

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

April 15, 2020

5:00 p.m.

Present: President Gerald Wuetcher, Vice President Bill Shanks, Treasurer Patrick Hall, Secretary Annie Denton, Member Jennifer Sullivan, Susan Buffin (Woodford County Historical Society Representative), Maurice Bakke (Friends of the Woodford County Library Board Representative), 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. This meeting was conducted by teleconference via Zoom and broadcasted live on YouTube. The public could access the YouTube broadcast through a link on the Woodford County Library website (www.woodfordcountylibrary.org).

APPROVAL OF MARCH MINUTES

President Wuetcher submitted a draft of the minutes from the regular meeting held March 18, 2020. President Wuetcher asked that a line be added to the CALL TO ORDER to note that "Public access to the meeting was available, but no members of the public attended."

Patrick Hall made a motion to approve the minutes as amended. Bill Shanks seconded the motion. The Board approved the motion by a vote of 5-0.

FINANCIAL REPORT

Karen noted that the closure due to the COVID-19 outbreak had not yet dramatically affected the Library budget and that the budget remained on target.

Annie Denton 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

Moe Bakke reports that the Friends currently have a balance of \$10,001. They continue to review applicants for the Carla R. Dills Memorial Scholarship.

WOODFORD COUNTY HISTORICAL SOCIETY

Susan Buffin noted that the Woodford County Historical Society has also been closed in compliance with Governor Beshear's executive order. While closed, she has taken the opportunity to organize files.

VERSAILLES REPORT

Staff have been utilizing Facebook Live and Zoom to provide virtual programs, including story hours, book clubs, and evening meditation. These programs have been very popular and viewed by many people.

Karen and John continue to report daily to the Main Library in Versailles to check on the building, remove items from the book drop and answer questions from patrons over the phone and through email.

MIDWAY REPORT

Stacy reports that Midway Branch has also been doing virtual programs, including weekly Art Attack and What Are You Reading? programs.

Stacy also spoke of the Midway's community efforts to make masks for every resident.

DIRECTOR'S REPORT

A. Coronavirus Update

The Library continues to monitor the updates provided by state and local officials, and follow their recommendations.

Full-time staff continue to work from home. Staff continue to do virtual programs and plan for a summer reading program that is very fluid given the uncertainty of the pandemic.

The Board discussed if and when it would be appropriate for the Library to lay off its part-time staff and allow them to apply for and collect unemployment benefits and additional benefits associated with the CARES act.

Bill Shanks made a motion to lay off all part-time staff effective May 1, 2020. Gerald Wuetcher seconded the motion. The motion failed by a vote of 2-3.

Jennifer Sullivan made a motion to pay the remaining part-timers based on their daily average of hours worked through May 15, 2020. Part-time staff would then be laid off effective May 16, 2020. Patrick Hall seconded the motion. The motion passed by vote of 3-2.

Bill Shanks made a motion to authorize the Director to offer staff the option of being laid off effective immediately should they deem it in their best interest to do so. Patrick Hall seconded the motion. The motion passed by a vote of 5-0.

B. Proposed Budget for FY20/21

Karen distributed a budget proposal for fiscal year 2020-2021. The budget presented had similar projections to the fiscal year 2019-2020 budget. Staff salaries remained the same. State aid was eliminated. The final budget will be determined by the service model ultimately adopted by the Library and the level of staffing needed.

No action was taken on the budget proposal.

C. Network Equipment – E-rate Bid Evaluations

The Library would like to increase the Internet Speed provided at the Main Library and Midway Branch. To do so, however, the Library would also need to update and improve much of its network equipment. LibSynergy provided a detailed list of what equipment

would be needed. A Request for Proposal (RFP) was sent out. With the help of KDLA Technology Consultant Lauren Abner, bids were evaluated and Logicalis was evaluated to have had the best proposal.

Bill Shanks made a motion to approve the selection of Logicalis to provide the network equipment that will be acquired through the e-rate process. Jennifer Sullivan seconded the motion. The motion passed by a vote of 5-0

NEW BUSINESS

Kentucky Public Library Association (KPLA) is asking Library Boards to consider fine forgiveness for all library cardholders.

The Board received four letters of interest for the two board positions whose terms expire on July 1, 2020. Annie Denton and Bill Shanks are eligible for reappointment to serve a second term. Maurice (Moe) Bakke and Edward Roggenkamp also submitted letters of interest. No action was taken.

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 6:45 p.m.

ATTEST:

President

Secretary

Date: _____