

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES  
Minutes of Regular Board Meeting  
February 21, 2018  
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)

Absent: Member Bill Shanks

Guest: Sam Waninger – Craft, Noble & Company PLLC  
Presentation of the FY 2016-2017 audit

#### CALL TO ORDER

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

#### GUEST

Sam Waninger, an accountant with Craft, Noble & Company PLLC, reviewed a draft of the audit for fiscal year 2016-2017 with the Board. He made no adjustments and found all of the Library's financial statements to be materially correct. The Board will review the finalized audit report at next month's meeting.

#### APPROVAL OF JANUARY MINUTES

President Gerald Wuetcher submitted a draft of the January minutes for consideration. Don Smith made a motion to approve the minutes as presented. Linda Minch seconded the motion. The Board approved the motion unanimously.

#### FINANCIAL REPORT

Budget is on target.

A 1-year Certificate of Deposit (CD) from Citizens Commerce Bank will mature on February 28, 2018. Karen will shop around for a CD at area banks to find the best rate of return.

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

#### REGIONAL LIBRARIAN'S REPORT

The regional librarian submitted a written report. This month's report notes that KPLA is accepting nominations for a range of awards at this year's KPLA Conference. This month's tip outlines a few talking points for trustees when advocating on behalf of public libraries.

## FRIENDS OF THE LIBRARY REPORT

The Friends bought lunches for the staff who attended the staff in-service day on Monday, February 19, 2018. They have agreed to purchase books that will be used for a book discussion group at Mentors & Meals.

## DIRECTOR'S REPORT

### A. Fine Forgiveness Month

The Library will offer fine forgiveness in April. Library patrons will be able to pay off fines by donating approved school supplies that the Library will then donate to Woodford County Public Schools.

### B. Continuing Education – staff development

Karen presented a proposal from Colene Elridge to do three staff development workshops. Topics would include diversity training, preventing sexual harassment, and working in a multigenerational workforce. Each workshop session would last 3 hours and 2 sessions of each workshop would be held (afternoon and evening) so that as many staff as possible might participate while keeping both branches open. The cost for each day of training would be \$2,000.

Don Smith moved to accept the workshop proposal from Colene Elridge. Linda Minch seconded the motion. The motion was approved by a vote of 4-0.

### C. Charles and Melissa Davis Foundation – memorial donation

The Charles and Melissa Davis Foundation made a \$10,000 donation in memory of Robert Charles Sigal, the grandson of former Library Board President Charlann Wombles. The Library will use the funds to develop a series of youth programs in Midway that will help promote community engagement.

### D. Grounds Management proposals - 2018

Karen distributed two proposals to oversee the grounds management and landscaping at the Main Library and Midway Branch. Parks Landscape Group submitted a proposal to continue to do the landscaping at both locations at a cost of \$5,470. Bluestone Landscaping proposed to provide landscaping at a cost of \$5,000. Karen recommended accepting the proposal from Parks Landscape Group because she has been pleased with their work in the past.

Camille Allen moved to accept the proposal from Parks Landscape Group to maintain the landscaping at the Main Library and Midway Branch. Don Smith seconded the motion. The motion was approved by a vote of 4-0.

## NEW BUSINESS

Kathy Hogg, the Preschool Coordinator for Woodford County Public Schools, approached Karen about the Library becoming the fiscal agent to oversee an early childhood development grant. Though the Library actively participates in many of the programs funded by the grant, Karen and the Board agreed that administering the funding and financial aspects of the grant was beyond the scope of the Library's mission.

Youth Services Librarians, Becky Munoz and Bookie Wilson, have launched a “Kindercard” program designed to provide library cards to as many Woodford County kindergartners as possible.

The Library will be a site for daily lunch programs sponsored by Woodford County Public Schools from June 4 – July 27, 2018. The school system will prepare and distribute free boxed lunches Monday-Friday in the Library’s community from 12-1 p.m. to any child under 18. Adults can purchase a boxed lunch for \$3.00. The Library will plan kids programs in the morning before lunch and teen programs after lunch.

Linda Minch announced this would be her last meeting as a trustee. She will submit her formal letter of resignation to Judge-Executive John Coyle. She is in the process of relocating to Minneapolis, Minnesota. Karen and the Board thanked her for her service.

**ADJOURN**

Linda Minch moved to adjourn the meeting. Gerald Wuetcher seconded the motion. The Board approved the motion unanimously. The meeting adjourned at 6:32 p.m.

**ATTEST:**

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**Secretary**

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