

WOODFORD COUNTY LIBRARY DISTRICT MEETING BOARD OF TRUSTEES  
Minutes of Regular Board Meeting  
August 18, 2021 5:00 p.m.

Present: Vice President Bill Shanks, Treasurer Patrick Hall, Member Annie Denton, President Maurice (Moe) Bakke, Member Molly Krumm, Shirley Wilson (Friends of the Woodford County Library, Representative to the Board), Susan Buffin (Woodford Co. Historical Society Representative), Karen Kasacavage (Director), Stacy Thurman (Midway Branch Manager)

Guests: Tom Smith, Sherman-Carter-Barnhart Architects  
Dalton Meade, Codell Construction  
Magistrate Mary Ann Gill  
Melissa Boulton, KDLA Regional Consultant

CALL TO ORDER

President Moe Bakke called the meeting to order at 5:00 p.m. This meeting was conducted via Zoom and broadcast live on The Woodford County Library's YouTube Channel.

GUEST – DALTON MEADE

Mr. Meade updated the board on the progress of the construction project thus far. Work is currently being done to retrofit lighting in existing building. Concrete and foundation work will be going on for the next month.

GUEST – TOM SMITH

Mr. Smith reviewed with the Board a \$101,000 pay application and a special inspection fee from L.E. Gregg, which is required by the State for some critical components of construction.

He also revisited issues discussed at the July meeting.

- The damaged landscaping at the neighboring attorney's office will cost \$4,812.75 to repair. Molly Krumm questioned the breakdown of cost per plant and asked if more than one proposal was submitted. Mr. Meade explained that a request for proposals was made, with only one reply. Moe Bakke asked for more information at next month's meeting about the number of plants and cost of each.
- The cistern that was discovered in the building footprint has been filled in with concrete, per the inspector's recommendation.

Mr. Smith discussed three outstanding requests for proposals:

- Adding a motorized function to the blinds in the lounge/café area.
- A handicap ramp in front of the building.
- Replacement of sheet-metal cornice on façade.

Mr. Smith explained that the framing under the cornice is rotten and needs to be replaced. He is working on a solution. He reported that an old cast iron column was found during the demolition and will be stored in the library's basement.

Karen Kasacavage discussed Change Orders: \$4,812.75 for landscaping will be put on hold, \$5,862.13 for cistern, and two credits of \$2,408.36 and \$1,030.94. Molly Krumm made a motion to accept the Change Orders. Patrick Hall seconded the motion. The Board approved the motion by a vote of 5-0.

#### APPROVAL OF MAY MINUTES

President Bakke submitted a draft of the minutes from the regular meeting on July 21, 2021 for the Board's consideration. Patrick Hall made a motion to approve the minutes as submitted. Annie Denton seconded the motion. The Board approved the motion by a vote of 3-0. Bill Shanks abstained.

#### FINANCIAL REPORT

Karen Kasacavage reported that there is a correction to the accounting activity on the US Bank bond funding account. Currently, the balance in this account is \$917.87. This amount will be applied to our first payment and the balance will be zeroed out. The account will then be closed. Patrick Hall made a motion to accept the financial report. Molly Krumm seconded the motion. The Board approved the motion with a vote of 5-0.

#### FRIENDS OF THE LIBRARY REPORT

Shirley Wilson reported that there was no Friends meeting in August.

#### WOODFORD COUNTY HISTORICAL SOCIETY REPORT

Susan Buffin explained that programming will resume at the Historical Society on August 26<sup>th</sup> with Mark Burkich's program on Cassius Marcellus Clay. Attendees will be required to wear masks.

The Library has started to catalog the collection that will be relocated to the new local history room. The Local History Librarian toured the Woodford Historical Society with Ms. Buffin. Karen mentioned that two of our staff members will also tour history rooms in both Boyle and Scott County Libraries.

Ms. Buffin indicated that the Woodford Historical Society's Board was satisfied with the name "Woodford County History Room" for the local history room in the Library.

#### VERSAILLES/MIDWAY REPORT

Stacy Thurman reported that things had slowed down in August since Summer Reading had concluded. She mentioned two opportunities for outdoor community programming: the Midway Fall Festival on September 18<sup>th</sup> and 19<sup>th</sup> and Everything Equine, on Midway University's campus on October 9<sup>th</sup>.

## DIRECTOR'S REPORT

A. Library Expansion – update and Change Orders

See discussion under GUEST – DALTON MEADE and GUEST - TOM SMITH

B. Tax Hearing - reminder

Karen Kasacavage reported that the tax hearing will be on Tuesday, August 24<sup>th</sup> at 4:30pm in the Fiscal Court Room. The hearing will be in-person, and there is no need for Karen to present the rate to the Fiscal Court at their regular meeting.

C. In-person Programming – discussion

KDLA Regional Consultant, Melissa Boulton, explained that many Kentucky libraries are returning to virtual and outdoor programming or at least limiting participation to smaller numbers.

Karen expressed concern about continuing in-person programming while Covid cases are growing. The Board discussed mask-wearing and returning to virtual programming. Karen suggested that in-person programming could still be done outside. Bill Shanks suggested posting signs that recommend mask-wearing.

A motion was made by Patrick Hall to cancel all indoor, in-person programming until the October meeting. Molly Krumm seconded the motion. The Board approved the motion by a vote of 5-0.

D. Policy Manual – Sections 2 & 3

Molly Krumm made a motion to accept the addition to Section 2, *Code of Ethics*. Annie Denton seconded the motion. The Board approved the motion with a vote of 5-0.

Several changes were suggested for Section 3, *Library Services*. Stacy and Karen will rewrite the section, with changes, and submit to the Board for approval at the next regular meeting.

## UNFINISHED BUSINESS

Nothing to report.

## NEW BUSINESS

Karen reported the need for new signature cards at the bank for new officers on the Board.

Thermal Equipment will be replacing a compressor on one of the HVAC units at the Versailles Library.

Stacy Thurman is auditing an accounting class at Midway University for continuing education credit. Karen requested that the Library pay for half of the cost of the class, a sum of \$250. Annie Denton made a motion that the library pay \$250 toward the cost of the class. Molly Krumm seconded the motion. The Board approved the motion with a vote of 5-0

Molly Krumm suggested that the Board consider doing something to honor the memory of employee Emily Saderholm.

**ADJOURN**

Molly Krumm 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 6:25 p.m.

**ATTEST:**

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**President**

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**Secretary**

**Date:** \_\_\_\_\_