

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

October 21, 2020

5:00 p.m.

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

Absent: Vice President Bill Shanks

Guests: Tom Smith, Sherman-Carter-Barnhart Architects
Mandy Flynn and Lisa Delong, Collective Spaces Interior Design Group (via Zoom)
Christian Juckett, Rubin & Hays, Attorneys at Law (Bond Resolution)
Louis Ragusa, Compass Municipal Advisors (Capital Funding)

OATH OF OFFICE

President Gerald Wuetcher administered the oath of office to Annie Denton pursuant to KRS 423.310 and KRS 65.008.

CALL TO ORDER

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

GUESTS – MANDY FLYNN AND LISA DELONG

Mandy Flynn and Lisa Delong from Collective Spaces Interior Design Group shared their interior design plans for parts of the renovation and expansion project, including an Internet café and informal meeting area downstairs and a teen area upstairs.

GUEST – TOM SMITH

Tom Smith will present the Library's architectural plans for the expansion to the Woodford County Board of Architectural Review on November 3, 2020.

GUESTS – CHRISTIAN JUCKETT AND LOUIS RAGUSA

Christian Juckett from the law firm Rubin & Hays will represent the Library as its Bond Counsel throughout the bonding process. He distributed a Bond Resolution for the Board to consider that would authorize the bond issuance necessary to fund the Library renovation and expansion project.

Patrick Hall made a motion to approve the resolution of the Board of Trustees of the Woodford County Public Library District providing for the issuance of general obligation bonds, the proceeds of which will be used to finance the Library Renovation Project.

Annie Denton seconded the motion. The Board approved the motion by a vote of 3-0.

APPROVAL OF SEPTEMBER MINUTES – REGULAR BOARD MEETING – SEPTEMBER 16, 2020

President Wuetcher submitted a draft of the minutes from the regular meeting on September 16, 2020. President Wuetcher asked that the minutes be changed to read that Judge Kay took no action on the current board vacancy. Patrick Hall made a motion to approve the minutes as changed. Annie Denton seconded the motion. The Board approved the motion by a vote of 3-0.

A. Approval of Special Board Meeting Minutes – September 22, 2020

President Wuetcher submitted a draft of the minutes from the special meeting held on September 22, 2020. Patrick Hall made a motion to approve the minutes as submitted. Annie Denton seconded the motion. The Board approved the motion by a vote of 3-0.

FINANCIAL REPORT

Karen reports that the budget is on target. Property tax bills have been sent out and the Library should receive a bulk of its annual tax revenue in November.

Annie Denton 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 3-0.

FRIENDS OF THE LIBRARY REPORT

Maurice Bakke reports that the Friends currently have \$6,499.35. The Friends met via Zoom on October 14, 2020. The Friends are currently considering an ambitious initiative. Mr. Bakke promised to keep the Board apprised as details for the plan develop.

WOODFORD COUNTY HISTORICAL SOCIETY REPORT

The Historical Society will hold elections for its Board of Directors in November. Susan Buffin and four volunteers continue to clean out files and go through a collection of old family Bibles. To date, the Historical Society has sold 31 copies of its book *Woodford County*.

VERSAILLES REPORT

Regional Librarian Melissa Boulton has approved the Library's annual state report.

Patron activity remains steady at the Main Library.

The Library continues to provide a wide-range of virtual programs. On October 19, the Library had a Big Foot program on Facebook that has been viewed by nearly 400 individuals. On October 22, the Library will collaborate with the Anderson Public Library and the American Association of University Women (AAUW) to host a Facebook Live Book discussion of *Hannah Coulter* by Wendell Berry, as part of the Kentucky Humanities Council's "Kentucky Reads" program.

MIDWAY REPORT

The placement of a ballot box at the Midway Branch for the 2020 election has been a huge success. Stacy Thurman estimates that traffic at the Branch has at least doubled, if not tripled, since its

installation. Moreover, residents seem very grateful to have a convenient location in Midway to drop off their ballots early.

Stacy has joined the Midway Museum Board to participate in their Midway Oral History Project. When complete, copies of the recordings will be placed at the Library, the Museum Center, and the Louis B. Nunn Center for Oral History at the University of Kentucky.

DIRECTOR'S REPORT

A. Library Expansion – update

See discussion and action taken in sections labeled GUESTS – MANDY FLYNN AND LISA DELONG; GUEST – TOM SMITH; GUESTS – CHRISTIAN JUCKETT AND LOUIS RAGUSA

B. Trustee Appointment

Member Jennifer Sullivan submitted her resignation effective October 14, 2020 due to her plans to move out of state.

Karen placed notices in the Woodford Sun advertising the vacancy. To date, the Library has received five letters of interest ahead of the October 23, 2020 deadline.

The Board will call a special meeting for the first week in November to interview all of those who have submitted letters of interest.

NEW BUSINESS

Karen spoke with Woodford County Public Health Director Cassie Prather to discuss the best practices if a staff member tests positive or is directly exposed to the COVID-19 virus. In either event, she advised that the staff member quarantine for 14 days. The Library, however, would not necessarily have to close while that staff member was in quarantine.

The Board concurred with Karen's recommendation that staff should receive emergency paid time off for any time required to quarantine.

During her annual review, Karen was asked to develop a succession plan. It was suggested that Vice President Bill Shanks and Member Annie Denton provide input on behalf of the Board as this plan is developed.

Karen asked the Board to consider some ways to acknowledge the staff's hard work to keep the Library open during the pandemic. The Board suggested that Karen to consult with Stacy Thurman and John Crawford to determine if it might be appropriate to close the Library for the day or part of a day as a staff holiday. It is thought that the Saturday after Thanksgiving or the Saturday after Christmas might work particularly well for such a holiday. Karen will have a proposal for the Board review at the special meeting to be held the first week of November.

Karen also noted that the Friends of the Library were in the process of purchasing fleece jackets with the Library's logo for the staff, but this project stalled because of the pandemic. It was proposed that the Library purchase the items for the purposes of marketing the Library and its logo.

Patrick Hall made a motion to authorize the Director to purchase Library fleece jackets for the staff at a cost not to exceed \$1,000. Annie Denton seconded the motion. The Board approved the motion by a vote of 3-0.

ADJOURN

Bill Shanks made a motion to adjourn the meeting. Annie Denton seconded the motion. The Board approved the motion to adjourn by a vote of 3-0. The meeting adjourned at 6:21 p.m.

ATTEST:

President

Secretary

Date: _____