

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES  
Minutes of Regular Board Meeting  
April 20, 2022 5:00 p.m.

Present: President Maurice (Moe) Bakke, Treasurer Patrick Hall, Member Annie Denton, Karen Kasacavage (Director), Stacy Thurman (Assistant Director), Susan Buffin (Woodford County Historical Society, Representative to the Board), Shirley Wilson (Friends of the Library, Representative to the Board)

Absent: Vice President Bill Shanks, Member Molly Krumm

Guests: Tom Smith, Sherman-Carter-Barnhart Architects  
Dalton Meade (via Zoom), Codell Construction  
Travis Curry, Codell Construction  
Heather Plunkett, Woodford County Library  
Storm Curtis, Woodford Leadership Tomorrow

#### CALL TO ORDER

President Moe Bakke called the meeting to order at 5:03 p.m.

#### APPROVAL OF MARCH MINUTES

President Bakke submitted a draft of the minutes from the regular meeting on March 16, 2022 for the Board's consideration. Annie Denton pointed out that the date on the minutes was incorrect. Patrick Hall made a motion to approve the minutes with the correct date. Annie Denton seconded the motion. The Board approved the motion by a vote of 3-0.

#### GUEST – DALTON MEADE

Dalton Meade reported on the progress of the new construction over the past 30 days. This included completed sidewalk installation, door frames, demo of community room, washing the exterior of the building, suspended ceiling grid installed, light pole globes replaced at the rear entrance, and completed duct work. Painters have been on site. Dalton reported no recent weather delays by contractors.

#### GUEST – TOM SMITH

Tom Smith discussed several proposed Change Orders from Codell:

- Proposed Change Order 26: Provide masonry repairs at interior of Main Street Storefront at a cost of \$1,792.48. Annie Denton made a motion to approve the cost. Patrick Hall seconded the motion. The Board approved the motion by a vote of 3-0.
- Proposed Change Order 25: Delete Suspended Acoustical Ceiling identified in Lounge / Café. Credit of \$1,200 has been received.

- Provide select demo, new metal framing & furring / gypsum board east of column line A-4. Rising Sun performed at no cost.
- Remove loose wood blocking with masonry at window in three locations. Clean pocket and secure blocking with epoxy. Rising Sun performed at no cost.
- Proposed Change Order 24: Conceal existing masonry at ground floor at the NE corner with metal studs / gypsum board for \$761.80. Patrick Hall made a motion to approve the cost. Annie Denton seconded the motion. The Board approved the motion with a vote of 3-0.
- Proposed Change Order 23: Fill open joints in Logan Helm rooftop balustrade with backer rod and sealant for \$3,306. Mr. Smith will evaluate and report back to the Board.
- Proposed Change Order 22: Provide power to 3-motorized shades and 2-mechanical starter motors for \$7,139.92. Board previously approved this Change Order.
- Proposed Change Order 21: Provide credit \$1,200 for uninstalled steel channel braces at columns.
- Proposed Change Order 20: Repair leaks in existing west gutters for \$1,515. Dixie Roofing will forgo transportation costs within this proposal if the work coincides with their visit for other work. Mr. Smith will report back to the Board.
- Proposed Change Order 19: Provide 30% glycol (library direct purchase) to geothermal loop and add expansion tank for \$32,800.93. The Board previously approved this Change Order.
- Proposed Change Order 18: Modify fascia and add soffit at north masonry wall to remain for cost of \$1,159.82. The Board previously approved this expense.
- Proposed Change Order 17: Replace Main Street door / frame for \$48,040.00 – not approved.

Tom Smith reported that the Interior panel signs including Braille were to be coordinated by Collective Spaces. They have determined that the original fabricator is out of business. Karen will acquire ADA compliant interior panel signs from another vendor but they will not exactly match the existing panels.

New openings at the 2<sup>nd</sup> floor into the addition do not align as expected. Slab at 2nd floor Staff Workroom is 1-7/8" higher than the existing flooring. Slab at 2nd floor Local History Room is 7/8" higher than the existing flooring. Also, the new doors into the Local History Room were to be centered upon the existing aisle between bookstacks. It appears that the opening is approximately 8" off-center.

Concerning non-alignment of flooring, the Board approved Mr. Smith's recommendation to relocate the affected doors to the addition side of the openings with topping providing a landing and tapered flooring at the Local History Room and tapered flooring (without landing) at the Staff Workroom. The door between the Local History Room and Staff Workroom will provide the necessary ADA accessible route. There is to be no cost to the Library.

Concerning non-centering of Local History doors to aisle way between bookstacks, the Board approved Mr. Smith's recommendation to relocate bookstacks such that the new doors are centered upon a narrower aisle. Codell will facilitate removal of shelving section so that the Library may view the condition of the concealed flooring and to determine the extent of shelves to be relocated. The Board walked around the addition to see the issues that were being discussed.

Mr. Smith reported that proposed Change Order 19 (add missing glycol) also includes passivation of the geothermal loop and chiller. Passivation creates a slimy film that protects metal components from rust. This should happen sometime in the next month.

President Moe Bakke asked to discuss the project schedule with Travis Curry from Codell Construction. Mr. Curry explained the reasons for delays in the project and why there are charges for extended services. When asked for an approximate completion date, Mr. Curry estimated July 11, 2022, but also stated that they are waiting on windows for which there is still no delivery date.

#### FINANCIAL REPORT

Karen Kasacavage submitted the financial report for the Board's consideration. She reported that we are nine months into the fiscal year and the budget remains on track. Patrick Hall made a motion to accept the Financial Report. Annie Denton seconded the motion. The Board approved the motion with a vote of 3-0.

#### FRIENDS OF THE LIBRARY REPORT

Shirley Wilson reported that the Friend's first trivia night was a success. She also stated that some of the Friends of the Library Board members met with members of the Historical Society Board to talk about ways they could work together. Two students have been chosen for the Friends annual scholarship out of the 15 that applied.

#### WOODFORD COUNTY HISTORICAL SOCIETY REPORT

Susan Buffin said that the Historical Society will participate in a food drive for a local food pantry. They are also working on creating a book of Jim Curtis Photos and hosting a benefit concert on September 11<sup>th</sup>.

#### VERSAILLES/MIDWAY REPORT

Stacy Thurman spoke about some of the Library's more successful programs, including Discovering Woodford, Musical Engineers and Adulting 101 for teens. She reported that usage statistics were up in many areas, such as item circulation, program attendance and computer use.

#### DIRECTOR'S REPORT

A. Library Expansion – update

See discussion under GUEST – DALTON MEADE AND TOM SMITH

B. Website Redesign Proposals –

Heather Plunkett, the Library's PR and Marketing Manager, presented three proposals for the redesign of our website. She recommended Creekmore Marketing based on their pricing, location and customer service.

C. Proposed Budget – FY 2022-2023

Karen would like to go ahead and raise all part-time employee salaries to \$12 before the end of the fiscal year. This does not require a budget amendment to the 2021-2022 budget.

D. Mowing Proposal – 2022

Karen recommended staying with our current provider, Parks Landscape, who also handles snow removal. Patrick Hall made a motion to continue the contract with Parks Landscape. Annie Denton seconded the motion. The Board approved the motion with a vote of 3-0.

UNFINISHED BUSINESS

Nothing to report.

NEW BUSINESS

Nothing to report.

ADJOURN

Patrick Hall made a motion to adjourn the meeting. Annie Denton seconded the motion. The Board approved the motion to adjourn by a vote of 3-0. The meeting adjourned at 6:29 p.m.

**ATTEST:**

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**President**

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**Secretary**

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