

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES
Minutes of Regular Board Meeting
September 20, 2017
5:00 p.m.

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

Guests: Mary Ann Gill

CALL TO ORDER

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

APPROVAL OF AUGUST MINUTES

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

FINANCIAL REPORT

Budget remains on target.

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

It is expected that Nikole Wolfe will soon be transitioning into the role of regional librarian. She recently served as a regional librarian in Western Kentucky.

This month's trustee tip details the appropriate process for administering the oath of office. The library follows all of these requirements.

FRIENDS OF THE LIBRARY REPORT

The Friends met on September 13, 2017 to finalize preparations for the Autumn Tea event to be held on October 15, 2017.

Kentucky Farm Bureau made a \$2,000 donation to become the event's "Contributing Sponsor." To date, 22 tickets have been sold.

DIRECTOR'S REPORT

A. CERS pension plans – letter/update

The State Budget Director announced a proposed increase in the employer contribution to the County Employees Retirement System (CERS) to reduce the unfunded liability in the current

system. In FY 2018-19, employer contributions will be increased from 19.18% of employees' gross salary to 28.86%.

B. Meeting Room Application – review/update

Karen had the proposed revisions to the meeting room application reviewed by State Library Commissioner Terry Manuel to ensure that any changes complied with KDLA guidelines. Commissioner Manuel affirmed that the proposed changes are consistent with KDLA guidelines.

Linda Minch moved to revise the Application to Use the Library Community Room, Children's Program Room or Gallery (Section 8.8 Public Use of the Community Room(s)/Grounds). This proposed revision requires the signature of the requestor or a representative of the requesting party to affirm that he/she has read and understood the policy and that a failure to comply with this policy may result in the suspension or revocation of the privilege to use such rooms. Camille Allen seconded the motion. The motion was approved unanimously.

C. Library Incident – update

A man was cited for indecent exposure for an incident that occurred at the library on September 14, 2017. The police issued a no trespass order prohibiting him for entering the library indefinitely. Karen will circulate a picture of this person to assist staff in identifying him should he return to the library. If he is thought to be in the building, staff will contact the police and ask officers to do a walk-through of the building and remove him if necessary.

D. Big Blue Blocks – update

Karen and Youth Services Librarian Bookie Wilson attended a meeting with More than a Bakery on Friday, August 18, 2017. They presented Karen and Bookie with a check for \$300 to be used toward the purchase of the Big Blue Blocks. The remaining cost for the blocks will be covered by the Friends of the Library.

UNFINISHED BUSINESS

Karen and John met with Susan Buffin to survey the Woodford County Historical Society's collections and holdings. It is their opinion that the collection is diverse and substantial, but not unmanageable. The Board asked Karen to arrange a meeting with the Historical Society's Board of Directors to discuss what assistance, if any, the library might provide to help preserve the county's rich history.

At Linda Minch's request, Karen obtained and distributed the library director job description and performance evaluation used by the Boone County Public Library. Board members will review the materials. It is expected these materials will be used as a model for developing a formal job description and evaluation process for the library director position.

ADJOURN

Linda Minch moved to adjourn the meeting. Don Smith seconded the motion. The motion was approved unanimously and the meeting was adjourned at 6:00 p.m.

ATTEST:

Secretary

Date: _____