

**SPECIAL BOARD MEETING
JOHNSON COUNTY LIBRARY TRUSTEES
JANUARY 3, 2022**

Present: Margaret Smith, Pitchy Gammon, Jenny Bakken (via telephone), Kim Harvey, Steve Rzasa, Bonnie Ross, Heather Kuzara, Julie Aubrey (guest: Accessibility Consultant)

Margaret called the meeting to order at 4 p.m. This is a special meeting in response to the report received from Julie Aubrey after her visit to the Johnson County Kaycee Branch Library. Former Board Member, the late Bill McIntyre was very concerned of the handicap accessibility of the library and was instrumental in bringing the building conditions to the trustee's attention.

Julie Aubrey reviewed her report. Copy provided for permanent record.

- Julie said the staff area behind the check-out desk may be too small. Kim asked why that needs to be addressed, since it is for staff only. Julie explained if an employee is ever having to be in a wheel chair, it will not be able to maneuver around the current configuration.
- Julie said a self-flushing toilet would be ideal and to remember to have the paper towel dispenser at a lower level in the remodeled bathroom.
- Kim asked if contractors aware of the ADA laws. Julie said they should but may not. David Eads may have a current book with the regulations, but she is sure the City of Buffalo Building Inspector has a copy of the book. Julie said the laws are very specific about measurements and they are outlined in this book.
- Kim asked if the building needs to be inspected. Steve reminded that all renovation plans must go through the Jeff Schoen with the Wyoming Department of Fire Prevention and Electrical Safety in Cheyenne for approval before work is started.
- Julie stated the fire alarm has to be both audible and visual.
- Julie said if someone has issues and chooses to sue, the case will go to Federal Court.
- Margaret asked Bonnie for her input. Bonnie agreed with the updates, since the shelving had been moved several times, the lighting doesn't line up, therefore the lighting is dark. She had not noticed the lack of lighting at the front desk.
- Julie said JCL is not compliant with sensory handicap issues. JCL should offer interpreters and assistance. She suggested a line be added to flyers and advertisements stating "if you need assistance to attend, please call #"
- Julie strongly suggested the Kaycee TV be replaced.
- Margaret stated her appreciation to Julie and said the board has plans to update the building.

Julie left the meeting.

Grant search updates delivered by Steve

- Met with Marilyn Connolly, Johnson County Emergency Management Coordinator, about the Community Development Block Grants. Application process is open July through September, decision in December. Maximum about \$500,000. Key is application must go through the county.
 - Kim asked who would send this in, the Commissioners? Steve and Pitchy both said Vicki Edelman, Johnson County Clerk would be who would send this type of application in.
- Spoke to USDA in Casper about Community Facilities Direct Loan and Grant Program. The library is more likely to get a loan and is a very small pool each year. Loan up to \$50,000 and is a federal grant. Loan interest is 2.25%

Discussion: Kim asked if grants proposal will need an estimated cost. Steve said the request should be as closed to the estimated cost as possible because can't go and ask for more money. Steve stated there is over \$12,000 Consensus Funds specifically earmarked for Kaycee Library and money in the Depreciation Account. Margaret asked if the July/September/December dates of the block grant will affect the project timeline and said it can be discussed at the meeting at the end of the month.

Kaycee doors

Steve called 8 companies out of Buffalo, Gillette, and Sheridan for work on the handicap doors. Only Overhead Doors of Casper, who have worked on Buffalo doors, will do the project. The estimate is \$4,511. Margaret asked if the doors completed now, will there need to be more work done at a later date. Steve said the area in between the doors will need to moved out of the area. Also, the book drop will need to be moved because it is too close to the outer door.

Margaret said if we are moving forward, do we know where the money will be coming from. Pitchy said the Consensus Funds is just sitting there. Margaret mentioned all construction is taking so long, the library needs to get "on the list."

Margaret asked if there is a motion. Kim moved that the board should move forward with handicap access for the two front doors at the Kaycee Library. Pitchy seconded. Motion passed.

Kaycee report: Presented by Bonnie Ross on December 28, 2021. Copy provided for permanent record

Steve explained the county maintenance department now takes care of the Buffalo snow removal and lawn care. Kim stated the foundation should be responsible for the yard arrangements with the management company of the rental property in Kaycee and the renters and the issues of maintenance should not fall onto the librarians. Steve will visit with the foundation about this situation. Bonnie stated there is a weed problem but Back Country Spraying will not help. Her husband, Rocky, sprays and they work hard to get a handle on them. Margaret suggested Johnson County Weed and Pest should be able to help, considering this is a county property, also Anita with Powder River Conservation may be able to give suggestions. Steve suggested Bonnie and staff at the Kaycee branch should be the ones to meet with and make decisions about the grounds. Bonnie said she and Monica will do that.

Margaret called for adjournment. Pitchy moved the meeting be adjourned. Kim seconded. Motion carried. Meeting adjourned at 4:58pm.