

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, January 24, 2022

The Johnson County Library Board of Trustees met Johnson County Library on Monday, January 24, 2022. The following members present: Margaret Smith, Jenny Bakken, Leighton “Pitchy” Gammon, Kim Harvey, and Terry Urruty. Director Steve Rzasa was present. Margaret called the meeting to order at 4:04 p.m. Margaret introduced Terry, who is filling Bill McIntyre’s unfinished term. The board welcomed Terry and he thanked them for the opportunity. Margaret mentioned Terry’s mother, Kathy, was active on the board for many years and key to the library expansion.

Minutes from the November 22, 2021 meeting were reviewed. Margaret called for a motion if there were no additions or corrections. Pitchy moved to approve the minutes. Terry seconded the motion. The motion carried.

Minutes from the January 3, 2022 special meeting were reviewed. Kim moved to approve the minutes. Pitchy seconded the motion. The motion carried.

Correspondence- Steve mentioned an invoice from the Wyoming State Library for WYLD network funding in the amount of \$3,604.59 dated Jan. 10. This is federal funding via WSL that covers nearly all our WYLD costs for FY21-22, as was budgeted. The library has not received the money yet but Steve anticipates it will be soon. The money is direct deposited in our checking account. There was also an invitation to Washakie County Library’s grand opening of their new Worland library in December, which Steve was unable to attend but sent his congratulations to the director. Steve presented thank you notes from staff for Christmas bonuses.

December 2021 checks

Direct deposit checks **DD1316-1324** were reviewed and form signed. Pitchy moved to approve them for payment and Kim seconded. The motion carried. Checks **18638-18660** were reviewed. Steve discussed for Terry’s benefit various accounts. Terry asked about the Johnson County flex payment. Steve explained this is a pre-tax amount deducted from paychecks which can be used toward health expenses under the county’s health insurance plan. Steve is the only participant at this time. Jenny moved to approve them for payment and Terry seconded. The motion carried. Operations and Maintenance checks **1319-1330** were reviewed. Steve explained the origins of the Operations and Maintenance account from excess 1% specific purpose sales tax monies funding the expansion. He also discussed the inspection and repairs Rapid Fire Protection had completed in December, which were extra expenses for the year. There was discussion that the agenda listed the check range incorrectly – it ended with **1330** not **1329**. This was corrected on the agenda. Terry moved to ratify the checks and Pitchy seconded. The motion carried. Trustee Check **1799-1813** were reviewed. Steve explained the trustees account’s purpose with Foundation and board sharing responsibility. He discussed various checks on the list. Margaret clarified these checks are ratified not approved, since they have already been paid. The agenda was corrected to reflect that the check list ended with **1813** not **1814**. Jenny moved to ratify the checks and Kim seconded. The motion carried.

January 2022 checks

Direct deposit checks **DD1325-1333** were reviewed and form signed. Pitchy moved to approve them for payment and Jenny seconded. The motion carried. Checks **18661-18688** were reviewed. Steve explained the quarterly health insurance payment to the county was a large expenditure for the month. Kim moved to ratify the checks and Pitchy seconded. The motion carried. Operations and Maintenance checks **1331-1339** were reviewed. Steve noted the \$2,434 expenditure for repairs to the Buffalo library’s front door handicap access system. Pitchy moved to ratify the checks and Terry seconded. The motion carried. Trustee Check **1814-1818** were reviewed. Steve explained the reimbursement to himself from a PayPal expenditure to buy a digital copy of a journal written about an Englishman’s visit to Wyoming. The man knew Moreton Frewen, who built the log cabin “mansion” in Johnson County. Terry moved to ratify the checks and Jenny seconded. The motion carried. Margaret suggested inviting the newspaper to do a profile on the specialty items and archives in the

Local History room, citing the Winingar images being shared with the Jim Gatchell Museum. "It's an amazing trove."

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

- We had a special performance by the Sheridan College Flute Choir on Dec. 13. They did their rendition of "Peter and the Wolf" with SC President Walter Tribley narrating. About 50 people attended. I've encouraged Sheridan College to partner with us for future small ensemble performances.
- Overhead Doors of Casper repaired our front door handicap access motor on Friday, Jan. 7. As I had mentioned before, they were unable to get the individual gears and belts to fix the broken motor, and so had to replace the entire motor. The cost was \$2,434.
- Winter Reading began Dec. 17 and runs through Feb. 4 for all ages. Drawings are available for prizes.
- We were saddened to learn of Bill McIntyre's passing on Thursday, Dec. 9, 2021. The county commissioners have appointed Terry Urruty to fill the remainder of Bill's term, which expires in June 2023. Kim asked if we'd heard about Bill's condition before. Steve said Bill had contacted him prior to the auction and discussed it but hadn't wanted to share the information with the board. Margaret said she attended his funeral. There was further discussion about his illness and his impact on the community.
- Total Comfort will be cleaning out our air exchanger in hopes of eliminating the rattle that portion of the HVAC system has developed.
- Rapid Fire Protection was here in early December to conduct our 5-year internal inspection of the sprinkler system. The technician replaced an out-of-date gauge and repaired a broken external drain. He also gave me updated instructions on when certain valves needed opening to drain portions of the system especially when very cold weather hits.
- Special thanks to Heather and Mike Kuzara for getting our Christmas tree for us. The wreaths at both entrances come from St. Luke's Episcopal Church. Nancy Tabb and I got the exterior lights put up the other week, when temperatures hit 70+ degrees!
- Amanda Stockton will be handling our bookkeeping with Cloud Peak Accounting. Shayna Wyman is no longer working there.
- A young man from Buffalo High School named Kolton Maes has been volunteering with us for a couple weeks dusting our shelves. He is accompanied by a BHS paraprofessional aide and stops by for a few hours Tuesday and Thursday afternoons.

