

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, September 20, 2021

The Johnson County Library Board of Trustees met at the Kaycee Branch of Johnson County Library on Monday, September 20, 2021 with the following members present: Jenny Bakken, Bill McIntyre, Leighton "Pitchy" Gammon, and Kim Harvey. Margaret Smith was absent. Director Steve Rzasa and Assistant Director Heather Kuzara were present. Attendees: Trish Cash, Dixie McIntyre, Penny Orchard, Dana Lohse, Bonnie Ross, Monica Brock. Jenny called the meeting to order at 4:02 p.m.

Minutes from the August 23, 2021 meeting were reviewed. Pitchy asked for a correction in New Business, second bullet point, 9th discussion point: Pitchy was trying to say since this branch is a public building it should be in ADA compliance. Bill moved to approve the minutes with approved amendments. Pitchy seconded the motion. The motion carried.

Correspondence

- Communication received regarding the Loie Shethar Gordon Memorial Donation of \$3000. This is a memorial that benefits the Kaycee Branch
- Steve shared the thank you notes from students that attended the Nature Journaling class he presented.

September 2021 Checks

Direct deposit checks **DD1289-1297** were reviewed and form signed. Pitchy moved to approve them for payment and Kim seconded. The motion carried. Checks **18570-18590** were reviewed. Bill moved to approve them for payment and Kim seconded. The motion carried. Operations and Maintenance checks **1285-1294** were reviewed. Kim moved to approve them for payment and Pitchy seconded. The motion carried. Trustee Check **1779** was ratified for payment. Bill moved to approve it for payment and Pitchy seconded the motion. The motion carried.

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

- Cody Laird of First Northern Bank got the Kaycee library credit cards processed for Bonnie and Monica. Cards arrived in the mail Sept. 7, activated the same afternoon.
- Total Comfort was here August 31 for quarterly changing of filters in the basement and mezzanine for the HVAC system.
- Seven volunteers from First Interstate Bank came by the library Wednesday afternoon, Sept. 8 as part of their annual volunteer day. They helped with a variety of needed tasks, including removing items from basement storage, dusting shelves, stamping and labeling auction envelopes, sweeping the exterior walks of the building entrances, and loading recycling.
- We received a check for \$90.34 from Xerox Corporation. They had issues determining the end date of the previous copier lease and tried to bill us for four months after the end date. The folks at Atlas copier service who administer our new lease worked with me to get it straightened out and this payment is a reimbursement for one we didn't need to pay.
- Lindsey held the first Storytime of the year on Thursday, Sept. 9. There were 15 children plus their parents. Brenda von Holst, retired teacher, is assisting Lindsey with the program.
- Steve taught nature journaling to 80+ fifth grade students Sept. 1 and 2 (Wednesday and Thursday) at Camp Roberts with Cloud Peak Elementary students, on science teacher Becky Qualm's invitation.
- The Friends book sale will be held Thursday through Saturday Sept. 23 through 25 in the Twing meeting room.

- The theme for this year's fundraising auction is *Spies and Sleuths*. It is set for Friday, Nov. 5, 2021 at 6 p.m. Donor requests have been mailed out. Proceeds of the ticket sales (\$20 per person) go to the Friends of the library. Silent and live auction proceeds benefit the Johnson County Library Foundation, and in most years are split between the Foundation and the library itself. There will be more information after the Foundation meeting on Thursday, Sept. 23.
- Heather Kuzara met with an elderly patron. Dr. Jons diagnosed the patron with Macular Degeneration and referred her to JCL for what we have to help people with this condition. During the meeting, the CCTV was demonstrated, information about WATR (Wyoming Assistive Technologies Resources) was shared. Different large print options within the library were reviewed.

