

JOHNSON COUNTY LIBRARY BOARD MINUTES
Monday, June 21, 2021

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, May 24, 2021 with the following members present: Ron Wagner, Kim Harvey, Jenny Bakken, Bill McIntyre and Margaret Smith. County Commissioner Linda Greenough was present. Director Steve Rzasa and Assistant Director Heather Kuzara were present. Ron called the meeting to order.

Minutes from the May 24, 2021 meeting were reviewed. Kim moved to approve the minutes as amended. Margaret seconded the motion. The motion carried.

Correspondence

- Library patron regarding a purchased book she requested
- Letter from Victoria Keller expressing interest in serving on the board of trustees, forwarded to commissioner's office
- Photographs from Mary's surprise Story Hour party

April 2021 Checks

Direct deposit checks **DD1260-1270** were reviewed and form signed. Margaret moved to approve them for payment and Jen seconded. The motion carried. Checks **18497-18522** were reviewed. Kim moved to approve them for payment and Margaret seconded. The motion carried. Operations and Maintenance checks **1247-1259** were reviewed. Bill moved to approve them for payment and Jen seconded. The motion carried. Trustee Checks **1757-1765** were ratified for payment. Jen moved to approve them for payment and Bill seconded the motion. The motion carried.

Director's Report with discussion notes-original in permanent records

- Mary Rhoads' last day of work was Friday, May 28
- Summer Reading Kick Off was May 28 and June 1. Over 100 children, teens and adults signed up.
- First teen summer reading session on Tuesday, June 8- 16 attendees, first children's session Wednesday, June 34 children and 23 adults. The June 10 workshop on writing for teens had 7 attendees, all of whom had great questions for YA author Jason Joyner.
- FY21-22 draft budget was presented to the county commissioners June 7. The initial draft budget submitted was \$538,115, which is down 5.6% from last year. Once revenues are taken into consideration, the amount we are requesting from the county is \$401,515, which is 9 % less.
- Wyoming State Library has confirmed paying approximately \$3,900 of our WYLD network fees and OCLC access fees for FY21-22. They will also reimburse us \$3,336 for what we paid in those fees for this year (FY20-21) and will pay \$3,000 toward Overdrive costs for the coming fiscal year

- Katrina Piper, new full-time staff member and Cheryl Kelly, new part-time staff member, both started May 25.
- No new bids on replacing the toilet in the south bathroom (women's). Scantling was too busy; Broken Pipe Wrench said they would work on figures but has not yet sent those in.
- End of May and beginning of June has seen an influx of visitors to the library, as to be expected. Right now, the biggest uses are WiFi and printing.

Discussion: The board asked questions about WL2B. Heather explained interest is generally from younger adults and are taking information to explore outside of the JCL. One person was helped over the phone, sounding excited as they explored for a few minutes.

Old Business

- Update on finances to date.
 - Check from Johnson County Treasurer 6/9/21 = \$70,644.68
 - Checking = \$159,597.65
 - Operations and Maintenance = \$28,397.33
 - Reserve = \$287,381.57
 - Depreciation = \$83,098.69
- Update on library reserves with Johnson County. Steve presented a separate page with the information. Bill asked if it is time to transfer funds. Steve explained this typically occurs in August when have the amount from Vickie Edelman, County Clerk. She has told Steve \$15,300 difference will be credited back into our account. Ron explained to Board can decide amount and number of times funds are transferred and requires a motion. Ron expressed his appreciation for the current reporting of finances by Steve to the Board. Linda informed budgets will be certified at July 19, 2021 Commissioners Meeting. Steve will update record to show additional \$.05 in totals.
- Magazine service proposal: WT Cox Information Service proposal presented on separate page. Discussion started with Bill asking about magazines coming and going. Steve explained JCL has trimmed back the amount of magazine subscription the library pays for by looking at circulation, sometimes titles are added when requested; publishing was messed up with COVID; renewal notices come several times when subscriptions not due. Kim asked if covers all magazines. Steve's answer was yes and this service will be nice to have. Currently, Kaycee Branch orders 17 magazines and JCL orders 60. Kim moved JCL to order magazines through WT Cox Information Services, Jen seconded. Motion Carried.

New Business

- Budget amendments – FY20-21 budget. Steve presented a separate page with explanations. Jen moved to accept changes; Kim seconded. Motion carried.
- Contracts for FY21-22: Janitor, window cleaner. Separate contracts for each position presented. Discussion of Janitor Contract included time spent in building and hourly rate comparisons. Steve informed staff has no complaints, janitor keeps up with requests if

attention need in an area, and Janitor always informs when supplies are low so never out of stock.' Bill moved to accept and sign Janitor Contract and Window Cleaning Contract; Jen seconded. Motion carried

- Director's job evaluation form. Each board member was given copy of evaluation. At next board meeting, an executive session will follow regular meeting. Ron informed the board they will present each evaluation orally.
- Board appointment by County Commissioners will be will be at July 19, 2021 meeting.
- Ron: at next meeting, board positions will need to be voted on. Kim: will not be at the July 19, 2021 meeting.

The next meeting will be Monday, July 19, 2021 at 4 p.m. at the Johnson County Library.

Ron was presented with a card for his service on the board. Margaret and Kim thanked him for all his help. Ron appreciates the library, saying it draws the community together.

Ron adjourned the meeting.

Respectfully submitted,