

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

April 20, 2016

5:00 p.m.

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

Absent: Member Linda Minch

Guests: Mary Ann Gill, Emily Hicks (Woodford Leadership), and Isabel Milburn (Woodford Leadership)

CALL TO ORDER

President Peggy Miller called the meeting to order at 5:00 p.m. She announced that the Woodford County Library has been recognized as an Exemplary Level library by the Kentucky Department for Libraries and Archives.

APPROVAL OF MINUTES

President Peggy Miller submitted the March minutes for approval. Gerald Wuetcher moved that the minutes be approved as written. Don Smith seconded the motion. The motion was approved 3-0. Secretary Camille Allen was unable to attend the March meeting and abstained.

FINANCIAL REPORT

Karen reports that the Budget remains on target.

Gerald Wuetcher 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

A written report was submitted. The deadline to file the Library's Uniform Financial Information Report (UFIR) is May 1, 2016. This month's trustee tip provides some guidelines for creating a more accurate and more useful budget.

FRIENDS OF THE LIBRARY REPORT

Nancy Jones has joined the executive committee.

The executive committee has reached a decision regarding the two applicants who will be awarded the Carla Dills Memorial Scholarships.

The executive committee will purchase "spirit wear" for Library staff. Each staff member will receive a gray fleece jacket with the library logo imprinted on it.

The Friends also pledged approximately \$1,000 to purchase various summer reading prizes. Plans are being made to hold a fundraiser at Moss Hill Country Club's Watkins Tavern.

Gerald Wuetcher plans to present a draft of the organization's 501(c)(3) application at their meeting on June 15, 2016.

DIRECTOR'S REPORT

A. Library Operations Manual review Proposed Revision (3.2.4)

Discussion regarding possible revisions to the section on non-resident library cards was tabled until next month's meeting.

B. Proposed Budget – FY 2016-27

The Board reviewed a revised draft of the budget. Mary Ann Gill shared some of her concerns regarding the budget, in particular staff salaries. The Board thanked her for her comments and noted that they are always appreciative of feedback from the community.

Gerald Wuetcher made a motion to approve the budget. Don Smith seconded the motion. The motion was approved unanimously.

UNFINISHED BUSINESS

A. Surplus computers/equipment

Further discussion regarding the adoption of the local procurement code discussion was tabled until the May meeting.

B. Strategic Planning

It was agreed that the Board will meet with Sharon Marcum and Nancy Ward as a part of the strategic planning process at the regular meeting on August 17, 2016. They will conduct an environmental scan with the Board to better determine the challenges and opportunities that they Library will likely face over the next 3 years. The results from this meeting will be used along with other feedback from the community to help develop the Library's strategic plan.

C. Staff Travel Time

A question was posed at the January meeting whether staff should be compensated for travel time when attending professional conferences or workshops. It is the opinion of the Kentucky Department for Libraries and Archives that staff should be compensated for any travel time necessary to attend those types of library-related events.

NEW BUSINESS

Karen distributed the letters of interest submitted by those wishing to fill the pending vacancies on the Board. Interviews will be conducted on Thursday, April 28, 2016.

Sara Swinford wrote a note on behalf of the Woodford County Public Schools to thank the Library for the 12 boxes of school supplies they received as a result of "Fine Forgiveness Month" in which patrons could donate school supplies in lieu of paying fines.

The Board agreed to move the June meeting from June 15, 2016 to June 8, 2016.

ADJOURN

Gerald Wuetcher made a motion to adjourn the meeting. Don Smith seconded the motion. The meeting was adjourned without objection at 6:43 p.m.