

JOHNSON COUNTY LIBRARY BOARD MINUTES
Monday, August 23 2021

The Johnson County Library Board of Trustees met at the Kaycee Branch Library on Monday, August 23, 2021 with the following members present: Margaret Smith, Jenny Bakken, Kim Harvey, Bill McIntyre, and Leighton “Pitchy” Gammon. Director Steve Rzasa and County Commissioner Linda Greenough was present. Others present were Kaycee branch manager Bonnie Ross, Kaycee library staff Monica Brock, Seth Taylor from *The Buffalo Bulletin*, and Kaycee resident Dana Lohse. Assistant Director Heather Kuzara was absent. Margaret called the meeting to order at 4:05 p.m.

Dana Lohse asked all present to introduce themselves, as a courtesy. Margaret started off and introductions were made around the room.

Minutes from the Aug. 23, 2021 meeting were reviewed. Margaret offered her compliments to Heather on her detailed minutes. Jenny pointed out a correction—a repetition of her seconding a motion. Pitchy moved to approve the minutes as corrected. Bill seconded the motion. The motion carried.

Correspondence

- Thank you notes received from participants of the summer reading program—Juli Jarvis, Gina Sheets & Arden Sheets, and Ileta Neustel. Margaret mentioned seeing Juli’s nice thank you letter to the editor in the *Bulletin*. There was also a letter from the Wyoming State Quilt Guild regarding two books donated to JCL.

August 2021 Checks

Direct deposit checks **DD1280-1288** were reviewed and form signed. Steve explained the process to the audience. Bill moved to approve them for payment and Kim seconded. The motion carried. Checks **18548-18569** were reviewed. Steve explained the double vouchers for postage under “Cash.” Kim and Margaret inquired about the process involved as well as amounts needed each month. Steve explained receipts are kept with cash envelope. Kim moved to approve them for payment and Jenny seconded. The motion carried. Operations and Maintenance checks **1271-1284** were reviewed. Kim inquired about check to “Overhead Doors.” Steve mentioned repair of front door handicapped switches, with greater detail to come in director’s report. Bill moved to approve them for payment and Kim seconded. The motion carried. Trustee Checks **1775-1778** were ratified for payment. Margaret asked if the library checks locally for computer & equipment purchases. Steve said we try to when possible. Bill moved to approve them for payment and Pitchy seconded the motion. The motion carried.

Director’s Report *with discussion notes*-original in permanent records

- Steve read through his director’s report, mentioning especially the door repairs. Margaret asked especially of board members Bill and Kim who have been on the board longer, if there is a threshold for expenditures past which Steve need board approval before spending. Margaret clarified this was not a criticism of Steve and she didn’t want

to micromanage. Bill commented that as director Steve has the authority to spend within budget limits but he didn't recall a limit. Steve said he tries to keep it to a few thousand dollars when he asks the board, especially when it comes to larger contracts. He used the example of the magazine management contract that exceeded \$2,000.

Branch Manager's Report

- Bonnie updated the board on Kaycee library happenings. She mentioned summer reading went well but participation was down. Book discussions were also down. They will discuss *Gentle Tamers* in September. Story hour restarts Sept. 7. Bonnie has sent letters to participants and the daycares. She and Monica recently shampooed the carpets and washed tables, windows. They are learning management of the website from Steve. The next project is to begin inventory. She provided statistics copies to the board (a copy is provided with the minutes from this meeting).

Old Business

- Update on finances to date.
 - Check from Johnson County Treasurer 8/5/21 = \$8,213.38. Breakdown was \$2,987.80 from property taxes, \$5,225.58 from motor vehicle excise fees.
 - BALANCES:
 - Checking = \$105,729.01
 - Operations and Maintenance = \$18,656.15
 - Reserve = \$287,293.37
 - Depreciation = \$83,109.08
 - Discussion – Steve mentioned we were looking good in terms of finances. It will probably be a few months before we know if we will need to draw from reserves. Bill asked how we were compared to last August. Steve replied he thought it was a few thousand under. Margaret and Steve checked finances from last August and found the difference between August 2020 and August 2021 is actually \$27,000. Steve noted next large quarterly payment is health insurance in October. Health insurance is paid in October, January, April, and July. Bill mentioned next month the board can decide whether to withdraw from reserve depending on what comes in from property taxes.
- FY20-21 Budget—final. Steve noted were just waiting to hear from the JCL Foundation for approval of the board's request to fund \$14,500 out of the budget, which they did agree to do. There were no further questions from the board.
- Kaycee credit card—Steve summarized the requirements for a card outlined by Cody Laird with First Northern Bank.
 - Documentation of approval of additional credit for the Johnson County Library system (can be given in the form of minutes from a meeting in which a motion was approved).
 - Credit card limit set by the board – Steve suggested \$1,000. The current Johnson County Library credit card has a limit of \$3,000. Kaycee purchases hardly ever

approach \$1,000 in a given month. The closest they might come is during a summer reading month.