Old Business

- Update on finances to date.

Check from Johnson County Treasurer 12/8/21 = \$106,719.41

- \$102,155.14 property tax, \$4,564.27 motor vehicle fees

Check from Johnson County Treasurer 1/6/22 = \$75,783.42

- \$69,718.50 property tax, \$6,064.92 motor vehicle fees

Balances:

- Checking = \$221,303.13
- Operations and Maintenance = \$32,223.88
- Reserve = \$287,341.78
- Depreciation = \$83,150.75

There was discussion of the last two payments being welcome since they were large. Steve also provided FY21-22 expenses vs budget to date. We are on track for this time of year. Materials shows as being mostly spent because it records us paying \$20,000 to the state library to in turn pay for our book purchases. He mentioned possibly needing to boost postage budget for ILLs next year. Pitchy asked if we charge for ILLs. Steve said the board had looked at the possibility in summer 2019 as part of increasing other fees but chose not to. It costs approximately \$3.50 to mail a book, less for DVDs. Large print books are free. Kim asked if we encourage people to use large print and Steve said we do, though few nonfiction books are available in that format. Some libraries charge up to \$2.00 per mailing.

- Kaycee Branch ADA project - Discussion:
 - Request for Proposal (RFP)-all plans for renovating the restrooms must be approved by Jeff Schoen of the State of Wyoming Department of Fire Prevention and Electrical Safety office. Steve has been working with Johnson County Facilities Director David Eads and stated the RFP needs adjusted to say one bid, not seeking two.
 - Margaret reiterated the board's decision to not use the depreciation account for the front doors. Steve said the decision was to move ahead with getting the doors changed and using the consensus money. Margaret thought it is important for the board to know some of the histories of what actions had been taken in the past, such as Bill McIntyre's concern to about depositing \$1,000 to \$2,000 back into the Depreciation account each year, as was Cynthia Twing's and previous boards' habit.
 - Kim asked if the counters will be lowered. Steve said the board had only discussed the changing of the doors to handicapped accessible.
 - Margaret asked who bidder is providing information to. Steve said in previous bid seeking projects, the information was given to Cynthia, the board, and Kim Glasgow, the previous JC Facilities Director. Discussion of who will be assessing the bids. Agreement reached that RFP should state clearly that the JCL Director and JC Facilities Director will assess/judge bids.
 - Steve will discuss with David Eads how long to keep RFP open and how many references should be acquired from bidders.
 - Kim moved to approve the request for proposal for bids on the Kaycee Library ADA project, contingent upon amendments to be made by Steve Rzasa and approval from David Eads, Johnson County Facilities Director. Steve will send via email the final RFP to board members. Pitchy seconded, motion passed.
- Buffalo library front door – Discussion:
 - This Steve addressed the repair of the motor for the handicap access mechanism of the Buffalo library's front doors and the associated costs. That cost comes out of Building Maintenance: Buffalo. He said there was a possibility that the budget line for that item might be more than was originally budgeted. If so the board would need to do a budget amendment in June, which has been done with other lines in past years.

New Business

- Saturday hours – Discussion:
 - Steve presented a proposal for reopening the Buffalo library for partial Saturdays. The library would open between 10 a.m. and 1 p.m. using a combination of staff and volunteers. His plan would be to put out word in the community to gather more volunteers, with an emphasis on what skills the library needs. Margaret noted that Steve had been wary about using volunteers when the reduction in hours was made. Steve said he had reevaluated his stance as he reviewed more ways in which the community relies on volunteers. His main concern is confidentiality, but he already has current volunteers sign waivers stating they will not breach confidentiality of patron records. Margaret thought the staff had issues with working Saturdays. Steve explained one employee worked all Saturdays and when that employee chose to no longer do that shift consistently, and others not being scheduled for Saturdays, it meant some staff members were working several Saturdays a month, translating to several 6-day weeks. This proposal should minimize that problem. Terry asked who was using the library on Saturdays. Steve answered, it varied at times people who were in through the week and others times visitors or individuals and families coming. Usage also varied between checkouts, computer use, and reading.

- Pitchy said it is important to use volunteers that want to be at the library. Steve said it will be helpful if they have some technology knowledge because that is what takes staff from the desk.
- Discussion of when library will start Saturday hours. Steve thought to be consistent with every Saturday, not every other. Steve mentioned we had great volunteers last spring, but they left for the summer. Jenny suggested it may work to be open through the school year.
- Terry thinks Saturday hours will be good. Steve has some names of people interested.
- Steve requested to put the proposal on the agenda again in February and said he would like board approval for him to move ahead with contacting volunteers.

Next Meeting

The next meeting will be on Tuesday, Feb. 22 at 4 p.m., since the library will be closed Monday, Feb. 21 for Presidents Day. The board adjourned the meeting at 5:45 p.m.