

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

November 13, 2019

5:00 p.m.

Present: President Gerald Wuetcher, Vice President Bill Shanks, Secretary Annie Denton, Treasurer Patrick Hall, Member Jennifer Sullivan, Ruth Ann Adams (Woodford County Historical Society Liaison to the Board), Maurice Bakke (Friends of the Woodford County Library Liaison to the Board), Karen Kasacavage (Director), John Crawford (Assistant Director), Stacy Thurman (Midway Branch Manager)

Guest: Tom Smith, Sherman Carter Barnhart Architects; Mary Ann Gill

CALL TO ORDER

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

BUILDING UPDATE – TOM SMITH

President Wuetcher opened the meeting by inviting Tom Smith to update the Board on the building project. Mr. Smith outlined a few of the next steps. He asked the Board to consider bids to survey the property to analyze the topography and identify all utilities. He also asked the Board to consider bids to do an environmental survey that would focus on an asbestos assessment.

Jennifer Sullivan made a motion to authorize the Director to accept the low bid from any of the three firms solicited to provide bids to do a topographical survey and identify all utilities on the property. Patrick Hall seconded the motion. The Board approved the motion by a vote of 5-0.

Patrick Hall made a motion to accept the bid from Alpha Omega to do an asbestos materials assessment on the building and property at 131 N. Main St. for a cost not to exceed \$2,300. Annie Denton seconded the motion. The Board approved the motion by a vote of 5-0.

Mr. Smith spoke with Codell Construction about acting as the Construction Manager. Their fee is typically 7% of the construction costs. The Board discussed possible timelines for putting out a Request for Proposal (RFP) to solicit bids from firms to serve as the Construction Manager. Karen will put together a RFP to be published in the *Woodford Sun*.

Mr. Smith also spoke of the need to retain the services of an interior design team to select furnishings. Mandy Flynn of Collective Spaces that they do the interior design work for a cost that would not exceed \$13,800.

Jennifer Sullivan made a motion to select Collective Spaces as the interior design team for a cost that will not exceed \$13,800. Annie Denton seconded the motion. The Board approved the motion by a vote of 5-0.

APPROVAL OF OCTOBER MINUTES

President Wuetcher submitted a draft of the minutes from the regular meeting held on October 15, 2019. Jennifer Sullivan moved to approve the minutes as submitted. Annie Denton seconded the motion. The Board approved the motion by a vote of 5-0.

FINANCIAL REPORT

Karen reports that the budget is on target.

Karen suggested that the Library pay off the short-term loan from Citizens Commerce used to purchase the property at 131 N. Main St. for the Library expansion.

Annie Denton made a motion to retire the short-term debt from Citizens Commerce. Patrick Hall seconded the motion. The Board approved the motion by a vote of 4-0. Vice President Shanks abstained.

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

FRIENDS OF THE LIBRARY REPORT

Maurice Bakke stated that the Friends currently have a bank balance of \$8,316.41. The group recently received a \$1,000 donation and had a successful Autumn Tea. The Friends hope to have a 2020 budget by the end of January.

VERSAILLES REPORT

The Main Library held its Veterans Luncheon on Monday (Veterans Day, November 11). There was a capacity crowd of 45 to enjoy lunch and listen to Colonel Fred Johnson talk candidly about his "five wars." He gave a moving talk about his service and his journey of recovery and rehabilitation when he returned home.

The Library has installed three iPads in the youth computer area to replace the AWE computers. The iPads are loaded with kid-friendly apps that emphasize literacy and learning.

Library staff have completed an ongoing inventory cycle over the last 2 years. Library staff will then work with OCLC to do a "record dump" and update our holdings within OCLC.

The Library's Holiday Open House will be on Saturday, December 14 from 10:00 a.m. – 1:00 p.m. and will feature Santa Claus and Corduroy the Bear.

MIDWAY REPORT

Stacy Thurman noted that over 150 people attended the "Everything Equine" program held on Saturday, October 19 from 11:00 a.m. - 1:00 p.m. at Midway University. Planning for next year's program has already begun.

