

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

November 14, 2018

5:00 p.m.

Present: President Gerald Wuetcher, Vice President Bill Shanks, Treasurer Don Smith, Secretary Annie Denton, Member Jennifer Sullivan, Maurice (Mo) Bakke (WCL Friends Liaison to the Board), Karen Kasacavage (Director), John Crawford (Assistant Director)

Guests: Tom Smith, Sherman-Carter-Barnhart

CALL TO ORDER

President Gerald Wuetcher called the meeting to order at 5:02 p.m.

GUEST, Sherman Carter Barnhart Architects - update

Tom Smith distributed a feasibility study for expanding the Library along its northern boundary. Renderings of the existing floor plan and proposed floor plan were included. The proposed floor plan would nearly double the size of the community room and provide additional study room space. Mr. Smith will develop a cost opinion for the proposal. He will also provide an alternative feasibility study for expanding westward into the Library's existing parking lot, so that the Board might compare the costs and benefits of each proposal.

APPROVAL OF MINUTES

President Gerald Wuetcher submitted for consideration a draft of the minutes from the meeting held on October 17, 2018. 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.

FINANCIAL REPORT

Karen informed the Board that a Certificate of Deposit (CD) held at Citizens Commerce Bank matures in December. Karen will check around with area banks to get the best rate of return available. The Board also discussed the possibility of placing more of the Library's savings into 6-month and 9-month CDs, if that would earn a higher rate of return.

Bill Shanks made a motion to authorize the Director to find and secure the best available 9-month CD. Don Smith seconded the motion. The motion was approved by a vote of 5-0.

Jennifer Sullivan made a motion to accept the financial report and approve the payment vouchers. Don Smith seconded the motion. The Board approved the motion by a vote of 5-0.

FRIENDS OF THE LIBRARY REPORT

Maurice Bakke presented the Friends of the Library report. He reported that the Friends currently have \$8,632.92. The Friends of Kentucky Libraries will meet on Saturday, November 17. The Friends of the Woodford County Library will hold its next meeting at the Main Library on Wednesday, November 21 at

6:00 p.m. The Friends are considering holding next year's "Autumn Tea in the Countryside" at Castle & Key Distillery.

DIRECTOR'S REPORT

A. Parking lot - review

Karen reviewed how the Library and Community Trust Bank have typically shared the parking lot's maintenance costs. She expressed her interest to put on hold plans to mark any parking spaces as reserved for Library patrons or staff. She would also like to investigate the bank's interest in selling the back part of their share of the parking lot.

It was advised that President Wuetcher and Karen meet with representatives from Community Trust Bank and Alex Riddle of Kite Riddle Holdings to discuss issues related to the parking lot, including cost sharing and controlling access to certain parking spaces.

B. Sherman-Carter-Barnhart Architects - update

See section above labeled GUEST.

C. Community Room – Carpet Update

Karen received quotes from Rodgers Décor and More and Carroll Floor Covering. The existing carpet, however, is looking much better after a recent cleaning. As a result, Karen advised that the Board delay the purchase of any new carpet until the Board has made a final decision about any possible expansion.

D. Woodford County Code of Ethics Policy – review

Karen asked Board members to review the Woodford County Code of Ethics Policy. President Wuetcher suggested that a training on the ethics policy be held for Library staff.

NEW BUSINESS

Bruce Bowling has offered to teach CPR classes at the Library at no charge. However, he would need the Library to purchase equipment at an estimated cost of \$2,000.

Karen and Library staff will research how the Library might host CPR classes in the most cost-effective manner possible.

ADJOURN

Bill Shanks made a motion to adjourn the meeting. Don Smith seconded the motion. The Board approved the motion by a vote of 5-0. The meeting adjourned at 6:34 p.m.

ATTEST:

President

Secretary

Date: _____