

JOHNSON COUNTY LIBRARY BOARD MINUTES

Thursday, October 21, 2021

The Johnson County Library Board of Trustees met Johnson County Library on Thursday, October 21, 2021. This meeting was rescheduled from Monday, October 18, 2021. The following members present: Margaret Smith, Jenny Bakken, Bill McIntyre, Leighton "Pitchy" Gammon, and Kim Harvey. Director Steve Rzasa and Assistant Director Heather Kuzara were present. Margaret called the meeting to order at 4:02 p.m.

Minutes from the September 20, 2021 meeting were reviewed. Pitchy moved to approve the minutes. Jenny seconded the motion. The motion carried.

Correspondence-A nice note was received from Sally Blanford. Steve and Nancy Tabb will be helping judge the VFW Scholarship essays, Sally was telling them "Thank you" in advance.

October 2021 Checks

Direct deposit checks **DD1298-1305** were reviewed and form signed. Bill moved to approve them for payment and Pitchy seconded. The motion carried. Checks **18591-18615** were reviewed. Check 18952 to Wyoming State Library is the amount received for the 1% moneys, this is for the books ordered through Ingram. Check 18614 to Johnson County Clerk is for the quarterly health insurance payment. Kim moved to approve them for payment and Jenny seconded. The motion carried. Operations and Maintenance checks **1295-1305** were reviewed. Bill moved to approve them for payment and Kim seconded. The motion carried. Trustee Check **1780-1790** was ratified for payment. Margaret questioned the name of Lois or Loie Gordon Memorial name; Steve will review the record. Pitchy moved to approve it for payment and Kim seconded the motion. The motion carried.

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

- Call Overhead Doors of Casper because the handicapped accessible door which they repaired in August, malfunctioning again—there is delay getting them back in here to fix the problem.
- We received the 1% monies check for \$20,000 from the Johnson County Clerk on Oct. 7. It has been deposited with our bank and a check for the same amount is ready to be sent to the Wyoming State Library to replenish our account with Ingram for the bulk of our book ordering for Buffalo and Kaycee.
- I have deposited the check from the Johnson County Library Foundation for \$14,500, which includes \$9,000 for Technology, \$3,500 for Materials (Buffalo), and \$2,000 for Materials (Kaycee).
- Storytime continues, Heather Kuzara has been filling in for Lindsey Belliveau who has been out, with Brenda von Holst continuing as her volunteer helper.
- The Friends book sale raised \$1,091. Suzi Black of the Friends has volunteered to sort books in our storage room for ease of browsing. *{this was a duty of Connie Norton, former library employee}*
- The memorial mountain ash by book drop suffered damage from the Oct. 13 heavy snowstorm. Jacob McCarthy with Tree Mechanics came by and cleaned up the cut, removed other dead limbs, and took away the broken branches. He says the tree is afflicted with fire blight, which can be treated by selective trimming over the years. *{discussion moved to "New Business."}*
- Kira Wages and Steve are holding the Spooky Stories contest for middle and high school stories. Winning entries will be printed and displayed in binders that can be checked out from the Teen Room.
- Letter of support for the University of Wyoming's Museum of Vertebrates, for an IMLS grant to host touchscreen Natural Science kiosks in Wyoming libraries. The library would be a "roadshow" that brings actual specimens for patrons to experience. There is no cost to the library. *{Will be nice to offer this to locals and residents who are unable to get to Laramie to visit the museum. Kim asked if we are*

required to do any maintenance. Steve said we are just a location and the UW Museum will provide the Machine and be responsible. The unit will be free standing or a desk top version.}

- I have applied to the Wyoming Humanities Council for a general operations grant in the amount of \$10,000. The funds are provided by the American Rescue Plan Act of 2021.
- Auction items and sponsorships are coming in. To date we have 20 items. Next week the Foundation will reach out to potential donors as is their pattern each year. *{At time of meeting, there are 32 items}*

Old Business

- Update on finances to date.

