The Johnson County Library Board of Trustees met at the Kaycee Branch Library on Monday, September 23, 2019 with the following members present: Ron Wagner, Kim Harvey, Bill McIntyre, and Margaret Smith. Director Steve Rzas, Assistant Director Mary Rhoads, and Linda Greenough, County Commissioner were present. Denise Marton was absent. Ron Wagner called the meeting to order.

Minutes from the August 19, 2019 meeting were reviewed. Bill moved to approve the minutes as amended. Margaret seconded the motion. The motion carried.

Correspondence
- Letter from Estate of Sherrie Virginia Patch.
- Hugh Jennings, the executor of the Tom Torge estate, would like to donate two paintings to the library. One painting for the library and one for the auction.

Direct deposit checks DD1154-1156 were reviewed. Margaret moved to approve them for payment and Bill seconded. The motion carried. Checks 17766 – 17812 were reviewed. Kim moved to approve them for payment and Margaret seconded. The motion carried. Operations and Maintenance Checks 1000-1010 were reviewed. Bill moved to approve them for payment and Kim seconded. The motion carried. Trustee Checks 1589-1592 were ratified for payment. Margaret moved to approve them for payment and Bill seconded the motion. The motion carried. The Trustees signed off on the checks report.

Director's Report-original in permanent records
- On September 9, 2019 the library received $31,000 of the library's 2019-2020 revenue: $20,000 in 1% for the materials budget; and $11,000 for technology. The library also received $75,000 in specific purpose tax monies for establishing a dedicated operations and maintenance account.
- Lindsey Belliveau started working at the library on August 23, 2019. She is working 40 hours per week.
- Trish Dearing is volunteering at the library on Monday mornings shelving books.
- The Friends of the Library Book Sale wraps up today. The book sale was extended through Monday. Monday was the $1 a bag day.
- Auction donor/sponsor letters were mailed out. Nick Thom is checking with City Liquor about the wine. Steve has contacted Brannian Auctioneers, Margaret Fraley at Sagewood for hors d'oeuvres, and Star Audio to set up the sound system.
- Buffalo Tree Service has given the library a quote to prune the Ash tree for $325. Kim suggested asking Turk's Tree Service for a bid.
- Steve was contacted by Rachel Laird of Workforce Services about having Colten Schirmer do some work at the library. He will come in on Tuesday's and work on a few DVD projects. He will have a job coach with him.

Old Business
- Update on overall finances. Steve estimated the bills for next month at $62,000. The Balance Sheet was reviewed and discussion was held. Some questions were brought up. The board
would like to have Jennifer Henry, of Cloud Peak Accounting, come to the October board meeting.

- The checks arrived for the Operations & Maintenance account. This account seems to be working well.

**New Business**

- Kaycee Branch Librarian gave a report.
  - Three ladies came to their book club that were from Chicago.
  - The Tuesday after school program is growing.
  - Kelly had back surgery and won’t be working for a while. Monica will be taking vacation and that will leave Bonnie at the library by herself. Suggestions were made on people who might be able to fill in.
  - One of the cement curbs is crumbling. The library might have some new curbs in the storage room. Steve will look.
  - The outside book drop needs painted. Margaret suggested contacting the school FFA to paint the book drop. They might be able to do it as a service project.
  - Ceiling tiles are needed for the meeting room.
  - The snow blower is in need of work. They do not use it at the library anymore. Ron will pick it up and take it to ACE for repairs.

- Steve highlighted the changes for the personnel policy changes for the change to a 40-hour work week. Steve suggested a change to the Sick Leave Policy. He would like to include the wording, *significant other*. Discussion was held. It was suggested to refer to the County Handbook.

- The board instructed Steve to ask the staff to move to working 40 hours per week instead of 38, except for the one employee who is working 31 hours who will remain grandfathered in.

The next meeting will be Monday, October 21, 2019 at 4pm at the Johnson County Library.

Respectfully submitted,