

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

September 18, 2019

5:00 p.m.

Present: President Gerald Wuetcher, Vice President Bill Shanks, Secretary Annie Denton, Member Jennifer Sullivan, Maurice Bakke (Friends Liaison to the Board), Karen Kasacavage (Director), John Crawford (Assistant Director), Stacy Thurman (Midway Branch Manager)

Absent: Treasurer Patrick Hall

Guest: Tom Smith, Sherman Carter Barnhart Architects

CALL TO ORDER

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

BUILDING UPDATE – TOM SMITH

President Wuetcher opened the meeting by inviting Tom Smith to present his report to the Board. Mr. Smith outlined the next steps for the Board to consider now that the building at 131 N. Main St. has been acquired. Representatives from the Board and Karen will appear before Planning and Zoning (P&Z) on October 1, 2019 to determine what parts of the existing building must be preserved and what parts can be demolished. Mr. Smith advised that they contact surveyor Malcolm Endicott to locate the utilities and do a topographical landscape on the property. He also advised that they have an environmental assessment done to see if there are any hazardous materials in the existing building.

APPROVAL OF AUGUST MINUTES

President Wuetcher submitted a draft of the minutes from the regular meeting held on August 21, 2019. Bill Shanks moved to approve the minutes as submitted. Annie Denton seconded the motion. The Board approved the motion by a vote of 4-0.

APPROVAL OF SPECIAL BOARD MEETING MINUTES – AUGUST 30, 2019

President Wuetcher submitted a draft of the minutes from the special meeting held on August 30, 2019. Bill Shanks moved to approve the minutes as submitted. Annie Denton seconded the motion. The Board approved the motion by a vote of 4-0.

FINANCIAL REPORT

Karen noted that the funds borrowed to purchase the building are secured by a Certificate of Deposit scheduled to mature on February 28, 2020. She suggests the Board consider repaying the loan early when tax revenues are collected and dispersed to the Library in November.

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 4-0.

#### FRIENDS OF THE LIBRARY REPORT

Maurice Bakke reports that the Friends currently have a balance of \$5,683.89. Mr. Bakke noted that the Friends recently opened an account with Citizens Commerce Bank.

Preparations for the Autumn Tea in the Countryside continue. Mr. Bakke expressed a desire to find a new sponsor or patron for the Autumn Tea to help offset some of the costs.

#### VERSAILLES REPORT

John Crawford discussed recent computer classes held at the Library. In August, the Library held a 6-part class on Microsoft Word taught by Jane Bryant. John is currently teaching a 6-part class on Microsoft Excel. The classes have been well attended, with 6-10 individuals in each class. Most of the participants worked previously at LEDVANCE (formerly Sylvania) until being laid off due to the closing of the plant. It has been gratifying to try to help them familiarize themselves with Microsoft Word and Excel as they prepare to re-enter the workforce.

#### MIDWAY REPORT

Stacy Thurman highlighted the upcoming "Everything Equine" program on Saturday, October 19 from 11:00 a.m. - 1:00 p.m. This partnership with Midway University will allow attendees to experience a hands-on learning exhibit at the Equestrians Center of Midway University. Stacy hopes 350 people attend this event.

Stacy has been attending Midway Merchants Association meetings. The Library is collaborating with the Midway merchants and Northside Elementary to have kids paint picture frames that will be part of the decor in front of each storefront during the holiday season.

#### DIRECTOR'S REPORT

- A. Building Update – Tom Smith  
See above.
- B. Financing Options – building update  
Five institutions have expressed an interest in financing the Library expansion project. The Board will also ask local banks to submit proposals. The Board will then review all proposals submitted.
- C. Grinder pump – repair  
The grinder pump failed on Sunday, September 8, 2019. Karen solicited bids to repair the grinder pumps from Disponette Service Company, Inc. and Frantz, Inc. With the consent of the Board President, Karen accepted the lower bid from Frantz, Inc. to expedite the acquisition of the parts needed. Until the grinder pumps are fixed, Lex Rooter will empty the waste pit twice a day on weekdays and once a day on Saturday and Sunday to keep the public restrooms open as much as possible.

- D. Board By-Laws – Historical Society non-voting member  
President Wuetcher will draft a revision of the by-laws for the Board to review that will allow the Friends of the Woodford County Library and the Woodford County Historical Society to each have one non-voting seat on the Board.
- E. Policy review – (10.1) – Purchasing  
Board reviewed the Library’s purchasing policy (10.1). The recent failure of the Library’s grinder pumps has highlighted the need for purchasing policies and procedures that can expedite the acquisition of equipment, parts, or other materials when there is an emergency, such as the failure of a major maintenance system integral to the Library’s day-to-day operations.

President Wuetcher will draft a revision Section 10.1 to include how to purchase items in the cases of emergencies and to note that the requirement to solicit bids has been raised to those items costing over \$30,000.

- F. iPad usage – WCL Board  
The Board discussed purchasing up to nine new iPads for the five board members, the Library Director, the Assistant Director, and the two non-voting members representing the Friends of the Woodford County Library and the Woodford County Historical Society.

New iPads would allow the Board to conduct meetings via conference call through Apple’s FaceTime app, if needed.

#### NEW BUSINESS

The Library received its first rent check from the Flower Basket. It was decided that the Library would hold the checks until the property is vacated as agreed.

The Public Library Association (PLA) conference will be held in Nashville, Tennessee from February 25-29, 2020. Karen would like to send some staff to this conference, if possible.

Karen presented a mock-up of the plaque for the Robert Charles Sigal Midway Branch Community Room. Bill Shanks made a motion to accept the plaque as submitted. Jennifer Sullivan seconded the motion. The motion approved the motion by a vote of 4-0.

#### 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 4-0. The meeting adjourned at 6:23 p.m.

**ATTEST:**

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**President**

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**Secretary**

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