Check from Johnson County Treasurer 10/6/21 = \$42,906.28

- \$37,280.34 property tax, \$5,578.92 motor vehicle fees
- \$47.02 property tax – additional from September

Balances:

- Checking = \$98,821.52
- Operations and Maintenance = \$48,821.98
- Reserve = \$287,293.37
- Depreciation = \$83109.08

- Kaycee Branch priority list update - Discussion:
 - Pitchy asked about results of Steve's research into grants. Steve found there are grants available through Rural Development – Community Facilities Direct Loan/Grant Program and this could pay anywhere between 30-75% of the total project. Margaret asked if the census numbers address any special needs citizens in the Kaycee area factor in to the need of improvement and ability to acquire a grant. Pitchy stated the census looks at the socioeconomics of community, therefore the census will not factor into the grant. Improvement to the library needs to be completed for compliance with the law and she has experience with writing grants. Jenny stated a grant should be easy to get funds. Vickie Edelman explained to Steve there is \$12,400.30 from State Lands & Investments Board. The Foundation has \$111,000.00 in interest from endowment fund accrualment in the savings account. Pitchy said the \$12,400.30 could be used as matching funds for a grant.
 - David Eads told Steve the State Fire Prevention & Electrical Safety Board has to approve any plans to change the building.
 - Steve has been reaching out to companies for installing the handicap front door. Wanting to get the labor cost aspect.
 - Steve suggested putting out request for proposals regarding the bathroom remodel. Jenny asked if he had spoken to Julie Aubrey about ADA compliance, he has not got in touch with her. Margaret stated she would like to see "this project done right" and asked if grants could fund the architecture fees. Pitchy explained, grants should fund the whole project from start to finish. Jenny in agreement.
 - Pitchy said when requesting bids, they should include the cost of the doors, remodeling one bathroom and remodeling two bathrooms. Kim reminded the bathrooms must be wheelchair accessible. Pitchy asked if the bathrooms will have room in each to enlarge. Bill said that the outer wall would have to be punched out to make more room. Jenny asked if extending to the meeting room is an option. Bill and Steve both discussed the water heater and chair storage are factors to keeping two bathrooms. Margaret put the idea out that perhaps the architect could look at one bathroom be handicap and the other not. Bill and Pitchy agreed with that idea.

- Margaret asked at what time does a work session need to be scheduled. Steve suggested plans need to be acquired. Pitchy suggested to have an architect draw up plans. Jenny said it is important to have a clear list of what is needed. Pitchy reminded that the needs list was acquired when we met in Kaycee last month.
- Bill asked if date can be set for what is needed. Steve stated the next 2 weeks are busy with auction preparation, but after the auction he can put together a proposal. He will get information from Davis Eads who will have examples of what needs to be included in proposal. This will be ready for the next board meeting.

New Business

- Patch Scholarship: Steve reminded the board that every year the board and he act as the committee for the local administration of the scholarship. Two winners and one alternate can be selected from applications by Buffalo and Kaycee high schoolers. The selection process will be later in the winter.
- Steve presented the Survey of County Budgets which is done for the State of Wyoming's auditing department every year. It is a summary of our budget as of 6/30/21. The form needs signatures from Board Chair (Margaret) and the Treasurer (Pitchy). Steve has already filled out the survey form. The state will notify him if there are any unacceptable line items for their survey and he will correct.
- The Mountain Ash on southwest corner of the property was planted in 1989 and dedicated in memory of Mary L. Porter. Steve is bringing the issue to the board because it is a memorial tree. Summary:
 - Jacob McCarthy -Tree Mechanics says tree should compartmentalize on its own and he is not concerned with it falling and causing damage or injury. It is diseased with Fire Blight. He has taken several additional branches off to help with issue.
 - Lara Schuman -Heartland Tree Service says tree is at moderate risk. Can install a cable to brace it in hopes it will heal itself
 - Kyle Jarvis with the County is concerned about the rot and thinks the tree should come down immediately. He can take the tree down if need be.

Discussion: Steve suggested getting preventative maintenance for tree. Kim suggested getting bids from both Heartland and Tree Mechanics for maintenance. Margaret commented board should see what can be done to save the tree. Pitchy commented that the lowest bid is not always the best route to take. Kim asked what type of shade the tree provides and Margaret asked if it helps shade the building. Steve answered some shade for bench and a little in the early part of day for the building, however the tree drops berries that make the bench under it very dirty—therefore folks tend not to sit on bench. Steve will get preventative maintenance plans from both companies. Kim said this is so board can see what to expect and if it is a memorial tree, it can be replaced. Pitchy agreed that a plan and a dollar amount is what is needed from each company. Bill asked what the maturity age of this type tree is. Jenny found that this type tree matures 25-50 years. Board agreed the tree is mature.

The next meeting will be Monday, November 22, 2021 at 4 p.m. at the Johnson Count Library.

Margaret adjourned the regular meeting at 5:08 p.m. Meeting moved to Executive Session. The board reconvened to regular session at 5:19 p.m. Kim made a motion to allow a staff member a 4-day, 10-hour adjustment to their schedule for up to 6 months, to be reviewed prior to that end time, beginning Oct. 25. Pitchy seconded the motion. The motion passed.

Margaret adjourned the meeting at 5:22 p.m.

Respectfully submitted,