Old Business

- Update on finances to date.
 - Check from Johnson County Treasurer 9/8/21 = \$5,761.60
 - \$890.37 property tax, \$4,871.23 motor vehicle fees
 - Balances:
 - Checking = \$83,255.99
 - Operations and Maintenance = \$51,880.70
 - Reserve = \$287,293.37
 - Depreciation = \$83,098.69
- Kaycee Branch priority list- **Original copy of Maintenance Issues/Concerns in permanent records.**

Discussion:

 - Bonnie explained the landscaping issue is on the south side where several dead shrubs were removed. Dana inputted that landscaping didn't have to be a priority. She would like to see moneys put on the inside. Bill asked Bonnie if there are any drainage issues around the building. Bonnie explained there are large puddles close to the building but after the Library Foundation paved the parking lot they drain okay. Water does not come in the library. Kim suggested decorative rock go in the section between the building and sidewalk where the shrubs were removed.
 - Penny suggested a few cosmetic items inside could be updated to look more inviting, mentioning the blinds are yellowing and looking old.
 - Trish commented that the library is always clean, staff is always friendly, and staff always has wonderful suggestions.
 - Bill asked Steve if had time to do any research about the ADA compliance and pricing to make front door compliant. Steve had not started much research as did not have that direction yet from the board. He did confirm the building is not "grandfathered in" and feels it should be a priority to fix the issues that are not ADA compliant. Bill stated the sense it will make to make the front door compliant. Kim questioned if there is enough room for a wheelchair. Bonnie stated that those who come in seem to maneuver okay in their wheel chars. Dixie was concerned if a leg support is out on a wheelchair, would it make the turn into the second door. Jenny stated measurements would have to be made and research into the ADA regulations. Trish inputted that there are grants available to help with funding to bring buildings up to ADA compliance
 - Penny said that the when updating the building, that looking into heating and cooling systems for the building is a good idea.
 - Dana said that access to the bathroom for everyone is important. She suggested tearing the wall between the two bathrooms and making one large bathroom to accommodate needs of the elderly and young. She would like to see this completed not too far in the future.

Bill moved to put ADA compliance as the first priority for the Kaycee Branch and having a research deadline for including the amount needed for the door and bathroom compliance updates in the budget for FY2022-2023. Pitchy seconded. The motion carried.

Further discussion: Dana asked if many tourists use the library. Bonnie answered they mostly need computers or WiFi; Jenny asked if a work committee needs to be formed to research issues, Steve said he would start and let the board know if that is necessary; Kim would like research into grant information; Kim asked who should be contacted about ADA compliance, Penny mentioned that Julie Aubrey had consulted for the Kaycee School on compliance issues; Pitchy mentioned closure of the branch to have work completed might have to be considered.

- Kaycee snow clearing- **Original copy of Building Maintenance-Kaycee spreadsheet in permanent records.** Jack Schirmer payments for the last 5 fiscal years presented. Steve said his rates will increase from \$50 to \$60 per clearing. There is not a written contract. Bonnie said that when advertised in 2017, this contractor was only one who replied. Bill asked where the snow is put, Bonnie answered it is put in the trees at the back of the parking lot and she is pleased with his work.
- New Director's Evaluation and date of evaluation- **Original copy of Director's Job Evaluation in permanent records.** At previous meeting, Margaret had suggested moving the Director evaluation. Bill thought the evaluation should be moved to December –half way through the fiscal year, or to June at the end of the fiscal year. Steve reminded the board that December is a simple board meeting to sign checks. Kim added that a full year to review would be best therefore evaluating in June. Kim moved to use the Director Evaluation Form and to conduct the Director Evaluation in June. Bill seconded. Motion carried.

New Business

- Closure for library auction: In the past the library is closed the day of the annual fundraiser auction. Steve explained the auction set up takes most of the day. Bill moved to close the library Friday, November 5, 2021 in order to prepare for the auction. Pitchy seconded. Motion carried.

The next meeting will be Monday, October 18, 2021 at 4 p.m. at the Johnson Count Library.

Jenny adjourned the regular meeting at 5:00 p.m.

Respectfully submitted,