

## WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

May 20, 2020

5:00 p.m.

Present: President Gerald Wuetcher, Vice President Bill Shanks, Treasurer Patrick Hall, Secretary Annie Denton, Member Jennifer Sullivan, Susan Buffin (Woodford County Historical Society Representative), Maurice Bakke (Friends of the Woodford County Library Board Representative), 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. This meeting was conducted by teleconference via Zoom and broadcasted live on YouTube. The public could access the YouTube broadcast through a link on the Woodford County Library website ([www.woodfordcountylibrary.org](http://www.woodfordcountylibrary.org)).

### APPROVAL OF APRIL MINUTES

#### APPROVAL OF SPECIAL BOARD MEETING ON MAY 8, 2020 MINUTES

President Wuetcher submitted a draft of the minutes from the regular meeting held April 15, 2020. Bill Shanks made a motion to approve the minutes as submitted. Annie Denton seconded the motion. The Board approved the motion by a vote of 5-0.

President Wuetcher submitted a draft of the minutes from the special meeting held on May 8, 2020. Patrick Hall made a motion 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 remains on target.

Patrick Hall 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

Moe Bakke reports that the Friends currently have a balance of \$10,029.04. The Friends have selected the two recipients of the \$1,000 Carla R. Dills Memorial Scholarship. The winners of the scholarship will be announced by the Woodford County High School.

The Friends two largest fundraisers may not be held this year. The annual Autumn Tea in the Countryside will not be held in October. The Quilt Show and Silent Auction may also have to be postponed or cancelled.

The Friends approved donating \$1,300 to the Library to provide prizes for the Summer Reading program.

#### WOODFORD COUNTY HISTORICAL SOCIETY

The Woodford County Historical Society has also remained closed to the public. Susan Buffin continues to review and organize files.

#### VERSAILLES REPORT

The Library opened for curbside service on May 18. The Main Library is open 9:00-6:00 Monday-Friday and 1:00-5:00 on Saturday. Karen and John have divided the full-time staff into two distinct teams that will work separately in the mornings and afternoons to provide curbside delivery service to patrons. In the first three days of the service, the Main Library checked out 817 items.

Summer reading registration began on May 15. We have registered 36 children in the Pre-K (ages 0-5) program, 83 in the Kids program (ages 6-11); 41 teens (12-18) and 93 adults (19+).

#### MIDWAY REPORT

The Midway Branch has also begun to provide curbside. 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.

#### DIRECTOR'S REPORT

##### A. Curbside Delivery – update

The implementation of curbside delivery has gone well. As John discussed, over 800 items have been picked up in the first three days of the program. The Library will continue to provide curbside pickup through at least June.

##### B. Fine Waiver – update

The Kentucky Public Library Association (KPLA) has asked public libraries to consider waiving fines as a good faith gesture in light of the COVID-19 pandemic. The Board discussed both the possibility of waiving existing overdue fines and providing amnesty on all fines until December 31, 2020. It was suggested, however, that charges assessed for lost or damaged materials should not be waived.

Patrick Hall made a motion to waive all existing overdue fines – excluding fines incurred as result of lost or damaged items – and not charge fines for overdue items through December 31, 2020. Jennifer Sullivan seconded the motion. The Board approved the motion by a vote of 5-0.

##### C. Proposed Budget – FY 20-21

The Board reviewed the budget proposal. The Board tabled consideration and approval of the budget until the June meeting.

It was suggested that a special meeting be held 30-minutes before the next regular meeting to do the Director's performance evaluation in a closed session.

D. Thermal Equipment – repair estimate

The water-cooling tower on the roof is in disrepair. Thermal Equipment estimates a cost of \$11,000 to perform the repairs. Karen will get a second quote from Ivey Mechanical. Patrick Hall made a motion to authorize the Director to enter into agreement with the firm whose repair estimate represents the best value for the Library. Annie Denton seconded the motion. The Board approved the motion by a vote of 5-0.

NEW BUSINESS

Public libraries can begin to reopen effective June 8, 2020, if they can implement policies and procedures designed to mitigate the spread of the COVID-19 virus.

Karen has received a quote from Ruggles to install acrylic shields at the public service desks at the Main Library and Midway Branch. The Board asked Karen to track all expenses related to the coronavirus.

Jennifer Sullivan made a motion to authorize the Director to purchase the acrylic shield guards from Ruggles Sign Company. Patrick Hall seconded the motion. The Board approved the motion by a vote of 5-0.

Karen suggested that she would like to have staff work full days at the Library beginning June 1. Limited home delivery would begin the week of June 8. The Library would then reopen on June 15 pending the issuance of guidelines for Libraries from the Governor's office. The Board discussed the possibility of having a special board meeting once the guidelines for public libraries had been published.

The Kentucky Department for Libraries and Archives has forwarded the Board nominations to Judge James Kay. Karen will follow-up with Judge Kay to ensure that appointments are completed by the end of June.

ADJOURN

Jennifer Sullivan 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 6:20 p.m.

**ATTEST:**

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**President**

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**Secretary**

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