

## JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, November 23, 2020

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, November 23, 2020 with the following members present: Ron Wagner, Bill McIntyre, Margaret Smith, and Jenny Bakken. Kim Harvey joined through conference call. Director Steve Rzasa and Assistant Director Mary Rhoads were present. Ron called the meeting to order.

**Minutes** from the October 19, 2020 meeting were reviewed. Bill moved to approve the minutes. Margaret seconded the motion, but noted the date needed correction. Kim seconded approval of the minutes as corrected. The motion carried.

### Correspondence

- Thank you card from Janet Hansen. She had also made a donation. She is also one of our volunteers.
- Note from the IRS with refund of \$1,060. This is a reimbursement for the penalty we paid last year.

### November 2020 Checks

Direct deposit checks **DD1204-1211** were reviewed. Margaret moved to approve them for payment and Bill seconded. Checks **18285-18323** were reviewed. Kim moved to approve them for payment and Jenny seconded. The motion carried. Operations and Maintenance checks **1172-1180** were reviewed. Margaret moved to approve them for payment and Bill seconded. The motion carried. Trustee Checks **1689-1696** were ratified for payment. Bill moved to approve them for payment and Margaret seconded the motion. The motion carried. Trustees signed off on the check report.

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

- Check from the Treasurer's office on Nov. 4 was \$49,184.92.
- A staff member tested positive for COVID. She had been in contact with someone and in a few days tested positive. She is back after two weeks. This had happened while a staff person was on vacation then Steve was ill for part of a week so staff was down to three people.
- Paused the use of the meeting room for only meetings.
- Time limit spent in the library is now an hour.
- We received our annual \$5,000 donation to the Trustees Account from the Surrena Memorial.
- New members have been added to the Foundation. Tristan Allen from Kaycee and Rachel Woita of Buffalo.
- Donations came in to the Foundation even though we were not able to hold the annual auction. Steve had asked the Foundation for a split of the proceeds. The Foundation gave the entire amount of \$3,050. Steve will use this for computer replacements. We had a computer replacement line in the past so this will be put in this account.
- The Foundation voted to fund the Overdrive eBook and audiobook service for two years.
- The Friends raffle raised \$1,650.
- The Friends opted to not have a November or December meeting.
- Spooky Story contest has been judged and the winners announced.
- The audit will be done virtually this year.
- Library will be closed Thursday and Friday for Thanksgiving.
- Margaret thought that a letter to the public thanking them for their support of the library would be appropriate.

## **Old Business**

- Update on finances to date.
  - Check from Johnson County Treasurer 11/4/20 = \$49,184.92
    - Checking = \$110,435.67
    - Operations and Maintenance = \$51,994.51
    - Reserve = \$287,185.95
    - Depreciation = \$83,026.11
- Kaycee water update. A person from Great Divide stopped and looked around the outside of the library and inside at the fixtures. No signs of leaking. Bonnie had been turning the water off in the evenings but will leave it on so we can see if there is a change.
- Computer replacement list has been updated with more detail.

## **New Business**

- Report on new evening hours. (September through October)
- Report on Local History projects. Jonette Goraj has been doing an amazing job. The board would like to thank her for her work. Steve will get a card for the board to sign at the next meeting.

No meeting will be held in December. Checks will just be signed.

The next meeting will be Tuesday, January 19, 2021 at 4pm at the Johnson County Library.

Respectfully submitted Tuesday, January 19, 2021.