

5:00 p.m.

Present: Vice President Gerald Wuetcher, Treasurer Don Smith, Secretary Camille Allen, Member Linda Minch, Member Jennifer Embry, Karen Kasacavage (Director), John Crawford (Assistant Director)

Guest: Judge-Executive John Coyle – Oath of Office

CALL TO ORDER

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

OATH OF OFFICE

Judge-Executive John Coyle administered the oath of office to Camille Allen and Jennifer Embry. Judge-Executive Coyle excused himself from the meeting.

APPROVAL OF MINUTES

Vice President Gerald Wuetcher submitted the minutes from the regular meeting on June 18, 2016 for approval. An error was corrected under New Business. The line in question will now read "She was recognized for her four years of service." Don Smith moved that the minutes be approved as corrected. Linda Minch seconded the motion. The motion was approved unanimously.

FINANCIAL REPORT

The Library came in slightly under budget for the fiscal year.

Karen was asked to clarify the \$22,616.74 in revenue listed as miscellaneous income. Karen noted that it came from a refund from the KACO Leasing Trust and the proceeds from selling the old bookmobile.

Camille Allen 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. This month's report focuses on the legal differences between exempt and non-exempt staff, and who is eligible for comp time versus overtime pay. In summary, public libraries can offer comp time rather than overtime pay, but any hours worked over 40 in a given work week by a non-exempt employee must be compensated at a rate of time and a half, regardless of whether that is in the form of overtime pay or earned comp time.

FRIENDS OF THE LIBRARY REPORT

Karen indicated that the next meeting will be August 10, 2016 to plan the Tea in the Countryside fundraiser.

DIRECTOR'S REPORT

A. Tax Rate - review

Karen distributed a handout that compares the Library's current tax rates to that of other surrounding county public libraries and other public libraries currently recognized as exemplary by the Kentucky Department for Libraries and Archives. It was observed that the Library's tax rates for fiscal year 2015-2016 of 6.6 cents per \$100 of assessed value for both real and personal property are among the lowest when compared to other libraries in the region and other exemplary libraries in Kentucky.

Linda Minch moved that the tax rate on real and personal property be set at 6.3 cents per \$100 of assessed value and the motor vehicle tax rate be set at 2.43 cents per \$100 of assessed value for the 2016-2017 fiscal year. Jennifer Embry seconded the motion. The motion was approved unanimously.

Gerald Wuetcher made a motion that it is the intent of the Board of Trustees to pay off the KACO leasing trust by June 30, 2017. Linda Minch seconded the motion. The motion was approved unanimously.

B. Strategic Plan – update

Nancy Ward and Sharon Marcum will do an environmental scan focus group with the Board at 5 p.m. on August 17, 2016.

Over 200 individuals have responded so far to the Library's 2016 Strategic Plan Survey. It is hoped that these surveys will be useful as the Library begins the process of developing a new strategic plan.

C. Science in Play 2 Go – proposal

Karen submitted an application to the Kentucky Science Center for the Library to host one of their Science in Play 2 Go exhibits. If the application is approved, the exhibit will be up for 90 days and it will likely be located in the area currently occupied by the audio-visual materials shelved on the first floor. These materials could be relocated elsewhere temporarily in the building to minimize disruption to library services.

D. Fain, Mattingly & Associates – audit engagement letter

Karen received an audit engagement letter outlining a proposal from Fain, Mattingly & Associates to perform an audit of the Library's finances for the 2015-2016 fiscal year. Consideration of this engagement letter was tabled to a later date to allow Karen to consult with the State Auditor's office to determine if there are any guidelines regarding how often a Special Purpose Government Entity (SPGE) may use the same firm before needing to find a different auditor. Karen will also check to see if another firm might be retained for a lower price.

UNFINISHED BUSINESS

A. Woodford Sealcoat – estimate

The estimate from Woodford Sealcoat to seal and restripe the Midway Branch parking lot and replace the concrete parking blocks is \$2,730. This compares favorably with a quote from C & R Asphalt of \$4,478. Karen will make arrangements with Woodford Sealcoat to do the needed work.

NEW BUSINESS

A. Kentucky Health Benefit Exchange

Karen attended a KDLA webinar that discussed the governor's plan to discontinue the current kynect.gov health insurance exchange and have participants enroll in the federal health insurance exchange. It is anticipated that kynect.gov participants will be directed to their local public libraries for assistance with this transition. To better meet this need, libraries are being asked to make at least one staff member available to attend 14 hours of training so that he/she will be prepared to help those community members who need to enroll in the federal health insurance exchange.

B. Main Library Parking Lot

Possible sinkholes have been identified in the back parking lot. Karen has contacted Bart Miller from the City of Versailles and Grubbs Excavating about how the situation might be addressed.

C. KPLA Advocacy Fund

The Kentucky Public Library Association (KPLA) asked the Library to renew its annual membership. The membership dues collected are used to advocate on behalf of public libraries at the local, state, and federal levels of government.

Don Smith made a motion to approve \$500 for the Library's public library membership with KPLA. Camille Allen seconded the motion. The motion was approved unanimously.

D. Officer Elections

The following slate of officers to serve during fiscal years 2016-2017 and 2017-2018 was submitted for consideration by the Board.

Gerald Wuetcher, President
Camille Allen, Vice President
Don Smith, Treasurer
Linda Minch, Secretary

Camille Allen made a motion to approve the slate of officers as submitted. Don Smith seconded the motion. The motion was approved unanimously.

E. Kentucky Library Association (KLA) scholarships

Linda Minch informed the Board that the KLA scholarship committee met on Saturday, July 16. They awarded one minority scholarship and seven other scholarships.

ADJOURN

Camille Allen moved that the meeting be adjourned. Jennifer Embry seconded the motion. The motion was approved unanimously and the meeting was adjourned at 6:42 p.m.