

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Regular Board Meeting

December 19, 2019

5:00 p.m.

Present: President Gerald Wuetcher, Vice President Bill Shanks, Treasurer Patrick Hall, 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: Secretary Annie Denton

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 invited Tom Smith to update the Board on the building project.

Matthew Siebole, PLS will do a topographical survey of the property at an estimated cost of \$3,200.

Mr. Smith noted that Alpha Omega has completed its hazardous materials assessment. Their report indicates that they have found asbestos in the flooring, lead paint, and mercury in thermostats. Alpha Omega will provide an estimate for the costs of the abatement.

The RFP for a Construction Manager (CM) appears in the December 19, 2019 edition of the *Woodford Sun*. The deadline for submitting a proposal is January 8, 2020

Mr. Smith submitted a contract for the architectural services of Sherman-Carter-Barnhart. Their fee will be 9.5% of the total cost of the expansion project.

The Board of Architectural Review will next meet on February 4, 2020. The Library will need to contact Pattie Wilson by January 15, 2020 to be placed on the agenda for a formal review of the design plan. Otherwise, Mr. Smith and representatives from the Library could meet informally with the Board of Architectural Review for a preliminary review of the plan.

The Library Board gave Mr. Smith permission to proceed with the original design concept. He will distribute a more detailed rendering of the expansion to get additional feedback from the Board.

APPROVAL OF NOVEMBER MINUTES

President Wuetcher submitted a draft of the minutes from the regular meeting held on November 13, 2019. President Wuetcher asked that the Board By-laws be appended to the minutes to reflect the changes approved to the by-laws at the November meeting. Bill Shanks moved to approve the minutes with the Board By-laws appended to them. Patrick Hall seconded the motion. The Board approved the motion by a vote of 4-0.

APPROVAL OF SPECIAL BOARD MEETING MINUTES – DECEMBER 11, 2019

President Wuetcher submitted a draft of the minutes from the Special Board meeting held on December 11, 2019. Patrick Hall made a motion to approve the minutes as submitted. Jennifer Sullivan seconded the motion. The Board approved the motion by a vote of 4-0.

FINANCIAL REPORT

Karen reports that the budget is on target.

Bill Shanks made a motion to accept 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 noted that the Friends currently have a bank balance of \$8,430. The Friends raised over \$1,200 from the Friends of the Library Quilt Show and Silent Auction. The next meeting will be held on January 8, 2020.

VERSAILLES REPORT

The Holiday Open House held at the Main Library on Saturday, December 14 was a big success. Over 350 people came to see Santa, Corduroy, and hear music from Woodford Theatre Emerging Artists and the Esperanza Children's Choir.

Next month the Library will be having its first "Winter Reading for Adults." It will begin with an opening party and book swap from 5-7 p.m. on Monday, January 13 and will run through March 16. Participants will receive a bingo card. Individuals who complete a "BINGO" will receive a mug and be entered into a prize drawing for a \$50 gift card to one of Ouita Michel's restaurants.

MIDWAY REPORT

Stacy Thurman noted that approximately 80 people attended the Midway Holiday Open House. The open house included a performance by children from Northside Elementary, story time with Mayor Grayson Vandegrift, and an opportunity for those in attendance to make gingerbread houses.

Staff from the Branch also helped approximately seventy third-graders at Northside Elementary make gingerbread houses.

Stacy highlighted two ongoing programs. "What are you reading?" has been a staple at the Midway Branch on Mondays at noon for six years. The program usually lasts around two hours and allows avid readers a chance to talk about what they like or do not like about what they are currently reading.

"Art Attack" has been an ongoing program on Tuesday afternoons for ten years. This weekly program gives kids in grades K-4 a chance to nurture their creativity and enjoy a story and snack.

DIRECTOR'S REPORT

- A. Building Update – Tom Smith
See above for discussion led by Tom Smith

President Wuetcher signed the contract with Collective Spaces to select the furnishings and do the interior design for the expansion.

Karen distributed a draft of the budget for FY 2020-21 to forecast how debt service payments may affect the overall budget.

Karen distributed a transition schedule to outline the timeline for transferring materials from the Woodford County Historical Society to the Library. Karen will also consult with representatives from the Historical Society to identify any equipment needed for the local history room. John will investigate the costs for a server and any software needed to digitize collections.

Karen will provide a cost estimate for the professional services, equipment and other costs related to the expansion project that may not yet have been incorporated into the overall total construction costs.

- B. Financing options
The Board reviewed the four proposals presented to the Board at the special meeting held on December 11, 2019. The Board compiled a list of follow-up questions to submit to KACO and First Kentucky Securities Corporation.

NEW BUSINESS

Karen distributed a proposal from LibSynergy to purchase nine desktop computers and one laptop. John will get a second quote from CDW-G.

Bill Shanks moved to authorize the Director to purchase the nine computers and laptop from the proposal with the lowest cost. Patrick Hall seconded the motion. The Board passed the motion by a vote of 4-0.

Stacy Thurman has asked Karen and the Board to review the library's vacation time policy and consider allowing staff to accrue vacation time each month instead of annually.

Karen and Jen Dunham were deposed on December 16, 2019 regarding a slip and fall incident that occurred on library property in January 2017.

ADJOURN

Patrick Hall made a motion to adjourn the meeting. Jennifer Sullivan seconded the motion. The Board approved the motion to adjourn by a vote of 5-0. The meeting adjourned at 6:30 p.m.

ATTEST:

President

Secretary

Date: _____