

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

April 21, 2021

5:00 p.m.

Present: President Gerald Wuetcher, Vice President Bill Shanks, Treasurer Patrick Hall, Member Annie Denton, Member Maurice Bakke, Shirley Wilson (Friends of the Woodford County Library Representative to the Board), Wayne Basconi, (Woodford Co. Historical Society Representative), Karen Kasacavage (Director), John Crawford (Assistant Director), Stacy Thurman (Midway Branch Manager)

Guests: Tom Smith, Sherman-Carter-Barnhart Architects  
Louis Ragusa, Compass Municipal Advisers  
Christian Junkett, Rubin & Hays  
Magistrate Mary Ann Gill (via Zoom)

CALL TO ORDER

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

GUEST – LOUIS RAGUSA

The bond sale occurred on the morning of April 6, 2021. The Library borrowed \$3,090,000 at an interest rate of 1.915%. The closing on the financing will occur on April 27, 2021.

GUEST – TOM SMITH

The cost of relocating the power from the existing property to the adjacent building will not be as substantial as first thought.

The Library received an open records request from a Construction Manager with Trace Creek Construction regarding the bid contracts. He and his firm appear to be satisfied with the information provided.

Mr. Smith reported that Staggs & Fischer asked for a fee adjustment of \$5,100. Mr. Smith acknowledged that the scope of work for the downstairs lighting did change and recommended that the Board approve the adjustment.

Maurice Bakke made a motion to approve paying the additional \$5,100 to Staggs & Fischer. Patrick Hall seconded the motion. The Board approved the motion by a vote of 5-0.

Mr. Smith outlined a few of the next steps to be completed in the next month. They include relocating the power, abatement of hazardous materials, and shoring up the building on Main Street.

He also discussed the process for paying bills when contractors submit invoices. It was suggested that the Library have at least two people review all invoices.

Bill Shanks made a motion to authorize the Library Director, Karen Kasacavage, and the Board Treasurer, Patrick Hall, to review and sign invoices related to the expansion project. Annie Denton seconded the motion. The Board approved the motion by a vote of 5-0.

#### APPROVAL OF MARCH MINUTES

President Wuetcher submitted a draft of the minutes from the regular meeting on March 17, 2021 for the Board's consideration. Maurice Bakke moved to approve the minutes as submitted. Patrick Hall seconded the motion. The Board approved the motion by a vote of 5-0.

#### FINANCIAL REPORT

The budget remains on target. Annie Denton made a motion to accept the financial report and approve the payment vouchers. Maurice Bakke seconded the motion. The Board approved the motion by a vote of 5-0.

#### FRIENDS OF THE LIBRARY REPORT

The Friends have been reviewing applications for the Carla R. Dills Memorial Scholarship. They hope to announce the recipients of the scholarships soon.

#### WOODFORD COUNTY HISTORICAL SOCIETY REPORT

Wayne Basconi presented the report this month. The Historical Society hopes to resume fully its normal schedule of hours in May. There are still no set plans to resume programs for the public. At the suggestion of the President Wuetcher, he will ask the Historical Society Board of Directors to propose names for the local history room for the Library District Board to consider.

#### VERSAILLES REPORT

Foot traffic/circulation at the Main Library remains steady.

The Library is currently preparing for this year's summer reading. This year's theme is Tails & Tales. The Library is preparing for a busy summer of programs and activities. Registration will begin on May 24. Kids who register will receive a "Brag Tag" and kids who finish will receive a second "Brag Tag" that recognizes that they were a "Summer Reading Finisher." In a year where parents and students have faced unprecedented learning challenges, the library's summer reading program will likely be more critical than ever to help students maintain their reading skills.

#### MIDWAY REPORT

The Midway Branch hosted a story time and nature walk on March 27, 2021. It marked the Library's first in-person program in over a year.

## DIRECTOR'S REPORT

### A. Bond sale - update

See discussion under GUEST – LOUIS RAGUSA

### B. Library Expansion

See discussion and action taken under GUEST – TOM SMITH

### C. Mowing Proposals – 2021

The Board reviewed a summary of the quotes submitted by Parks Landscape Group, Quality Tree Care, and Versailles Lawn Care to mow at the Main Library and Midway Branch.

Maurice Bakke made a motion to accept the proposal from Parks Landscape Group. Bill Shanks seconded the motion. The Board approved the motion by a vote of 4-1.

### D. Proposed Budget Fiscal Year 2021/2022

Karen reviewed a proposed budget for FY 2021-22. She asked the Board members to review the budget and offer any suggested changes at the May meeting.

### E. Trustee Position – update

To date, the Library has only received one letter of interest. The Board extended the deadline to April 30, 2021 and suggested that the Library post an announcement about the vacancy on Facebook.

A special meeting will be called in early May to interview the candidates.

### F. Director's Review 2021 – update

Karen distributed the document used for the performance evaluation of the Library Director. President Wuetcher asked each member to complete an evaluation for the purposes of discussing it at the next meeting.

### G. Planning and Zoning – Request for Conditional Use – 101 N. Main St.

Planning and Zoning will hear a request to approve a plan to use the property at 101 N. Main St. as a hotel and restaurant.

The Board expressed concerns about how this development might affect the ability of Library users to use the parking lot. The Board will submit a letter to the Planning and Zoning Board and have representatives at the meeting to voice their concerns about the parking situation.

## NEW BUSINESS

Karen would like to have the Board review the policy manual over the course of the next year. Karen, John and Stacy will submit a revised version of Section 1 of the policy manual for the Board to review at the next regular meeting.

## ADJOURN

Maurice Bakke made a motion to adjourn the meeting. Patrick Hall seconded the motion. The Board approved the motion to adjourn by a vote of 5-0. The meeting adjourned at 6:15 p.m.

**ATTEST:**

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**President**

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**Secretary**

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