Suzanne Conrad has expanded the Branch's outreach to people who live in assisted-living facilities. She now serves four different facilities and reaches 77 people per month.

The Branch will host “Midway Living History: Holiday Traditions” on November 19. Community members are invited to share stories, photos, and other holiday memorabilia. Local author Bob Rouse will also read one of his nostalgic holiday stories.

The Branch’s Holiday Open House will be held on Friday, December 6 from 3:00-6:00 p.m. The Open House will include a performance by children from Northside Elementary, story time with Mayor Grayson Vandegrift, and an opportunity for those in attendance to make gingerbread houses.

DIRECTOR’S REPORT

A. Building Update – Tom Smith

See above for discussion led by Tom Smith

Karen also shared a quote from Bill Holton for insurance for the property at 131 N. Main St. The estimated cost is \$1,813.46.

Patrick Hall made a motion to authorize the Director to accept the proposal for insurance at a cost of \$1,813.46. Bill Shanks seconded the motion. The Board approved the motion 5-0.

B. Snow Removal – proposal

Parks Landscape provided a proposal for removing snow from the parking lots and walkways at the Main Library and Midway Branch. Their rates for doing the snow removal are unchanged from the previous year. The costs for removing snow and ice from the back parking lot at the Main Library will be shared by Community Trust Bank and Kite Riddle Holdings.

Patrick Hall made a motion to accept the proposal from Parks Landscape for snow removal at the Main Library and Midway Branch for the winter of 2019-2020. Jennifer Sullivan seconded the motion. The Board approved the motion by a vote of 5-0.

C. Grinder pumps – insurance update

Karen noted that the Library’s insurance policy covered all the costs (except for the Library’s \$1,000 deductible) to replace the grinder pit and all the costs to clean the pit during the period it was not working.

D. iPad purchase

The Library purchased 10 iPads from CDW-G. John distributed the new iPads to Board members prior to the meeting.

E. Notice of Depositions

Karen and staff member Jennifer Dunham will give depositions on December 16, 2019 regarding a slip and fall incident that occurred on library property in January 2017.

F. Historical Society transition plan - update

Karen and John will meet with Susan Buffin from the Woodford County Historical Society on November 18, 2019 to discuss the transition process and determine what materials will be transferred to the Library.

Karen has visited the local history rooms Scott County Public Library and the Bourbon County Public Library. She will also soon visit the local history rooms at the Madison County Public Library and the Jackson County Public Library to research their best practices and methods.

UNFINISHED BUSINESS

A. Board By-Laws – proposed revision

The Board reviewed the proposal to revise the Board By-Laws to allow the Friends of the Woodford County Library and the Woodford County Historical Society to each have one non-voting member to represent their respective organizations.

Patrick Hall made a motion to amend the Board By-Laws to allow the Friends of the Woodford County Library and the Woodford County Historical Society to each be represented on the Board by one non-voting member. Annie Denton seconded the motion. The Board approved the motion by a vote of 5-0.

The amended Board By-Laws are attached.

B. Financing Options – proposals

The Board reviewed written proposals for financing the Library expansion project. The Board will convene a special board meeting on December 11, 2019 to have representatives from the various financial institutions present their proposals and answer questions from the Board.

ADJOURN

Jennifer Sullivan made a motion to adjourn the meeting. Bill Shanks seconded the motion. The Board approved the motion to adjourn by a vote of 5-0. The meeting adjourned at 6:30 p.m.

ATTEST:

President

Secretary

Date: _____

BY-LAWS OF THE WOODFORD COUNTY LIBRARY DISTRICT BOARD

I. NAME:

The name of this organization shall be the Woodford County Library District Board.

II. PURPOSE:

The object of this Board shall be to administer the Woodford County Library District in accordance with the laws of Kentucky and Woodford County.

