

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

July 19, 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)

Absent: Member Bill Shanks

Guests: Judge-Executive John Coyle – Oath of Office  
John Soper, Chairman – Woodford County Economic Development Authority

OATH OF OFFICE

Judge-Executive John Coyle administered the oath of office to Gerald Wuetcher, who was re-appointed to a second term on the Board. Judge Coyle excused himself from the meeting.

CALL TO ORDER

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

GUEST

The Chairman of the Woodford County Economic Development Authority, John Soper, spoke with the Board about how the library might possibly collaborate with local businesses to fill job vacancies with local residents seeking employment. Karen and the Board will get input from local business leaders and draft a policy to establish guidelines for how businesses might use the library facility or promote programs about employment opportunities and job readiness.

APPROVAL OF MINUTES

President Gerald Wuetcher submitted a draft of the minutes from the meeting held on June 21, 2017 for consideration. Linda Minch made a motion to approve the minutes as submitted. Camille Allen 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 June 27, 2017. It was suggested the motion to approve the purchase order for the blocks be clarified to indicate that the purchase price of \$3,104 included both the set of 100 blocks and a storage cart. It will now read: Linda Minch made a motion to authorize a purchase order of \$3,104 to acquire a set of 100 blocks and a storage cart. Camille Allen made a motion to approve the minutes as amended. Linda Minch seconded the motion. The motion was approved unanimously.

## FINANCIAL REPORT

The library met its budget for the fiscal year.

Karen met with Jared Noble of Craft, Noble & Company to outline how and when the 2016-2017 audit will be completed.

Camille Allen made a motion to accept the financial report and approve the payment vouchers. Linda Minch seconded the motion. The motion was approved unanimously.

## REGIONAL LIBRARIAN'S REPORT

This month's trustee tip discusses the issue of service animals within public libraries. The Kentucky Department for Libraries and Archives (KDLA) advocates the adoption of a policy that acknowledges the library's legal obligations under the Americans with Disabilities Act (ADA) to accommodate patrons who need the assistance of service animals. Karen advised that the Board could review KDLA's sample Service Animals policy as a model for consideration.

## FRIENDS OF THE LIBRARY REPORT

The Friends will meet again on August 16, 2017 to make plans for the annual Tea in the Countryside event to be held on October 15, 2017.

## DIRECTOR'S REPORT

### A. HVAC repair estimate

Karen shared a quote from Thermal Equipment and Sales to replace HVAC units that have failed in the Community Room and downstairs staff area. The unit in the Community Room could be replaced for \$4,875 and the unit in the staff area could be replaced for \$4,485. Karen will get a second assessment and quote from Ivey Mechanical.

Camille Allen made a motion to authorize the Director to review the bids and, if comparable, select either the lower or higher bid to have the HVAC units in the Community Room and staff area repaired at a total cost not to exceed \$9,320. Linda Minch seconded the motion. The motion was approved unanimously.

### B. Tax rates – FY 17-18

Karen distributed a worksheet that compares the estimated revenue that would be generated by various tax rates.

Linda Minch moved that the tax rates on real and personal property be maintained at 6.3 cents per \$100 of assessed value and the motor vehicle tax rate be maintained at 2.43 cents per \$100 of assessed value for the 2017-2018 fiscal year. Camille Allen seconded the motion. The motion was approved unanimously.

**NEW BUSINESS**

It was suggested that the Board review the current meeting room application. The Board will consider having the applicant sign to acknowledge that they have read, understood, and will comply with the policy and that failure to do so may result in he or she using the room in the future or doing so under some restrictions.

Karen and John were asked to give some consideration to the library's need for additional space in the near future.

**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 6:36 p.m.

**ATTEST:**

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**Secretary**

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