

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

January 18, 2017

5:00 p.m.

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

CALL TO ORDER

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

APPROVAL OF MINUTES

President Gerald Wuetcher submitted the minutes from the meeting held on December 21, 2016 for approval. Linda Minch moved that the minutes be approved as submitted. Camille Allen seconded the motion. The motion was approved unanimously.

FINANCIAL REPORT

Karen asked that the Board amend the budget to reflect the additional debt service payment made to retire the KACo Leasing Trust.

Linda Minch moved to authorize an additional debt service payment of \$201,334 and amend the budget accordingly. Camille Allen seconded the motion. The motion was approved unanimously.

The Board discussed the various investment options presented by local banks. The Board will review the current investment policy at the next meeting and consider revising it to allow the library to invest its money with financial institutions outside of Woodford County.

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

Heather Dieffenbach has resigned her position with the Kentucky Department for Libraries and Archives to become the Branch Manager of Lexington Public Library's Northside Branch. A written report was submitted.

Library Legislative Day will be held on February 16, 2017. This month's trustee tip offered some resolutions for trustees to consider to ensure that their Board is working as effectively as possible.

FRIENDS OF THE LIBRARY REPORT

The Friends' liaison to the Board, Maurice Bakke, was unable to attend this month's meeting.

Karen reported that the Friends of the Library currently has approximately \$7,000 in the organization's bank account.

The Friends have agreed to purchase box lunches for staff members on the in-service day to be held on February 20, 2017.

DIRECTOR'S REPORT

A. Reupholstery quotes

Karen distributed quotes from Only Libraries/Kentucky Correctional Industries and KPC Architectural Products, Inc. to reupholster 13 pieces of furniture. The quote from Only Libraries/Kentucky Correctional Industries estimates a cost of \$7,672.88. The quote from KPC Architectural Products estimates a cost of \$10,518.39.

Linda Minch made a motion to authorize the Executive Director to accept the quote from Only Libraries/Kentucky Correctional Industries. Don Smith seconded the motion. The motion was approved unanimously.

B. Fine Forgiveness Month

Karen suggested that the library have a Fine Forgiveness Month in March 2017. As in past years, the library would accept certain school supplies in lieu of money to pay down fines, and those school supplies would, in turn, be distributed to Woodford County public school students. Board members agreed and Fine Forgiveness will be held throughout March 2017.

C. Strategic Plan – update

Karen distributed the Strategic Plan schedule matrix, which outlines when the library will try to implement the plan's various goals and objectives. The strategic planning Core Team will meet again February 9, 2017 to create an action plan regarding the implementation of a public relations and marketing plan.

NEW BUSINESS

President Wuetcher asked the Board Members if the third Wednesday at 5:00 p.m. is still the best time for the regular monthly meeting. They all concluded that this schedule worked well and it was best to keep it the same.

The Board has begun the process of filling the vacancy left by Jennifer Embry's resignation. An advertisement in the *Woodford Sun* will run on January 19 and January 26. Signs have also been posted at the Main Library and the Midway Branch. The application deadline is February 3, 2017.

Karen reminded the Board that Library Legislative Day will be held on February 16. She asked that anyone interested in attending let her know.

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 6:11 p.m.

ATTEST:

Secretary

Date: _____