WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES
Minutes of Regular Board Meeting
March 18, 2020
5:00 p.m.

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

Absent: Susan Buffin (Woodford County Historical Society Board Representative)

CALL TO ORDER
President Gerald Wuetcher called the meeting to order at 5:00 p.m. This meeting was conducted by teleconference because of the ban on public gatherings due to the COVID-19 virus outbreak. Public access to the meeting was available, but no members of the public attended.

APPROVAL OF FEBRUARY MINUTES
President Wuetcher submitted a draft of the minutes from the regular meeting held on February 19, 2020. 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 reports that the budget is on target.

The 1-year certificate of deposit (CD) that matured on February 28, 2020 was rolled over at Citizens Commerce Bank and earn an annual rate of return of 1.85%, which was the highest rate available.

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

FRIENDS OF THE LIBRARY REPORT
The Friends currently have $9,729.81 on hand. They had an abbreviated meeting last week conducted through email, in which they discussed possible fundraisers.

WOODFORD COUNTY HISTORICAL SOCIETY
Susan Buffin was unable to participate in the meeting. There was no report from the Woodford County Historical Society.

VERSAILLES REPORT

The Seed Library returned on March 5, 2020. It has, again, been immensely popular with our patrons.

Karen, Stacy, Jennifer, and John attended Public Library Association (PLA) Conference in Nashville, Tennessee. Each of us look forward to implementing ideas we learned at the conference.

Due to the realities of being closed to the public as of March 15, 2020, we have worked to accommodate our patrons and encourage use of our digital services. These include:

1. Extended due dates on all items checked out since January 1, 2020 to April 30, 2020.
2. Removed blocks on OverDrive and Hoopla (expired cards, overdue items, or fines in excess of $5.00) that would have otherwise prevented patrons from accessing those services
3. In conjunction with the Boone County Public Library, Woodford County residents without library cards can get so-called "instant" cards with their cell phone number so that they can access the OverDrive collection through June 30, 2020.

MIDWAY REPORT

Stacy and her staff have also been trying to assist patrons while the Branch is closed. Stacy delivered seed packets, and answered many questions from patrons regarding their card numbers and PINs, so that they could access the Library's digital resources.

DIRECTOR'S REPORT

A. Audit FY 18-19 approval
   Annie Denton made a motion to approve the audit as submitted. Bill Shanks seconded the motion. The Board approved the motion by a vote of 5-0.

B. Model Procurement Code
   Discussion of the Model Procurement Code was tabled until a later date.

C. Coronavirus – update
   1) Building Project
      Tom Smith met with Travis Curry from Codell to discuss the abatement and shoring of the Flower Basket building for an estimated cost of $14,000.

      Alpha-Omega, the company that performed the original hazardous materials survey in 2020, they could prepare the documents necessary for the abatement bid for a cost of $2,000.

      Louis Ragusa from Compass Municipal Advisors informed Karen that the bond market has been volatile due to the uncertainty caused by the COVID-19 virus. The prevailing rate on March 5 was 1.5%. On March 18, the rate was 2.3%. This could significantly increase the cost of the project.

The Board agreed that it would compensate Codell Construction for its work to date, but would wait to sign a contract.

The Board agreed to suspend temporarily all action on the project. The Board will periodically review pursuing the project in light of public health and economic considerations.

Karen will also check with Tom Smith to see if he can also suspend his work on the project until there is a better idea about how things will progress.

2) Library staff
Part-time staff have not reported to work since Saturday, March 14. Discussed the possibility of paying part-time staff for their time scheduled in March and then through April 15, 2020 based on the average number of hours worked in the previous year-to-date.

Jennifer Sullivan made a motion to authorize the Director to pay part-time staff through April 15, 2020. Annie Denton seconded the motion. The Board approved the motion by a vote of 5-0.

The Board discussed the possibility of having full-time staff work exclusively from home, with the exception of the Director, Assistant Director, and Branch Manager who would check on the building facilities daily.

Karen also discussed the feasibility of providing programs online through Facebook Live, Google Hangouts, and other platforms.

Jennifer Sullivan made a motion authorizing the Director to suspend all work operations at the Main Library and Midway Branch at the close of business on Friday, March 20, with the exception that the Director, Assistant Director, and Branch Manager will regularly check on the building facilities in Versailles and Midway.   Annie Denton seconded the motion. The Board approved the motion by a vote of 5-0.

The Board scheduled a special meeting for Friday, March 27 at 11:00 a.m. to review the situation.

ADJOURN
Patrick Hall made a motion to adjourn the meeting. Annie Denton seconded the motion. The Board approved the motion to adjourn by a vote of 5-0. The meeting adjourned at 6:02 p.m.

ATTEST:

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President

_____

Secretary

Date: _____