

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

August 21, 2019

5:00 p.m.

Present: President Gerald Wuetcher, Vice President Bill Shanks, Secretary Annie Denton, Member Jennifer Sullivan, Member Patrick Hall, Maurice Bakke (Friends Liaison to the Board), 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.

APPROVAL OF JULY MINUTES

APPROVAL OF SPECIAL BOARD MEETING MINUTES – JULY 29, 2019

President Wuetcher submitted a draft of the minutes from the regular meeting held on July 17, 2019. Bill Shanks moved 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 July 29, 2019. President Wuetcher noted that the draft incorrectly includes Don Smith as having attended the meeting and incorrectly omits Maurice Bakke from the list of those in attendance. The minutes will be changed to reflect these corrections. Patrick Hall moved to approve the minutes as corrected. Jennifer Sullivan seconded the motion. The Board approved the motion by a vote of 5-0.

FINANCIAL REPORT

A. Tax Rate Hearing

The Woodford County Library District Board held a public tax hearing at 4:00 p.m. on August 21, 2019 in the Fiscal Court meeting room at the Woodford County Courthouse to allow for public comment on the Library's tax rates for fiscal year 2019-2020.

President Wuetcher called the hearing to order at 4:00 p.m. Other Board Members in attendance were Secretary Annie Denton, Member Jennifer Sullivan, and Member Patrick Hall. Library Director Karen Kasacavage and Assistant Director John Crawford also attended.

No one from the community attended the hearing to provide comments about the tax rates. The meeting adjourned at 4:10 p.m.

Karen reports that the budget is on target.

Jennifer Sullivan made a motion to accept the financial report and approve the payment vouchers. Bill Shanks 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 \$5,433.89. He notes that the Friends spent \$500 for fifty copies of *Jack's Jouett's Ride*. These books will be distributed to children visiting the Jack Jouett House. The Friends made a payment of \$200 to the Kentucky Humanities Council to have for the Kentucky Chautauqua performance of Daniel Boone at this year's Tea in the Countryside event. The Friends spent \$399.99 for Library summer reading prizes.

The Friends of the Library will have a book sale on August 24-25, 2019 in the Library's Community Room.

Tickets will soon go on sale for the Friends' annual "Tea in the Countryside" event. It will be held on Sunday, October 13, 2019 from 2:00-4:00 at Troy Presbyterian Church.

VERSAILLES REPORT

John Crawford shared with the Board some of the final numbers related to summer reading participation. The Library registered 1,234 kids, 333 teens, and 756 adults. St. Leo School won the summer reading trophy with the highest completion rate. The Lunch Bunch summer feeding program was again a big success. Over 2,800 lunches were served at the Library as part of the Lunch Bunch program.

Karen and John have been compiling the state report. Circulation is up 3% in FY 2018-19. In particular, circulation of items from the digital collection has increased almost 32% from 33,356 to 44,004.

MIDWAY REPORT

Stacy Thurman noted that four Midway College students did a day of service at the Branch on Saturday, August 17. They cleaned windows and performed other tasks to tidy up the Branch after summer reading.

Laura Bostrom, who has stayed on in a part-time capacity after serving as the Branch's first manager from 2009-2015, will retire at the end of the month. Clara Graham has been rehired by the Branch, as she pursues her MLS.

Stacy updated the Board about acquiring a large View Sonic monitor with funds donated in the memory of Robert Charles Sigal. She consulted with Bob Gibson, the Director of Technology for Woodford County Public Schools, to get his recommendations. Stacy and John also visited Northside Elementary to get a demonstration from school librarian Melinda Caldwell.

Stacy shared with the Board two proposals to get a 65" View Sonic monitor with an adapter for Wi-Fi and a slot-in PC. CDW-G quoted a cost of \$3,889.51. Logicallis quoted a cost of \$3,778.43 and its proposal included a 5-year warranty.

Annie Denton made a motion to authorize the purchase of the View Sonic Monitor from Logicallis at a cost of \$3,778.43. Patrick Hall seconded the motion. The motion passed by a vote of 5-0.

DIRECTOR'S REPORT

A. Woodford Co. Historical Society – Agreement

President Wuetcher, Vice President Bill Shanks, and Karen met with representatives from the Woodford County Historical Society on Monday, August 19, 2019 to negotiate details in the agreement to transfer materials to the Woodford County Library. President Wuetcher shared with the Board a revised agreement for them to review.

Jennifer Sullivan made a motion to approve the agreement as changed and authorize Board President to accept and sign the agreement, if accepted by the Woodford County Historical Society without change. Patrick Hall seconded the motion. The Board approved the motion by a vote of 5-0.

The Board discussed whether the Library should proceed with the purchase of the property at 131 N. Main St., if the Board is unable to reach a suitable agreement with the Woodford County Historical Society. The consensus of the Board is to proceed with purchasing the property and expanding the Library even if they are unable to reach an agreement with the Historical Society.

Bill Shanks made a motion to authorize the Board President to inform the seller of the property at 131 North Main Street of the Library's intention to waive its contingency and proceed with the purchase of the property, if the Library should be unable to come to an agreement with the Woodford County Historical Society to acquire its papers, books, manuscripts and other archival materials by August 31, 2019. Annie Denton seconded the motion. The Board approved the motion by a vote of 5-0.

B. Staff area – heat/air conditioning repair – update

The HVAC units have been removed from the first floor staff work area and the Director's office. A new quote from Thermal Equipment & Sales estimates a cost of \$1,971 to transport the units and \$9,522 to replace the unit in the staff work area.

Bill Shanks made a motion to approve the quote from Thermal Equipment & Sales. Annie Denton seconded the motion. The motion passed by a vote of 5-0.

C. Library Board – Treasurer Position

Patrick nominated himself to serve as Treasurer. Bill Shanks made a motion to elect Patrick Hall as the Board Treasurer. Annie Denton seconded the motion. The motion passed by a vote of 4-0. Patrick Hall abstained from voting.

D. Bookmobile – repair and new tires

Karen shared a proposal from James Motor Company to replace all four tires and replace a broken door latch.

Patrick Hall made a motion to approve the proposal from James Motor Company to replace the tires and replace the broken door latch. Bill Shanks seconded the motion. The motion passed by a vote of 5-0.

ADJOURN

Bill Shanks 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 6:20 p.m.

ATTEST:

President

Secretary

Date: _____