

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

February 19, 2020

5:00 p.m.

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

Absent: Maurice Bakke (Friends of the Woodford County Library Board Representative)

Guest: Sam Waninger, Auditor – Craft, Noble & Company, PLLC
Sherri Springate

CALL TO ORDER

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

President Wuetcher invited Sam Waninger to present his audit report for fiscal year 2018-2019. Mr. Waninger reviewed a draft of the audit with the Board. He noted that he did not find any grounds to modify any of the Library's financial statements. The Board will formally consider accepting the audit report at the March meeting.

APPROVAL OF JANUARY MINUTES

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

A. Approval of Special Board Meeting Minutes – January 24, 2020

Bill Shanks made a motion to approve the minutes from the special meeting held on January 24, 2020. Jennifer Sullivan seconded the motion. The Board approved the motion by a vote of 5-0.

B. Approval of Special Board Meeting Minutes – February 12, 2020

President Wuetcher asked that the sentence, "There were no objections" be added after the sentence noting his suggestion that the selection of a Construction Manager be deferred to the next meeting. Patrick Hall made a motion to approve the minutes as changed. Annie Denton seconded the motion. The Board approved the motion by a vote of 4-0. Jennifer Sullivan abstained, as she was unable to attend the special meeting on February 12, 2020.

FINANCIAL REPORT

Karen reports that the budget is on target.

A 1-year certificate of deposit (CD) is scheduled to mature on February 28, 2020. Karen will consult with Treasurer Patrick Hall to rollover the CD into a new CD at the highest rate possible.

Patrick Hall made a motion to authorize the Director to secure a CD at the highest available rate. Annie Denton seconded the motion. The Board approved the motion by a vote of 5-0.

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

FRIENDS OF THE LIBRARY REPORT

The Friends met on February 12, 2020. They are beginning to plan a book bag fundraising project.

WOODFORD COUNTY HISTORICAL SOCIETY

Susan Buffin presented a report on the Historical Society. The Board of Directors meets on the first Monday of each month at 6:15 p.m. They often have programs on the fourth Thursday of each month. This month's program will feature community leader Larry Blackford. Mr. Blackford will speak on African American history in Woodford County.

Ms. Buffin also noted that the Historical Society has sold 125 copies of its new book, *Woodford County*.

VERSAILLES REPORT

The Library had its annual staff in-service day on Presidents Day, Monday, Feb. 17. This typically is the Library's chance to get most of the staff in the same room to meet and exchange ideas. Regional Librarian provided an overview of the services offered to public libraries by the Kentucky Department for Libraries & Archives (KDLA). Other staff members also provided updates about ongoing or upcoming programs and services.

Volunteers from AARP Tax Aide are back again this year to prepare tax returns for individuals for free. They are here on Thursday and Saturday morning from 9:00-11:30. Though not sponsored or overseen by the Library, it is a phenomenally popular service that demonstrates the Library's value as a "community center."

The Seed Library returns to the Main Library and Midway Branch on March 5, 2020. This collaborative program involves several public libraries, the local Horticulture Extension Agent, and volunteers from the Master Gardeners. Library patrons will be able to pick up a variety of heirloom seeds for vegetables, herbs, and flowers at no charge.

Cassie Chambers will read from and discuss her memoir *Hill Women* at the Library on Friday, March 13th at 6:30.

MIDWAY REPORT

The Branch is sponsoring a series of “Read Across Our Community” programs in observance of Dr. Seuss’ birthday. On March 2 at 6:30 p.m. patrons will have the chance to visit The Homeplace at Midway retirement and assisted-living facility to read to its residents. Midway Makers Mart will host a story and craft program on Thursday, March 5 at 6:30 p.m. The series will conclude on Saturday, March 7 at 10:30 a.m. with the Dr. Seuss’ Birthday Breakfast.

DIRECTOR’S REPORT

A. Audit Presentation – Sam Waninger

See discussion above

B. Construction Management – firm selection

The Board discussed the experiences, references and other considerations as they evaluated which Construction Management firm to select.

Bill Shanks made a motion to approve the proposal as submitted from Codell to serve as the Construction Management firm. Annie Denton seconded the motion. The motion was approved by a vote of 4-1. Patrick Hall voted against the motion.

Patrick Hall made a motion to authorize the Director and Board President to negotiate with Codell Construction to reduce the quoted price of the project. Jennifer Sullivan seconded the motion. The Board approved the motion by a vote of 5-0.

C. Request for Qualifications/Bond Counsel – update

The Board discussed the selection of Bond Counsel needed to facilitate the bond issuance for financing the Library expansion.

The Board evaluated proposals from three firms: Dinsmore, CBJ & Associates, and Rubin and Hays.

Patrick Hall made a motion to accept and approve the proposal from Rubin and Hays. Annie Denton seconded the motion. The Board approved the motion by a vote of 5-0.

D. Legislative Day – update

President Wuetcher, Annie Denton, Jennifer Sullivan, and John Crawford met with Senator Julian Carroll to discuss legislation that would affect how Library District Boards are selected and how tax rates are set.

E. Fine Forgiveness Month – April

Karen asked that the Library be allowed to accept school supplies on behalf of Woodford County Public in lieu of the payment of fines during the month of April. There were no objections by the Board.

F. Expiring Board terms – Annie Denton, Bill Shanks

Karen will place an ad in the March 19 and March 26 editions of the *Woodford Sun*. Letters of interest will be due on April 10, 2020.

UNFINISHED BUSINESS

Karen requested permission to return the rent checks per an earlier Board decision to the owner of the Flower Basket now that the building at 130 N. Main St. has been vacated.

Patrick Hall made a motion to authorize the Director to return the rent checks to the owner of the Flower Basket. Annie Denton seconded the motion. The Board approved the motion by a 5-0.

President Wuetcher will postpone his summary of the costs and benefits of the model procurement code until next month.

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 5-0. The meeting adjourned at 6:25 p.m.

ATTEST:

President

Secretary

Date: _____