- Names to be listed on the card. Steve suggested **Kaycee Branch Library** on two cards, one with Bonnie's name, one with Monica's. Steve said this was in case they both needed to buy things for the library on overlapping shopping trips.
 - The Social Security and phone numbers for both must also be provided to the bank so they may keep those two pieces of information as a fraud protection measure.
- It takes around 7-10 business days to get plastic cards in the mail.
- After brief discussion, Bill made a motion to approve a credit card with First Northern Bank, with a credit limit of \$1,000 which would be for two cards, one in Bonnie's name, and one in Monica's. Jenny seconded. The motion passed.

New Business

- Transfer from county maintenance fund to JCL Operations & maintenance account in the amount of \$37,000—Steve explained \$37,000 will bring the total account up to \$55,000 and change. We have already spent two months into the current fiscal year. Pitchy made a motion to transfer the \$37,000 and Kim seconded the motion. Bill commented we may get hit with inflationary increases and he recommended increasing the amount to \$40,000. Kim asked if more could be transferred later, to which Steve replied it was a matter of submitting the paperwork to the county but yes, we could. Margaret also said the original motion would need to be voted down in order for a new motion to be offered for a transfer of \$40,000. Pitchy and Jenny voted in favor of transferring \$37,000, while Bill and Kim voted not in favor of that amount. Margaret cast the tie-breaker in favor, for a 3-2 vote to transfer \$37,000. Steve will submit the paperwork to the county clerk's office.
- Public input on Kaycee future needs—Dana Lohse began the conversation by saying Bonnie and Monica are doing a fabulous job. They have been especially helpful to her in getting interlibrary loans. "They'll go to the ends of the Earth." She thinks they do well with the space they have, though they may feel cramped. She also commented the building next door has space in the basement for storage (referring to the property which the Foundation bought from her a few years ago and now rents). Margaret asked, in her opinion, would the house serve as something the library could use? Dana said that is "not in my ballpark anymore."
 - Bonnie continued discussion by highlighting major needs—poor lighting in some areas, inefficient heating system which is housed in the ceiling and so the floor level gets cold, windows and doors that are not very airtight.
 - Margaret submitted additional comments from Paula Hanson who serves on the Foundation including: Monica provided Nick Thom a review of library usage. Cold in winter, hot in summer, a simple solution is to add a rafter roof on a flat roof and insulate it well; on the wall outside, cover it with insulation and steel siding; her perspective was that it would not cost too much; also commented that

spending money on an architect was quite expensive and not really necessary—
“but then, I’m a ranch wife, and spending unnecessarily is a waste.

- The board discussed possible solutions to the heating issue that involved a raised floor. Monica noted that they are not in a big rush to get anything done, referencing increased lumber, steel, and fuel prices. She said they have dealt with the issues for a long time.
- Margaret said the board wanted to hear of these issues because when you let things get down so far, they become a crisis. She wanted to hear from folks what things should be looked at. With a board that changes as often as they do, there are some who may not have had the conversations.
- Bonnie also reported end caps on siding are broken and cracked, and should be looked at.
- Bill asked about ADA compliance, in reference to the front door. Kim asked Dana if there is enough room to get in and she said plenty
- Bill also asked about ADA compliance for the restrooms. He said we should make sure whether we are in compliance and if not we should get there. Margaret said as a board, we have a responsibility to make a list of things that should be done and in the order those should be done. Bonnie said the bathrooms are not wheelchair accessible and the only way they could be is to have only one.
- Jenny said this is a resource for the community that should be accessible and comfortable.
- Bill noted that we as a government entity should be compliant with ADA. Pitchy commented that she can’t imagine this being a public building and not being in compliance.
- Kim was concerned about warmth in the winter. She mentioned the possibility of getting floor heaters? Bonnie and Monica said they have turned up the heat and also dress more warmly.
- Bonnie and Monica also asked if the board could look into more landscaping around the library, especially in one patch where they removed dying bushes.
- The board decided to add to next month’s agenda and subsequent agendas a Kaycee priority list under Old Business for continued planning and discussion.
- Closure for Labor Day—Steve reminded the board the library will be closed Monday, Sept. 6 for the Labor Day holiday observed by Johnson County.

The next meeting will be Monday, September 20, 2021 at 4 p.m. at the Kaycee Branch Library.

Steve passed around copies of the director’s evaluation sheet which the board asked him to create following the previous meeting. There was brief discussion of the possibility of the director’s evaluation being moved to halfway through the fiscal year rather than at the beginning or end, the idea being to have all board members at least familiar with working with the director for that part of the year.

Margaret adjourned the regular meeting at 5:40 p.m.

Respectfully submitted,