

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, November 22, 2021

The Johnson County Library Board of Trustees met Johnson County Library on Monday, November 22, 2021. The following members present: Margaret Smith, Jenny Bakken, Leighton “Pitchy” Gammon, and Kim Harvey. Bill McIntyre was not present due to resignation. County Commissioner Linda Greenough was present. Director Steve Rzasa and Assistant Director Heather Kuzara were present. Margaret called the meeting to order at 4:00 p.m.

Minutes from the October 21, 2021 meeting were reviewed. Kim moved to approve the minutes. Jenny seconded the motion. The motion carried.

Correspondence- nothing to discuss

November 2021 Checks

Direct deposit checks **DD1306-1315** were reviewed and form signed. Pitchy moved to approve them for payment and Jenny seconded. The motion carried. Checks **18616-18637** were reviewed. Check 18617 to Brodart is for supplies and typically order from this company once a year. Check 18629 to School Library Journal is for a yearly subscription. Jenny moved to approve them for payment and Kim seconded. The motion carried. Operations and Maintenance checks **1306-1318** were reviewed. Check number 1313 to Rapid Fire Protection, Inc. is for the sprinkler system inspection. Discussion moved to ‘New Business.’ Kim moved to approve them for payment and Jenny seconded. The motion carried. Trustee Check **1791-1798** was ratified for payment. Kim asked about check 1791, asking who picks the Western books. Steve explained that the selection is made by the company and they tend to send what seems to be popular picks for out western genre readers. Kim asked about the books listed on check 1794. Steve explained these are purchases that are not available through Ingram. Kaycee Branch sometimes asks for books published 2-3 years ago and not available. Payments for 1798 that are for programming will be reimbursed by the FOL. Pitchy moved to approve it for payment and Jenny seconded the motion. The motion carried.

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

- On November 5, the Wyoming Humanities Council let me know we have been awarded a general operations grant in the amount of \$10,000. The funds were provided by the American Rescue Plan Act of 2021. I submitted the final paperwork Nov. 10. The grant was approved to offset the wages of our part-time local history room position for the 2022 calendar year. *Voting and discussion will be recorded during New Business.*
- The library auction raised about \$20,173 from all sources this year, broken down as follows: \$9,018 from purchases for auctioned items; \$7,465 in sponsorship cash and checks; and \$3,690 in auction tickets and Friends raffle tickets. The auction tickets and raffle tickets benefit the Friends of the library. The remainder, \$16,483, benefits the Johnson County Library Foundation. About 140 people attended. By comparison, the 2019 auction raised about \$27,000 and almost 200 people attended. The Foundation voted at their Nov. 18 to put the proceeds after expenses, which will be approximately \$11,000, into the active investments of their endowment. Those investments in turn generate interest which is deposited into the Foundation’s savings account. The library can access that money if need be for special purchases or, as in this current fiscal year, budget assistance.
- Wyoming Library 2 Business has given us three photo boxes, along with phone tripods, to use as part of the grant they received. Shantry Miller at the Wyoming State Library has put together bibliographic records for all six items so small business owners or other folks can check them out for in library use to start with. These boxes have an independent light source and can be used to take clean, clutter-free photos of items to sell on business owners’ websites or e-commerce sites like Etsy and eBay. Ms. Miller also established a record for the digital camera donated to us in late summer by Elena Bontrager, so we can check it out for similar purposes, though the camera could be taken from the library if necessary.

Margaret suggested the L2B information be shared with Andrew Borgialli and Kami Kennedy at the high school. Steve will make sure links are on the website.

- Overhead Doors checked on the exterior front doors' handicap access switch. The belt and gear that actually turn the motor have broken. They will have to get the parts ordered to make the replacement. I asked them to get spares, too, in case this happens in the future.
- Total Comfort, the company that handles maintenance of our HVAC system, was here Nov. 19 to do the routine fall cleaning but also had to install a new sensor on the furnace that supplies heat to the large meeting room and hallway. In doing the cleaning the technician also found a leak beneath one of the two newer furnaces that heat the older portion of the building. He fixed that but also needs to get a new seal to prevent corrosion from reoccurring. *They are sending a quote for the work.*
- We were fortunate to not suffer any further tree damage from the windstorm early morning, Nov. 16.
- Volunteer status: Jonette Goraj continues to be invaluable to Nancy Tabb with archiving assistance in the local history room; Teri Wuthier is working with Heather Kuzara on inventorying our collection; and Beverly Chapman has just started assisting with book covering and sorting shelves in the children's area. *Margaret asked what the volunteer status is in Kaycee. Steve will check in with Bonnie.*

