

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

October 16, 2019

5:00 p.m.

Present: President Gerald Wuetcher, Vice President Bill Shanks, Secretary Annie Denton, Member Jennifer Sullivan, Member Patrick Hall, Susan Buffin (Woodford County Historical Society Liaison to the Board) Karen Kasacavage (Director), John Crawford (Assistant Director), Stacy Thurman (Midway Branch Manager)

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 update the board on the building project. Mr. Smith discussed the preliminary review with the Board of Architectural Review held on October 1, 2019. As expected, the Board of Architectural Review indicated that they would require the Library to preserve the façade of the structure located at 131 N. Main St. Otherwise, it appears that the Library can demolish and rebuild as it sees fit.

Mr. Smith distributed and discussed an updated rendering of the planned addition. He discussed the need to select a general contractor or a project manager. Codell Construction operated as the project manager during the Library renovation and expansion project completed in 2006. It was suggested that they be contacted to see if they would be interested in participating in this project as well. He also suggested retaining the services of an interior design team to select furnishings. The Board unanimously agreed to have Mr. Smith consult with Codell Construction and interior design firms to get estimates regarding their respective fees.

APPROVAL OF SEPTEMBER MINUTES

President Wuetcher submitted a draft of the minutes from the regular meeting held on September 18, 2019. Bill Shanks moved 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.

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

Maurice Bakke was unable to attend the Board meeting. Karen reported that approximately 80 people attended the Autumn Tea in the Countryside event held on October 13, 2019. Sixteen quilts were submitted for the Quilt Show and Silent Auction. They are currently on display in the Library on the second floor. The silent auction will run through Sunday, December 8, 2019.

VERSAILLES REPORT

John Crawford highlighted a few of the recent programs held at the Library. Teen/YA Librarian Megan Hussmann held 11 Harry Potter programs during what she dubbed "Fall Break-Hogwarts edition." The Library also participated in a "Live Safari" program in which families were able to watch a safari live on YouTube and have their questions answered in real-time via Skype. For adults, the Library collaborated with the American Association of University Women (AAUW) to sponsor a book discussion of *All the King's Men* by Robert Penn Warren. Thirty people participated in the discussion led by University of Kentucky history professor Melanie Beals Goan.

The Main Library will have a Veterans Luncheon on November 11, 2019. The featured speaker will be Colonel Fred Johnson. He will discuss his book *Five Wars: A Soldier's Journey to Peace*. During his 29-year military career, he was deployed to war zones four times: twice to Iraq and once to Bosnia and Afghanistan. However, it is so-called "fifth war": the return home and coping with PTSD and his subsequent journey of recovery and rehabilitation that will be the focus of his talk.

MIDWAY REPORT

Stacy Thurman discussed the upcoming "Everything Equine" program on Saturday, October 19 from 11:00 a.m. - 1:00 p.m. at Midway University. The program will feature 15 vendors, mounted police, a retired jockey, among other attractions. Suzanne Conrad, a Library Assistant at the Midway Branch Library, has been largely responsible for coordinating the events along with Midway University. She will appear on WTVQ between 11:00-1:00 on Friday, October 18 to promote the event.

The Midway Branch held an extremely successful "Make & Take: Pumpkins" program on October 10, 2019. Thirty people attended and participated.

On Veterans Day, the Midway Branch will hold a program in which participants watch a portion of the documentary *War Ink* and discuss how veterans have used tattoos to memorialize and honor their service.

DIRECTOR'S REPORT

- A. Building Update – Tom Smith
See above.

- B. Financing Options – proposals
Six institutions submitted proposals for financing the Library expansion project. Karen will scan the proposals and distribute them via Dropbox for the Board to review. President Wuetcher will put together a table so the Board can compare the various proposals.

C. Grinder pump – repair update

Frantz, Inc. replaced a grinder pump on October 7, 2019. They, however, only replaced the primary pump – not both the primary and backup pumps as expected. Frantz provided an updated quote to replace the backup for an additional \$3,000. Given that the initial quote appears to cover the replacement of both pumps, Karen will seek to get the second pump replaced at a discounted rate.

Annie Denton made a motion authorizing the Director to accept the proposal from Frantz, Inc. if they are willing to do the replace the backup grinder pump at a cost not to exceed \$2,000. Patrick Hall seconded the motion. The motion passed by a vote of 5-0.

D. iPad purchase

Karen shared three options for purchasing iPads through CDW-G. Board preferred the 10.2-inch iPad with 128GB of memory that cost \$420.42 per iPad.

Patrick Hall made a motion to purchase 10 iPads from CDW-G at a cost no to exceed \$420.42 per iPad. Bill Shanks seconded the motion. The motion passed by a vote of 5-0.

E. PLA Conference Budget

Karen estimated that up to four staff members could attend the Public Library Association (PLA) conference in Nashville for approximately \$4,000. In 2014, the Library sent several staff and a Board member to the PLA conference held in Indianapolis. Karen noted the Library's participation in that conference was a valuable investment, as those who attended brought back many great ideas that shaped many of the Library's current programs and services. She is hopeful that participation in the 2020 PLA conference would have a similar affect.

Annie Denton made a motion to approve a budget of \$4,000 for the purposes of sending up to four staff members to all or part of the PLA Conference being held in Nashville, Tennessee on February 26-29, 2020. Jennifer Sullivan seconded the motion. The motion passed by a vote of 5-0.

F. Amazon Credit Card

The Library currently has a Master Card with a limit of \$5,000. The credit card is often used to purchase software licenses, programming materials, and items for the collection. Karen thought it might be useful to have a credit card through Amazon as well to handle the purchases made through Amazon. This would make it much less likely that the Master Card would hit its limit and, in so doing, delay needed purchases.

Bill Shanks made a motion to authorize the Director to acquire a credit card for the Library through Amazon. Patrick Hall seconded the motion. The motion passed by a vote of 5-0.

UNFINISHED BUSINESS

President Wuetcher distributed a draft of revisions to the Board's by-laws for the Board to consider at the November meeting. The proposed changes would affect Article III. Membership, Article V. Quorum, and Article VI. Voting. The changes to Article III would formally recognize the practice of having non-voting members to represent the Friends of the Woodford County Library and the Woodford County

Historical Society, as well as acknowledging the authority of the Woodford County Fiscal Court to designate one of its members as an ex-officio member of the Board. Proposed changes to Articles V and VI underscore the fact only voting members may count towards a quorum, vote to elect officers, and serve as Board officers.

NEW BUSINESS

President Wuetcher advised Karen and the Board to begin considering plans to transfer the documents from the Woodford County Historical Society to the Library.

ADJOURN

Jennifer Sullivan 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: _____