

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES

Minutes of Special Board Meeting

May 8, 2020

10:30 a.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 10:30 a.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).

FULL TIME STAFF RETURNING TO THE LIBRARY

The Board discussed Karen's request that the staff at the Main Library return work at the Library on a daily basis beginning Monday, May 11. The staff would be divided into two teams. One team will work during the morning from 8:45-12:45 and the second team will work during the afternoon from 1:15-5:15. Members of each team will maintain social distancing while at work. The staff will be asked to take their temperature before coming to work to ensure they are not running a fever. They will also be asked to take a brief health screening survey that conforms with the "Healthy at Work" guidelines issued by the state of Kentucky.

BEGINNING CURBSIDE AND DELIVERY SERVICE

The Board discussed Karen's proposal that the Library begin Phase 1 of reopening with curbside delivery of library materials beginning Monday, May 18. Staff are developing a plan that will maintain appropriate social distancing while delivering the books to patrons.

Patrick Hall made a motion to approve the Director's plans to have staff return to work at the Main Library starting May 11, 2020 and begin curbside delivery May 18, 2020. Jennifer Sullivan seconded the motion. The Board approved the motion by a vote of 5-0.

PREPARATIONS FOR REOPENING THE LIBRARY TO THE PUBLIC AND POTENTIAL EXPENSES RELATED TO THE REOPENING

The Board discussed future plans to reopen the Library to the public. Karen noted that she has asked Ruggles Sign Company for an estimate to install faceguard shields at the two service desks at the Main Library and the circulation desk at Midway Branch. She will also have Chem-Dry do a cleaning of the Main Library.

Considerations will have to be made to maintain proper social distancing. These may include spreading out furniture and seating and only allowing certain computer workstations to be in use at one time. In addition, the Library may have to limit the total number of people in the building at one time to comply with state or local directives.

SUBMISSION OF NOMINATIONS FOR THE UPCOMING TRUSTEE VACANCIES

The terms for Bill Shanks and Annie Denton are to expire on July 1, 2020. They both expressed their interest in serving a second term. Two other individuals also wrote letters of interest in the positions. Since the Library is required to submit two names to the Kentucky Department for Libraries and Archives (KDLA) for each vacancy, it was determined that the Board would not need to convene a special session to interview candidates. Karen was asked to randomly pair an incumbent with one of the other individuals.

Patrick Hall made a motion to authorize Karen to select randomly which interested candidate's nomination would be paired with an incumbent candidate. Jennifer Sullivan seconded the motion. The Board approved the motion by a vote of 3-0. Annie Denton and Bill Shanks both abstained.

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 11:20 a.m.

ATTEST:

President

Secretary

Date: _____