JOHNSON COUNTY LIBRARY BOARD MINUTES
Monday, November 18, 2019
Johnson County Library

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, November 18, 2019 with the following members present, Kim Harvey, Bill McIntyre, Denise Marton, and Margaret Smith. Director Steve Rzasza and Assistant Director Mary Rhoads, were present: Ron Wagner was absent. Bill McIntyre called the meeting to order.

Minutes from the October 21, 2019 meeting were reviewed. Kim moved to approve the minutes as amended. Margaret seconded the motion. The motion carried.

Correspondence

- Letter from the Harry & Thelma Surrera Foundation giving the library $5,000.

Checks 17856 – 17895 were reviewed. Denise moved to approve them for payment and Margaret seconded. The motion carried. Direct deposit checks DD1159-1160 were reviewed. Margaret moved to approve them for payment and Kim seconded. The motion carried. Operations and Maintenance checks 1020-1032 were reviewed. Denise moved to approve them for payment and Kim seconded the motion. The motion carried. Trustee checks 1602-1610 were ratified for payment. Margaret moved to approve them for payment and Denise seconded the motion. The motion carried. The Trustees signed off on the check reports.

Director's Report—original in permanent records

- The library received a check from the County Treasurer on November 6, 2019 for $67,784.10. The check was about $14,000 more than the check from last November.
- Pat Linehan thought that the library might receive up to $18,000 from the Scully Foundation.
- The library auction had a good turnout. 218 tickets were sold and about $27,000 was raised. This includes the Friends’ raffle money.
- Linda Hockett is a regular volunteer at the library. She is volunteering on Monday, Tuesday and Thursday. She will get a criminal background check.
- We are leaving the DVDs in their cases in the adult area. We will see if there are any problems with missing DVDs.
- Steve is coordinating with Jennifer on the audit.
- Steve and Nancy will visit with Rob Hicks about digitizing the Buffalo Bulletins. Possibly getting a grant for that project. Further discussion will be held after the auction.

Old Business

- Update on overall finances. As of November 19, 2019, there is $88,958.84 in the checking account, $63,767.60 in the Operations and Maintenance account, and $201,096.41 in the Reserve account. In April 2020 a large check will come out the Operations and Maintenance account for building insurance.

New Business

- Discussion of book club, books vs kits, and interlibrary loan policies. The Johnson County Library Interlibrary Loan Procedure policy was reviewed.
- The Gift Policy and Release policy was reviewed. A change was recommended.
• Holiday hours for Thanksgiving, Christmas and New Year’s was discussed. The library will be closed at 6pm on November 27th and close November 28 and 29 and open on November 30th for Thanksgiving. The library will close at noon on December 24th and close on December 25th and open December 26th for Christmas. The library will close at 5pm on December 31st and close January 1st and open on January 2nd. Denise made a motion to close the library at 6pm on November 27. Margaret seconded the motion. The motion carried.
• Steve will be taking vacation time beginning on December 23 through the New Year.

The next meeting will be Tuesday, January 21, 2020 at 4 p.m. at the Johnson County Library.

Respectfully submitted,