

## WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

May 16, 2018

5:00 p.m.

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

### CALL TO ORDER

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

### APPROVAL OF MINUTES

President Gerald Wuetcher submitted for consideration a draft of the minutes from the meeting held on April 18. Bill Shanks made a motion to approve the minutes as submitted. Don Smith seconded the motion. The Board approved the motion unanimously.

### FINANCIAL REPORT

Karen reports that the budgets remains on target, and should be at or just under budget at the close of the fiscal year.

Don Smith made a motion to accept the financial report and approve the payment vouchers. Bill Shanks seconded the motion. The Board approved the motion unanimously.

### REGIONAL LIBRARIAN'S REPORT

The Board must approve a Fiscal Year 2018-19 budget by June 30, 2018 and it must be submitted online to the Department for Local Government by July 15, 2018. Any budget amendments for Fiscal Year 2017-18 and any annual audits should also be submitted to DLG by June 30, 2018.

This month's trustee tip discusses the importance of succession planning and knowledge transfer within the library organization by creating master files for essential information, maintaining job descriptions, identifying possible successors, and creating and maintaining a long term strategic plan.

### FRIENDS OF THE LIBRARY REPORT

The Friends of the Library met on May 9, 2018. The Friends awarded the Carla R. Dills Memorial Scholarship to Jared Christian and Brandon Nichols at the Woodford County High School Senior Awards banquet on May 14, 2018.

### DIRECTOR'S REPORT

#### A. Insurance – update

Karen inquired about the financial standing and reputation of Westfield Insurance. Bill Holton assured her that they are an A-rated insurance company that has been in business since 1847. Bill Holton also noted that the coverage could be placed on a July 1 – June 30

cycle. The Board, however, may need to amend the budget since this change would, in effect, require a second workers' compensation payment this fiscal year.

Bill Shanks made a motion to approve the selection of Westfield Insurance as the library's insurance provider for fiscal year 2018-2019. Don Smith seconded the motion. The motion was approved by a vote of 5-0.

**B. Summer Reading Program - update**

The summer reading program kickoff party will be held on Friday, June 1 from 3:00-7:00 p.m. The "Lunch Bunch" summer feeding program will begin Monday, June 4 and continue through July 27 on Monday – Friday from 12:00-1:00 p.m. Children 18 years of age and younger can receive a free lunch. Adults can purchase lunch for \$3.

**NEW BUSINESS**

An open records request was made on May 7, 2018 regarding a fall that occurred outside the library on January 18, 2018. They asked for a copy of the incident report and any related video. The incident report was emailed on May 8, 2018. There is no existing video of the fall.

**ADJOURN**

Annie Denton moved to adjourn the meeting. Jennifer Sullivan seconded the motion. The Board approved the motion unanimously. The meeting adjourned at 5:45 p.m.

**ATTEST:**

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**Secretary**

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