

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

August 19, 2020

5:00 p.m.

Present: President Gerald Wuetcher, Vice President Bill Shanks, Treasurer Patrick Hall, Member Jennifer Sullivan, Member Annie Denton (attended via Zoom), Maurice Bakke (Friends of the Library Representative to the Board), Susan Buffin (Woodford County Historical Society Representative), Karen Kasacavage (Director), John Crawford (Assistant Director), Stacy Thurman (Midway Branch Manager)

Guest: Tom Smith, Sherman-Carter-Barnhart Architects

CALL TO ORDER

President Gerald Wuetcher called the meeting to order at 5:00 p.m. It shall be noted that Member Annie Denton is attending the meeting via Zoom, in accordance with KRS 61.840.

GUEST – TOM SMITH

Tom Smith provided four elevations of what the rear of the building may look like after the renovation. A consensus of the Board preferred the option, which more closely mimics the current building.

Mr. Smith outlined a schedule, which would include approval of the plans by the Woodford County Board of Architectural Review. Drawings would then need to be submitted by September 16 to be on the agenda for the October 7 meeting. The plans would also have to be approved by Housings, Buildings, and Construction.

Mr. Smith shared his cost opinion for the expansion project. He advised that it would be more cost effective to bid out the demolition and the construction as a single package.

Bill Shanks made a motion to approve the Construction Management contract with Codell Construction, and have it signed by the appropriate person. Jennifer Sullivan seconded the motion. The Board approved the motion by a vote of 5-0.

Mr. Smith discussed the need to get an encroachment permit to remove and replace the sidewalk in the front of the building to install a new storm drainpipe.

Patrick Hall made a motion to approve the Application for Encroachment Permit and have it signed by the appropriate person. Annie Denton seconded the motion. The Board approved the motion by a vote of 5-0.

APPROVAL OF JULY MINUTES – REGULAR BOARD MEETING – JULY 15, 2020

President Wuetcher submitted a draft of the minutes from the meeting on July 15, 2020. Bill Shanks made a motion to approve the minutes as submitted. Patrick Hall seconded the motion. The Board approved the motion by a vote of 5-0.

A. Approval of Special Board Meeting minutes – July 23, 2020

Patrick Hall made a motion to approve the minutes as submitted from the special meeting held on July 23, 2020. Bill Shanks seconded the motion. The Board approved the motion by a vote of 5-0.

B. Approval of Special Board Meeting minutes – August 4, 2020

Patrick Hall made a motion to approve the minutes as submitted from the special meeting held on August 4, 2020. Jennifer Sullivan seconded the motion. The Board approved the motion by a vote of 5-0.

#### FINANCIAL REPORT

Karen reports that the budget is on target.

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

Maurice Bakke reports that the Friends currently have a balance of \$6,356.71 in their checking account. He notes that he has only deposited \$350 since the onset of the pandemic. He is going to recommend at their upcoming meeting that they set aside \$3,000-\$3,500 in reserve to get through 2021.

#### WOODFORD COUNTY HISTORICAL SOCIETY

Susan Buffin shared the sad news that Jennifer Spradlin, a member of the Woodford County Historical Society's Board, passed away on August 18, 2020 after a long battle with cancer. The Historical Society has opted to resume programming only when it can be done safely in-person, rather than try to do virtual programs.

#### VERSAILLES REPORT

The Main Library continues to be open 9-6 Monday-Friday and 1-5 on Saturday. Two part-time staff returned to work earlier this month. Summer reading concluded on July 31 with the drawings for prizes generously paid for by the Friends of the Woodford County Library.

#### MIDWAY REPORT

The Midway Branch is now open 9-6 Monday-Friday and 1-5 on Saturday. Four part-time staff have returned to work to cover the additional hours. Stacy has been collaborating with the Midway Museum to work on an on-going oral history project to collect the stories and memories of Midway residents.

## DIRECTOR'S REPORT

- A. Library Expansion – cost opinion  
See action taken in section labeled GUEST – TOM SMITH
  
- B. Codell Construction Management – contract  
See action taken in section labeled GUEST – TOM SMITH
  
- C. Application for Encroachment Permit  
See action taken in section labeled GUEST – TOM SMITH
  
- D. Tax Rates – FY 20/21  
Jennifer Sullivan made a motion to maintain the personal and property tax rates at the current rate of 6.3 cents per \$100 of assessed value and the motor vehicle tax rate at 2.43 cents per \$100 of assessed value. Annie Denton seconded the motion. The Board approved the motion by a vote of 5-0.  
  
Karen will consult with Melody Traugott about arranging a tax hearing for the public to comment on the Board's proposal to set the tax rate at a rate that will increase the Library's revenues by 4% and submit the approved tax rates to the Fiscal Court.

## UNFINISHED BUSINESS

A resolution was introduced to memorialize and honor Sammy Cundiff's service to the Woodford County Library. Ms. Cundiff served as a volunteer, staff member, Board Member, and tireless advocate on behalf of the Library. Patrick Hall made a motion to approve the resolution honoring Sammy Cundiff's service. Jennifer Sullivan seconded the motion. The Board approved the motion by a vote of 5-0.

## ADJOURN

Bill Shanks made a motion to adjourn the meeting. Jennifer Sullivan seconded the motion. The Board approved the motion to adjourn by a vote of 5-0. The meeting adjourned at 6:35 p.m.

**ATTEST:**

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**President**

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**Secretary**

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