

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

December 20, 2017

5:00 p.m.

Present: President Gerald Wuetcher, Treasurer Don Smith, Secretary Linda Minch, Member Bill Shanks, Karen Kasacavage (Director), John Crawford (Assistant Director)

Absent: Vice-President Camille Allen

Guests: Michael Duckworth, Citizens Commerce Bank

Ken Kerkhoff, Versailles City Council

Ann Miller, Versailles City Council

Mary Ann Gill

CALL TO ORDER

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

GUESTS

Ann Miller, Ken Kerkhoff, and Michael Duckworth presented to the Board a proposal to develop an area adjacent to the Library parking lot. Preliminary plans include a covered stage, a Farmer's Market Pavilion, twelve Farmer's Market booths, a Big Springs Overlook Ramp, and Pedestrian bridge to Big Springs Park. The Board asked that any plans minimize the impact on library patrons' access to and use of the parking lot as they visit the library.

APPROVAL OF NOVEMBER MINUTES

President Gerald Wuetcher submitted a draft of the November minutes for consideration. Bill Shanks made a motion to approve the minutes as presented. Don Smith seconded the motion. The motion was approved unanimously.

FINANCIAL REPORT

Budget is on target. Karen purchased a 1-year Certificate of Deposit from Community Trust Bank. In addition, the funds in the Library savings account were moved to a money market account that will yield a higher rate of return of 1%.

Linda Minch 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

This month's report includes a calendar outlining important events and deadlines in the coming year. Included are Library Legislative Day on February 15, the KPLA Conference on April 11-13, and the KLA Conference on September 19-22.

FRIENDS OF THE LIBRARY REPORT

The Friends silent auction and quilt show was very successful, raising approximately \$850 for the organization. One quilt, however, was stolen while on display.

President Wuetcher noted that the Friends of Kentucky Libraries offer reimbursement grants to help recover the costs incurred while obtaining its 501(c) (3) status. He further offered to assist them with that process.

DIRECTOR'S REPORT

A. Kentucky Retirement – update

The Library's contribution rate is projected to increase from 19.18% to 28.05%.

B. Public computer replacement – estimates

Karen received three quotes to replace the Library's 13 public computers at the Main Library. The quote from LibSynergy was the lowest at \$12,591.12.

Bill Shanks moved to approve the proposal from LibSynergy to acquire the 13 new public computers at a cost of \$12,591.12. Don Smith seconded the motion. The motion was approved unanimously.

C. Exterior Lights – update

Karen had previously received a quote from Art's Electric estimating a cost of \$2,635 to remove the 12 soffit lights and fixtures located at the top of the building at the rear entry and replace them with covers. Fayette Electrical Service estimated a cost of \$1,400 to cap off the lights with a metal cover.

Bill Shanks made a motion to accept the quote from Fayette Electrical Service. Don Smith seconded the motion. The motion was approved unanimously.

D. Colonial Life Insurance

A representative from Colonial Life would like to present to staff how they might purchase supplemental insurance. It was determined that it might set an ill-advised precedent if a business was afforded the opportunity to pitch its insurance products to staff – even if staff participation in the presentation was voluntary. The Board, therefore, asked Karen to decline the request.

E. Library Incidents

A quilt from the Friends of the Library Quilt Show and Silent Auction was stolen on December 7, 2017. There have been episodes of suspicious behavior occurring on library property. As a result, Karen has requested that the police walk through the Library periodically to increase their visibility and help deter any unseemly or illegal activity.

F. Young Adult (YA) Circulation

The decline in circulation of YA materials seems to be part of a broader trend where the library is being used more as a community space by this demographic.

UNFINISHED BUSINESS

President Wuetcher distributed copies of the revised draft of the proposed performance evaluation for the Library Director. He asked members to consider any additional changes that they might wish to make at the January meeting.

Karen asked the Board to consider proposals from Thermal Electric and Ivey Mechanical to replace a heat pump in the downstairs staff area. The quote from Thermal Electric estimated a cost of \$4,800. The quote from Ivey Mechanical estimated a cost of \$4,375.

Don Smith moved to accept the quote from Ivey Mechanical. Linda Minch seconded the motion. The Board approved the motion unanimously.

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:

Secretary

Date: _____