

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, June 22, 2020

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, June 22, 2020 with the following members present: Bill McIntyre, Margaret Smith, Denise Marton, and Kim Harvey. Director Steve Rzasa and Assistant Director Mary Rhoads were present. Ron Wagner was absent. New board member Jennifer Bakken also attended. Bill called the meeting to order.

Minutes from the May 18, 2020 meeting were reviewed. Denise moved to approve the minutes as written. Kim seconded the motion. The motion carried.

Correspondence

- Letter from author, Phil LeMaitre, whose hometown was Midwest Wyoming. He is donating fiction books he has written that are set in the Midwest area.
- Letter from estate of Sherrie Patch. The library will receive a set of books about the cattle war.
- Donation from Jim Wells of \$1000.
- Patch Scholarship recipients were Walter Silbernagel, Elsa Freise, and Elena Lompe, with Jade Maya as the alternate.
- Kim asked about how often Chappells Window Cleaning service cleaned the library windows. Steve will run a report for the next meeting.
- Steve added more in the budget for cleaning supplies. All COVID supply invoices have been turned into Marilyn Connolly (Johnson County Emergency Management).

May 2020 checks 18134 – 18169 were reviewed. Margaret moved to approve them for payment and Denise seconded. The motion carried. Direct deposit checks DD1175-1176 were reviewed. Kim moved to approve them for payment and Margaret seconded. The motion carried. Operations and Maintenance checks 1104-1118 were reviewed. Margaret moved to approve them for payment and Denise seconded. The motion carried. Trustee Checks 1656-1666 were ratified for payment. Kim moved to approve them for payment and Denise seconded the motion. The motion carried. Trustees signed off on the check report.

Director's Report-original in permanent records

- New website is up and running. It has the same address as before, jclwyo.org. Steve is very pleased with it. We now have administrative privileges so we can make changes.
- We have 70 teens and 200 kids signed up for the summer reading programs.
- The Friends of the Library book sale is set for this Thursday through Saturday. The Friends will monitor how many people are in the room and hand sanitizer will be available. This year the book sale will be held in the Twing meeting room. Steve is looking for volunteers to help move the books.
- Rocky Mountain Fire was here to test the alarms.
- Steve has been in communications with Marilyn Connolly (Johnson County Emergency Management) about receiving reimbursement funding for our COVID-19 related expenses.
- The library is now on the County's building Insurance policy. Steve called Vicki to see when a check needs to be sent. The county will absorb the cost. The library will still need to pay \$2,700 for liability insurance.

Old Business

- Update to Budget vs Actual.

- Update on finances to date.
Check from Johnson County Treasurer 6/7/20 = \$71,113.17
Balances
 - Checking = \$195,264.77
 - Operations and Maintenance = \$28,148.78
 - Reserve = \$288,425.63

Potentially we won't have to use money from the Reserve Account until October or November.

- Update on Covid-19 response and reopening. Lots of people are coming into the library. As of June 1st, patrons will not need an appointment. The first week of June 326 people came in the library. In the second week of June we had 467.
- RB Digital usage and eBooks circulation is up. Circulation of library materials in May was $\frac{3}{4}$ of usual.
- Proposed policy: Unattended minors. Discussion was held. Steve will send the policy to the county attorney for review.

New Business

- Last year the balance of the specific purpose sales tax Reserve (held by the County) was \$412,000. The library took \$75,000 out for the Operations and Maintenance Account, leaving a balance of \$337,000. Steve emailed Carla, County Treasure, to get the balance of that account. She emailed that the balance was \$599,000. Steve will get a report from Carla to verify that.
- \$43,000 needs to be transferred from the County Reserve Account to the Building and Maintenance account to bring the balance back up to \$75,000. Margaret made a motion that we transfer from the County Reserve Account to Operations & Maintenance Account in the amount of \$43,000 for the purpose of meeting our budget of 2020/2021. Denise seconded the motion. The motion carried.
- Volunteers. Steve would like to have a volunteer work in the history room and one in the workroom helping with Interlibrary loans. The board said the decision was up to Steve.
- With the 4th of July on a Saturday and the County's holiday set for Monday, July 6, Steve would like to close the library on both of those days. Margaret made a motion to have the library close on Saturday, July 4, 2020 and Monday July 6, 2020. Denise seconded the motion. The motion carried.

The next meeting will be Monday, July 20, 2020 at 4pm at the Johnson County Library.

Respectfully submitted Monday, July 20, 2020