

JOHNSON COUNTY LIBRARY BOARD MINUTES  
For Monday, April 20, 2020

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, April 20, 2020 with the following members present: Ron Wagner, Bill McIntyre, Margaret Smith present at the meeting in the library, and Denise Marton and Kim Harvey by phone. Director Steve Rzasa and Assistant Director Mary Rhoads were present. Ron called the meeting to order.

**Minutes** from the February 24, 2020 meeting were reviewed. Kim moved to approve the minutes as written. Bill seconded the motion. The motion carried.

**Correspondence**

- Resignation letter from Connie Norton.
- Copier lease from Capital Business Systems

**March 2020** checks 18020 – 18057 were reviewed. Margaret moved to approve them for payment and Kim seconded. The motion carried. Direct deposit checks DD1169-1170 were reviewed. Bill moved to approve them for payment and Margaret seconded. The motion carried. Operations and Maintenance checks 1062-1073 were reviewed. Margaret moved to approve them for payment and Bill seconded. The motion carried. Trustee Checks 1640-1646 were ratified for payment. Margaret moved to approve them for payment and Denise seconded the motion. The motion carried.

**April 2020** checks 18058-18096 were reviewed. Margaret moved to approve them for payment and Kim seconded. The motion carried. Direct deposit checks DD1171-1172 were reviewed. Bill moved to approve them for payment and Denise seconded. The motion carried. Operations and Maintenance checks 1074-1086 were reviewed. Margaret moved to approve them for payment and Bill seconded. The motion carried. Trustee Checks 1647 – 1652 were ratified for payment. Bill moved to approve them for payment and Kim seconded the motion. The motion carried. Trustees signed off on the check report.

**Director's Report-original in permanent records**

- A check from the County Treasurer on April 8, 2020 was \$10,290.58. This was \$1,600 more than last year at this time.
- Comtronix has finished installing four additional cameras.
- Chem Dry will be cleaning the carpet this Thursday.
- Steve is working with 307 Web on the new web page. He is hopeful it will be ready by June 1<sup>st</sup>. Training for staff will happen then. Steve thanked the Friends of the Library for paying for the new web design.
- While the library is closed to the public staff is continuing to work.
  - Nancy is updating Facebook with local history information.
  - Mary, Heather and Lindsey are posting story hour programs and science experiment to Facebook.
  - Steve is reading *...And A Bottle of Rum* on 307NetRadio and posting to Facebook.
  - Curbside book delivery continues each day. About 45 books per day in Buffalo are checked out this way and about 20 per day at the Kaycee Branch.
  - The book drop in closed on weekends and opened during the week. Books are sanitized and left for 72 hours.
  - Staff will be working remotely two days a week.

- Summer Reading plans are being made. A different approach to the programs will be made.

### **Old Business**

- Update on finances to date.
  - Check from Johnson County Treasurer 4/8/20 = \$10,290.58
  - Balances
    - Checking = \$133,726.53
    - Operations and Maintenance = \$45,073.56
    - Reserve = \$288,394.11
- A clean copy of the Personnel Policy was reviewed. Margaret made a motion to approve the policy as written. Denise seconded the motion. The motion carried.

### **New Business**

- FY 2020-2021 Budget was reviewed. Discussion was held. Board preferred that the part time people be added back into the budget as part of the request to the commissioners. The line budgeted for computer replacement was deleted. Building insurance was discussed. Steve had a discussion with County Clerk Vicki Edelman concerning building insurance. Steve will follow up.
- Reopening the library and hours the library would be open was discussed. Steve will continue to work on the hours the library will be open and present a plan to the Trustees.
- Board members Bill McIntyre and Denise Marton terms are up. Bill would like to do a second term. Denise has already completed two terms.

The next meeting will be Monday, May 18 at 4pm at the Johnson County Library.

Respectfully submitted, Monday, May 18, 2020.