

## WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

July 15, 2020

5:00 p.m.

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

Absent: Maurice Bakke (Friends of the Library Representative to the Board); Stacy Thurman (Midway Branch Manager)

Guests: Tom Smith, Sherman-Carter-Barnhart Architects  
Louis Ragusa, KACo/Compass Municipal Advisers

### CALL TO ORDER

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

### GUESTS – LOUIS RAGUSA / TOM SMITH

Louis Ragusa representing KACo/Compass Municipal Advisers spoke about the current bond market. Mr. Ragusa noted that Bond rates are at historic lows and the cost of borrowing money would be relatively cheap if the Board decided to proceed with the Library expansion project soon. He indicated he would need 45-50 days to prepare the bond issuance.

Tom Smith outlined a plan to fix the issue of water dripping from the roof. He also observed that construction prices appear to be favorable. For example, Boyd County Public recently awarded the contract to build a new branch to a firm whose bid came in under-budget.

### APPROVAL OF JUNE MINUTES

President Wuetcher submitted a draft of the minutes from the meeting on June 17, 2020. Patrick Hall 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.

### FINANCIAL REPORT

The Library ended the fiscal year having spent 92.1% of its budgeted expenses.

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

Maurice Bakke was unable to attend. He did inform Karen that the Friends currently have a balance of \$6,225.44 in their checking account.

#### WOODFORD COUNTY HISTORICAL SOCIETY

The Woodford County Historical Society is now open four days per week. They do not expect to resume In-person programs through the end of the year. They may consider collaborating with the Library to do a program through Zoom.

In collaboration with the Midway Museum, the Historical Society is cataloging its artifacts using a computer program called Past Perfect.

#### VERSAILLES REPORT

The Main Library continues to be open 9-6 Monday-Friday and 1-5 on Saturday. From June 15 to July 15, the Main Library circulated 8,156 items. Summer reading will wrap up next week. To date, 556 people have registered.

#### MIDWAY REPORT

The Midway Branch continues to be open 4 hours per day Monday through Saturday. While some patrons continue to use curbside service, most are now coming into the building. The Branch averages 14 patrons and 2.5 computer users per day. The Midway Branch circulated 724 items from June 15 – July 15.

#### DIRECTOR'S REPORT

- A. Required action related to Executive Order 2020-506  
Jennifer Sullivan made a motion to adopt the requirement that patrons wear masks unless expressly exempted while in the Library, as mandated by Executive Order 2020-506. Annie Denton seconded the motion. The Board approved the motion by a vote of 5-0.
  
- B. Dry cooler repair/replacement estimates  
Ivey mechanical quoted a price of \$14,770 to replace the unit. Thermal Equipment quoted a price of \$11,500 to repair the unit or \$15,250 to replace the unit. Karen will ask Thermal Equipment to match the price quoted by Ivey Mechanical to replace the unit.  
  
Bill Shanks made a motion to authorize the Director to accept the quote from Thermal Equipment at a cost not to exceed \$14,770. Patrick Hall seconded the motion. The Board approved the motion by a vote of 5-0.
  
- C. Auditor - FY19/20 – engagement letter  
President Wuetcher signed the engagement letter with the firm Craft, Waninger, Noble & Company for them to perform the Library's annual audit for fiscal year 2019-2020.
  
- D. Midway Branch – expand hours of operation  
Karen expressed a desire to expand the Midway Branch's hours of operation to 9:00-6:00 Monday-Fridays and 1:00-5:00 on Saturday. This would require recalling several part-time staff.

Annie Denton made a motion to authorize the Director or Branch Manager to recall part-time staff as needed. Jennifer Sullivan seconded the motion. The Board approved the motion by a vote of 5-0.

E. Phone system – upgrade/replacement

Karen explained to the Board that the Library’s current phone system is over 14 years old and needs to be upgraded or replaced. Karen distributed a quote from Business Communication Solutions to install a new phone system for \$3,489.

F. Board positions – letters of interest

The Library received two letters of interest to fill a board position, which expired on June 30, 2020. Judge James Kay chose not to reappoint Annie Denton for the position at the time because he felt he did not have the two viable nominations required by law after Maurice Bakke withdrew his name from consideration.

The Board will interview the candidates at a special board meeting at 5:00 p.m. on July 23, 2020.

G. Board Officers – election

The Board’s by-laws require that the Board have elections for each position every two years. President Wuetcher sought nominations for the positions of President, Vice President, and Secretary. Patrick Hall’s term as Treasurer, however, does not expire until the end of June 2021.

Bill Shanks made a motion to reappoint Gerald Wuetcher as President through the end of his term in June 2021. Patrick Hall seconded the motion. The Board approved the motion by a vote of 5-0.

Jennifer Sullivan made a motion to reappoint Bill Shanks as Vice President through June 2022. Patrick Hall seconded the motion. The Board approved the motion by a vote of 5-0.

The position of Secretary will remain unfilled until the pending board vacancy is filled.

#### UNFINISHED BUSINESS

President Wuetcher distributed a draft of the Library Director’s performance evaluation for the members to review.

#### NEW BUSINESS

Karen will arrange a meeting between representatives of the Library and local leadership to get their input regarding any possible plans for the Library to expand. The meeting is expected to include Karen, President Wuetcher, Vice President Bill Shanks, Judge-Executive James Kay, Midway Mayor Grayson Vandegrift, and Versailles Mayor Brian Traugott.

**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 6:40 p.m.

**ATTEST:**

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**President**

\_\_\_\_\_

**Secretary**

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