Old Business

- Update on finances to date.
 - Check from Johnson County Treasurer 11/5/21 = \$33,312.76
 - \$28,631.88 property tax, \$4,680.88 motor vehicle fees
 - Balances:
 - Checking = \$103,384.45
 - Operations and Maintenance = \$43,865.30
 - Reserve = \$287,341.78
 - Depreciation = \$83,150.75
 - Steve mentioned the next Health Insurance payment is due in January 2022. Linda reminded Board that the full payment for taxes is due in January. The County forgave tax debts that were older than 10 years past due. Many of these companies are out of business or have left the state.
- Kaycee Branch ADA project - Discussion:
 - Steve will meet with Julie Aubrey tomorrow, November 23. She is surveying the building. Patrons need to get safely in the door, maneuver within the bathroom and be able to get wheelchair under the sink.
 - Steve presented an RFP that he and David Eads wrote.
 - Anita Bartlett of Powder River Conservation District told Bonnie about a landscaping cost sharing grant. Available for drip systems, gravel, weed black, and plants.
 - Steve received a quote from Overhead Doors for \$4500 to complete the work on both front doors. Kim asked the reason for both doors, Steve explained when the weather is nice, the inner doors are propped open. Kim asked if the back door is an option for handicap entrance, Steve said that is not ideal. Margaret reminded that it is vital to have the doors swing the same way, as to not have the wheelchair have to maneuver back and forth if the doors open in opposite directions.
 - Margaret asked about the need of an architectural evaluation. Steve reminded that plans for bathroom renovation has to be submitted and approved by the State of Wyoming Department of Fire Prevention and Electrical Safety. Jeff Schoen is the contact.
 - Linda asked what the timeline on this looks like. Margaret said we need to discuss that.
 - Linda asked what money are we looking to use. Steve said we need to get ideas of total cost and what grants may be available. Linda said Marilyn Connelly and Cheryl Benner will be great resources for grant information. Linda said using consensus money will leave a paper trail and Vicki Edelman can help with this. Steve asked Linda if we should have the work out for bid. Linda said that the project should be turned in with next year's budget. Margaret suggested Steve be in connect with Marilyn. Pitchy reiterated that

grants should be obtained. Linda said grants should be fairly easy to get. Margaret thought grants may be easy to get, may not be able to get the work completed this summer.

- Mountain Ash Tree-quotes for preservation
 - **Original in permanent records.** Bid Proposals from Heartland Tree Care LLC for \$0.00 (donation of work) and Tree Mechanics LLC for \$457.00 were received. Margaret said the Conservation District would be able to tell us what a good replacement will be if the tree needs to be removed. Margaret called for discussion. Kim Pitchy and Margaret all agreed that it is an easy discussion. Jenny said we should look at the donations service. Kim moved to accept Heartland Tree Care LLC of donation of tree care services. Pitchy seconded. Motion Carried. Steve will call the companies.

New Business

- Rapid Fire Protection. Steve told of the corrections made from last year's inspection that included moving shelving in the basement that had been in the same place since installed, but needed to be moved farther from pipes. The evaluation said:
 - New issue: 5-year inspection needs to be completed and out of date gauge replaced
 - New issue: 3-year full trip maintenance in the summer needs to be completed
 - New Issue: Site plan needs to be placed in raiser room
 - New issue: valve on south side of the building is bad and will not close

Work will be around \$1,500 and will come out of Operations and Maintenance. Margaret indicated this is a maintenance issue and does not need to be voted on.

- The library received the Wyoming Community Foundation Grant for \$10,000 will arrive in a couple weeks. It will be used for the part time Local History position. Kim asked if we will split it up evenly each month of 2022, if so it would be around \$1,400. Steve said the money is ours to use how we need it and the final report will reflect how it was used. Linda suggested putting the money in a grant account and use it until it is gone to pay the salary. Vickie Edelman has set up those types of funds. Margaret thought that sounded the easiest. Steve said Shayna (our bookkeeper) knows how to handle this. Margaret asked for a motion. Pitchy moved to accept the Wyoming Community Foundation Grant. Kim seconded. Motion carried.
- Bill McIntyre has tendered his resignation from the Johnson County Library Board, effective immediately due to health concerns. His term expires June 30, 2023. Linda said the commissioner's office will call interested parties from this past July to see if they are still interested in serving and will place an advertisement asking for interested parties to respond. Margaret asked if the position needed to be fill by a Kaycee resident. Linda said not necessarily. Steve will reach out to the Kaycee librarians for suggestions. Margaret said Bill has a very important voice in Johnson County.

Next Meeting

December meeting is usually just for just check signing. Two board members can come and sign the checks. Regular meeting will be Monday January 22, 2022 at 4 p.m. at Johnson County Library. Margaret adjourned the meeting at 5:10 p.m.