

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

June 19, 2019

5:00 p.m.

Present: President Gerald Wuetcher, Vice President Bill Shanks, Treasurer Don Smith, Secretary Annie Denton, Member Jennifer Sullivan, Melissa Boulton (KDLA Regional Consultant), Karen Kasacavage (Director), John Crawford (Assistant Director), Stacy Thurman (Midway Branch Manager)

CALL TO ORDER

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

APPROVAL OF MAY MINUTES

President Gerald Wuetcher submitted for consideration a draft of the minutes from the regular meeting held on May 15, 2019. As submitted, the draft incorrectly noted a “motion to approve the minutes from the regular meeting on April 17, 2013.” The typo was corrected and now reads April 17, 2019.

Don Smith moved that the Board approve the minutes from the meeting on May 15, 2019 as corrected. Bill Shanks seconded the motion. The Board approved the motion by a vote of 5-0.

FINANCIAL REPORT

Karen noted that the costs for the building feasibility studies had been allocated from the budget’s contingency fund. She recommended that the Board rename the Contingency Fund budget category to Building Fund in both the FY 2018-2019 and FY 2019-2020 budgets.

Bill Shanks made a motion to amend the FY 2018-2019 budget and rename the budget category Contingency Fund to Building Fund. Don Smith seconded the motion. The Board approved the motion by a vote of 5-0.

Don Smith made a motion to amend the FY 2019-2020 budget and rename the budget category Contingency Fund to Building Fund. Jennifer Sullivan seconded the motion. The Board approved the motion by a vote of 5-0.

Bill Shanks made a motion to accept the financial report and approve the payment vouchers. Annie Denton seconded the motion. The Board approved the motion by a vote of 5-0.

FRIENDS OF THE LIBRARY REPORT

The Friends met on June 12, 2019. Their next big book sale will be held August 24, 2019 to coincide with the Versailles Twilight Festival. The annual “Tea in the Countryside” event will be held Sunday, October 13, 2019.

VERSAILLES REPORT

John Crawford reviewed the progress of this year's summer reading program. The Library is on pace to meet or exceed the number of participants at all age levels. To date, the Library has signed-up 1,049 kids and 293 teens for summer reading this year. In addition, 716 adults have registered to participate in the adult summer reading program. He also highlighted the work of Youth Services Librarian Megan Hussmann, who has been very successful attracting teens to Library events and programs.

MIDWAY REPORT

Stacy Thurman highlighted the work of Suzanne Conrad, who has been collaborating with the Homeplace Retirement community in Midway to provide reading material and programs for its residents.

DIRECTOR'S REPORT

A. Woodford Co. Historical Society – Agreement

The Board reviewed a draft of the contract prepared by Phyllis Mattingly between the Library and the Historical Society. Concerns were expressed that the language in the contract should be more clear to underscore that the Library will not simply be acting as a custodian of the documents but will own them.

President Wuetcher will consult with Ms. Mattingly to revise the contract in a manner that will facilitate a relationship with the Historical Society that is respectful of their input, but ultimately leaves final decision-making to the Library.

President Wuetcher will then share a draft of the revised contract to the other Board Members via email. If it is determined that no other revisions are needed, it will be sent over to the Historical Society for their review.

B. Survey Update

Karen distributed the survey prepared by Malcolm Endicott of the property at 131 N. Main St., Versailles, Kentucky. He determined that the property line is 12 feet from the back wall. The cost of the survey was \$1,000.

UNFINISHED BUSINESS

A. Director Evaluation – 2019

Bill Shanks excused himself from the meeting at 5:55 p.m. He left his notes about the director's evaluation with President Wuetcher. Karen excused herself from the meeting.

President Wuetcher led the performance evaluation review, providing his own feedback and soliciting feedback from the other members for each of the criteria outlined in the director's evaluation. He will now synthesize the comments and feedback into a draft of the evaluation, which he will share with the other members to review.

NEW BUSINESS

Craft, Noble & Company sent out an engagement letter to the Library wishing to perform the annual audit for a cost of \$5,865.

Jennifer Sullivan made a motion to renew contract with Craft, Noble & Company to perform the annual audit at a cost of \$5,865. Don Smith seconded the motion. The Board approved the motion by a vote of 5-0.

Karen informed the Board that the HVAC system has not been adequately cooling the staff area behind the circulation desk and her office. A proposal from Thermal Equipment estimates a cost of \$2,300 to repair the unit in the director's office, and a cost of \$6,000 to replace it. Any work on the unit in the staff area would also require a quote to move the cubicles and other furniture so that they could access the unit.

The Board advised Karen to consult with the architect to see if any future renovation or expansion project would affect the new or repaired unit, as this might influence their decision.

This was the last regular board meeting for Treasurer Don Smith, as his second term will end on June 30, 2019. Karen and the Board extended their appreciation for his eight years of service.

ADJOURN

Don Smith made a motion to adjourn the meeting. Annie Denton seconded the motion. The Board approved the motion to adjourn by a vote of 5-0. The meeting adjourned at 6:25 p.m.

ATTEST:

President

Secretary

Date: _____