III. MEMBERSHIP:

The Woodford County Library District Board shall be composed of five (5) voting members appointed by the County Judge in accordance with the Library Laws of the Commonwealth of Kentucky. Absence of a voting Trustee from four regular monthly meetings of the Board during one fiscal year of the Trustee's term shall constitute automatic resignation. The fiscal year shall be from July 1 to June 30. The Board shall also include one (1) non-voting member selected by and representing The Friends of the Woodford County Library and one (1) non-voting member selected by and representing the Woodford County Historical Society. The selection of a non-voting member shall be in accordance with the bylaws of the organization that he or she represents. Pursuant to KRS 65.009, the Woodford County Fiscal Court may designate one of its members to serve as an ex officio member on the board.

IV. MEETINGS:

Regular meetings shall be held on a monthly basis, at a time and day specified by the Board. In order to change the regular Board meeting date for a particular fiscal year, it must be agreed upon unanimously by all voting members of the Board. Special meetings may be called at the discretion of the President or upon the request of three voting members. Special called meetings or rescheduled regular meetings must abide by KRS rules involving agendas and giving public notice of said meeting.

V. QUORUM:

A quorum shall consist of three voting members of the Board.

VI. OFFICERS:

Officers of the Board of Trustees shall be elected by the voting members of the Board at the first meeting of the fiscal year and shall be as follows: President, Vice-President, Secretary, and Treasurer. Only voting members shall serve as officers.

A. Terms of Office

Officers shall be elected for a term of two (2) years.

B. Duties of Officers

Section 1. President

The President of the Board shall:

- a. Preside at all meetings
- b. Appoint all committees
- c. Sign approved payment voucher at each meeting, authorizing payment of bills
- d. Authorize calls for special meetings
- e. Sign approved minutes of the previous meeting
- f. Sign approved contracts
- g. Generally perform the duties of a presiding officer

Section 2. Vice-President

The Vice-President of the Board shall:

- a. Perform the duties of the President in the absence of the President

Section 3. Secretary

The Secretary of the Board shall:

- a. Keep a true and accurate account of all proceedings of the Board meetings
- b. Issue notices of all regular meetings and, on authorization of the President, of all special meetings

- c. Notify the appointing body of any vacancies on the Board
- d. Notify any Trustee that has missed three (3) regular monthly meetings in any one (1) year of his/her term. The term is the fiscal year, July 1 –June 30
- e. Notify any trustee of his/her automatic resignation upon missing four (4) regular monthly meetings in any one (1) year of his/her term
- f. Write official letters of the Board and keep these filed with official Library records

Section 4. **Treasurer**

The Treasurer of the Board shall:

- a. Provide oversight of Library funds and income
- b. Sign checks on the Library bank account on the authorization of the Board
- c. Report at each meeting on the state of the funds
- d. Treasurer of the Board shall be bonded in an amount set by the Board

VII. DIRECTOR:

The Director shall be considered the executive officer of the Board and shall:

- I. Have sole charge of the administration of the Library
- II. Be held responsible for:
 - a. The care of the building and equipment
 - b. The efficiency of the Library's service to the public
 - c. The operation of the Library under the financial conditions set forth in the annual budget
- III. Prepare an annual report and upon Board approval of said report, present said report to the Fiscal Court and submit for publication in the county newspaper
- IV. Attend all Board meetings except those at which his/her appointment or salary is to be discussed or decided
- V. Draw up the agenda, in consultation with the President, for Board meetings

VIII. ORDER OF BUSINESS:

Call to Order
Approval of Minutes
Treasurer's Report
Friends Group Report
Regional Librarian's Report
Director's Report
Unfinished Business
New Business
Adjournment

IX. AMENDMENTS AND RULES OF ORDER:

The By-Laws of the Woodford County Library District Board may be amended by a quorum of the Board provided that the proposed amendment has been presented to each Board member at least two weeks prior to the date of the meeting. Robert's Rules of Order (revised) shall be the parliamentary authority for all matters of procedure not specifically covered by the By-Laws. These By-Laws are in accordance with the Kentucky Revised Statutes that pertain to public libraries. Additional policies supporting the By-Laws can be found in the Woodford County Library District Board Manual.

Approved 11/2019