

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

June 17, 2020

5:00 p.m.

Present: President Gerald Wuetcher, Vice President Bill Shanks, Treasurer Patrick Hall, Member Jennifer Sullivan, Susan Buffin (Woodford County Historical Society Representative), Karen Kasacavage (Director), John Crawford (Assistant Director), Stacy Thurman (Midway Branch Manager)

Absent: Secretary Annie Denton, Maurice Bakke (Friends of the Woodford County Library Board Representative)

CALL TO ORDER

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

APPROVAL OF MAY MINUTES

President Wuetcher submitted a draft of the minutes from the regular meeting on May 20, 2020. Bill Shanks made a motion to approve the minutes as submitted. Jennifer Sullivan seconded the motion. The Board approved the motion by a vote of 4-0.

FINANCIAL REPORT

Karen reports that the budget is on target as the Library approaches the end of the fiscal year.

Patrick Hall made a motion to accept the financial report and approve the payment vouchers. Bill Shanks seconded the motion. The Board approved the motion by a vote of 4-0.

FRIENDS OF THE LIBRARY REPORT

Moe Bakke emailed a report for Karen to share with the other members. The Friends currently have \$6,225.44 in their bank account.

The Friends approved a donation of \$1,350 to the Library to cover the costs for winter reading and summer reading prizes.

The Friends spent \$438.60 on tote bags. They hope to resell the bags for \$20/each as part of a fundraiser.

The Friends also awarded the two \$1,000 dollar Carla R. Dills Memorial scholarships.

WOODFORD COUNTY HISTORICAL SOCIETY

The Woodford County Historical Society continues to be closed to the public. The Board of Directors will meet on June 17, 2020 to discuss a plan for reopening. Such a plan will likely follow many of the same guidelines issued by the Governor's office and adopted by the Library.

VERSAILLES REPORT

The Main Library reopened to the public on June 15, 2020. The soft reopening has gone smoothly for both staff and patrons. The Main Library continues to be open 9-6 Monday through Friday and 1- 5 on Saturday. The Main Library has circulated over 700 items in the three days that it has been back open.

Summer Reading is underway. It has a much different feel this year, but we have been making efforts to get people of all ages to sign-up, participate in various online programs, and complete the program. To date, we have registered: 85 kids age 5 and under; 171 kids ages 6-12; 71 Teens; and 210 adults.

MIDWAY REPORT

The Midway Branch has also begun to be open to the public. The Branch is open 9:00-1:00 on Monday, Wednesday, and Friday. It is open 2:00-6:00 on Tuesday and Thursday, and 1:00-5:00 on Saturday. Stacy reports that the reopening has gone very well.

DIRECTOR'S REPORT

A. Reopening Plan – Phase 2 – Ratification

Karen shared the Library's Phase 2 Plan for Reopening with the Board prior to today's meeting.

Bill Shanks made a motion to ratify the plan to reopen the Library. Patrick Hall seconded the motion. The Board approved the motion by a vote of 4-0.

B. Proposed Budget – FY 20-21

The Board reviewed the budget proposal. Karen highlighted some of the significant changes from last year's budget. The FY 20-21 budget eliminates state aid from the Kentucky Department for Libraries and Archives (KDLA). The budget also decreases the amount of revenue expected from "Fines, Faxes, and Fees" and "Investment Interest."

Patrick Hall made a motion to approve the budget as presented. Jennifer Sullivan seconded the motion. The Board approved the motion by a vote of 4-0.

C. Ivey Mechanical – repair estimate

A tech from Ivey Mechanical assessed the repairs needed for the cooling tower on the roof. They have not yet provided an estimate due to issues getting a cost estimate from the manufacturer.

D. Board appointments – update

New Board appointments are on the agenda for the Woodford County Fiscal Court meeting on June 23, 2020. Judge James Kay solicited input from the Board about whom to select.

Jennifer Sullivan made a motion to authorize the Board President to write a letter to Judge Kay and the Fiscal Court outlining the Board's recommendations. Patrick Hall seconded the motion. The Board approved the motion by a vote of 3-0. Bill Shanks abstained.

E. Auditor – FY 19/20 – engagement

Sam Waninger of Craft, Waninger, Noble & Company has reached to Karen about doing the Library's annual audit for fiscal year 2019-20.

Bill Shanks made a motion to retain the services of Sam Waninger of Craft, Waninger, Noble & Company to perform the financial audit for fiscal year 2019-20. Patrick Hall seconded the motion. The Board approved the motion by a vote of 4-0.

F. Bluegrass Chem-Dry – building treatment

Karen received a quote from Chem-Dry to do a dry fog building treatment for \$2,500 if the Library building should need to be sanitized in the near future.

Bill Shanks made a motion authorizing the Director to accept the quote from Bluegrass Chem-Dry to do a dry fog treatment for \$2,500 at the Main Library anytime over the next ninety (90) days. Patrick Hall seconded the motion. The Board approved the motion by a vote of 4-0.

G. CARES grant application

The Library is eligible to receive up to \$2,000 to offset the \$4,500 in costs the Library has incurred for personal protective equipment and supplies directly related to the COVID-19 virus.

H. KACo/Compass Municipal Advisors – update

Louis Ragusa of Compass Municipal Advisors informed Karen that bond rates are currently very low. Karen suggested inviting Louis Ragusa and Tom Smith of Sherman, Carter, Barnhart Architects to the July update to get updates on the building project.

NEW BUSINESS

Luke Wingfield informed Karen that he will make a motion to dismiss the lawsuit against the Library as early as September 2020, when it is hoped that courts will begin to hear more cases.

Karen excused herself from the meeting at 5:58 p.m. so that the Board could perform the annual performance evaluation of the Library Director.

The Board went through each element listed in the performance evaluation document. Karen was cited as being "very good" or "good" on all elements and they do not cite any areas that need improvement. They did list a few areas that Karen might focus on in the next year: 1) Development of a succession plan; 2) Contingency planning; 3) Digital programs; 4) Building expansion.

President Wuetcher will synthesize the members' comments and submit a draft of the performance evaluation to the other members for their revisions before reviewing it with Karen.

ADJOURN

Jennifer Sullivan made a motion to adjourn the meeting. Patrick Hall seconded the motion. The Board approved the motion to adjourn by a vote of 4-0. The meeting adjourned at 6:21 p.m.

ATTEST:

President

Secretary

Date: _____