

JOHNSON COUNTY LIBRARY BOARD MINUTES

Tuesday, March 21, 2022

The Johnson County Library Board of Trustees met Johnson County Library on Tuesday, March 21, 2022. The following members present: Margaret Smith, Jenny Bakken, Leighton "Pitchy" Gammon, and Kim Harvey. Terry Urruty was out of town. County Commissioner Linda Greenough, Director Steve Rzasa, and Assistant Director Heather Kuzara were present. Margaret called the meeting to order at 4:01 p.m.

Minutes from the February 22, 2022 meeting were reviewed. Margaret asked for future motions not be recorded in minutes as bullet points, but separate entries. Linda asked for correction on second page, last bullet point concession should read "consensus." She also stated concern that consensus money may not be available, as the funds are allocated differently over the last couple years. Steve will clarify with Vickie Edelman. Kim confirmed a thank you to Ace Hardware was submitted to the Buffalo Bulletin. Steve confirmed. Margaret called for a motion if there were no additions or corrections. Pitchy moved to approve the minutes. Jenny seconded the motion. The motion carried.

Correspondence- Steve received a letter from the IRS stating the Library owes \$0. The previous letter must have been a clerical error on their part. but unclear for reason. Julie Baker sent a letter appreciating Heather's visit to the Senior Center Low Vision meeting. Heartland Tree Care came and looked at the tree, they have suggestions for the adding mulch and watering come spring. E-mails sent to each board member regarding the Ellis and Nellie Patch Scholarship. If board members have questions, they can contact Steve.

March 2022 checks

Direct deposit checks **DD1343-1351** reviewed and form signed. Steve presented a different form for signatures due to a technical error. Pitchy moved to approve them for payment and Kim seconded. The motion carried. Checks **18710-18734** were reviewed. Steve explained the check 18711 for \$516.47 to Big Horn Electric is for the electrical work for Kaycee doors, check 18734 to Visa is the yearly QuickBooks payment, and check 18728 to Summit Fire & Security is for Kaycee's yearly fire extinguisher updates. Kim moved to approve them for payment and Jenny seconded. The motion carried. Operations and Maintenance checks **1348-1358** were reviewed. Steve explained check 1357 to Rocky Mountain Power was voided due to billing error, meter was read manually and after his discussion with company representative the bill was adjusted. Check 1358 reflects the amount paid. Jenny moved to ratify the checks and Kim seconded. The motion carried. Trustee Check **1827-1836** were reviewed. Pitchy moved to ratify the checks and Jenny seconded. The motion carried.

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

- 16 people attended volunteer informational meeting March 18 for opening on Saturdays. Total potential volunteers are 20. Training is planned for April and May. Some expressed interest in being available at other times as well. Steve will start background checks for those that have not submitted one.
- The library's initial share of Johnson County's recent share with US Realm is estimated at \$238,959.79. The county is advising these funds be used first and foremost to replenish our reserve funds. Our reserves were, at their most, \$301,066.91, and the current balance is \$287,365.79. The board authorized transferring \$100,000 in August of 2019 to the general checking account, and then we had \$79,763.26 deposited from the Carbon Creek tax settlement in March 2020. *Linda reminded the board that this settlement is still active in bankruptcy court.*
- The annual quilt show held in conjunction with the Buffalo Quilting Gals is underway. There are 54 quilts plus several examples of Quilts of Valor made for local veterans. The quilts will be on display until April 1. Special thanks to Nate Rzasa, Ben Rzasa, Malachi Heinecke, Andy and Cathy Stafford, who volunteered to help hang and arrange quilts with me and the Quilting Gals on Feb. 26.
- Paul and Lara Schuman of Heartland Tree Care trimmed the mountain ash, which had suffered storm damage and fire blight infection. They suggest removing the rock at the base and replacing with mulch, which they will donate. They also recommend watering frequently during the summer months.
- Annual LEGO contest is underway. Contestants dropped off entries between March 14 and 18. They'll be on display from March 21 through 30, when the winners will be announced. Judges were Levi Davis (Heather Kuzara's son-in-law) and his brother Brandon Davis.
- Community members are paint flower pots which are then auctioned off for Art in Bloom. The proceeds help offset the cost of summer performers for children's programs.

- Summer reading plans are in the works. The goal is to start June 2 and run for six weeks with programs for children and teens, as well as reading challenges for all ages. Grand prizes will be drawn at the end of the final week.
- National Library Week is April 4 through April 8. We look forward to partnering with the Friends again if you'd like to have a display table and goodies! *Gene Gagliano will do a presentation that week.*
- We're running a poetry contest for middle and high school students again this year. I've organized it with Margaret Smith, BHS teacher Kira Wages, and CCMS teacher Ron Glassock. The students have until March 31 to submit poems. Prizes will be provided by the Pat Marton Memorial fund.
- The Johnson County Library will host the Wyoming Library Association's spring section meeting for the Youth Interest Group, which consists of Wyoming children's and teen librarians, on Thursday, May 5, and Friday, May 6. Lindsey Belliveau and I are organizing the event on our end of things.

Old Business

- Update on finances to date.
 - Check from Johnson County Treasurer 2/7/22 = \$17,175.34
 - \$18,711.11 property tax, \$4639.89 motor vehicle fees
 - Balances:
 - Checking = \$202,206.05
 - Operations and Maintenance = \$24,665.94
 - Reserve = \$287,389.02
 - Depreciation = \$83,192.79
- Kaycee Branch project - Discussion:
 - Motors for the doors should be in next week. The estimated wait for the doors to come in is 3-4 weeks at this point.
 - Another advertisement requesting bids for the work on the Kaycee branch will come out this week. Kaycee Voice and Casper Star Tribune have run the ads. Board discussed why advertisement didn't go into Sheridan Press, conclusion was because Casper is closer to Kaycee.
- Buffalo library Saturday hours – Discussion:

Steve said the meeting on March 18 was successful and nice to start getting to know the people who are interested in volunteering. Most are willing to work at least 1, if not 2, Saturdays a month. Margaret wanted to make sure they are available in the summer. Steve said he has proposed Saturday hours as a year long opening. He observed that most seemed excited to be involved with the library. Steve appreciated an attendee's suggestion of a scheduling app that he has looked into and has had the staff "play around" with. Maybe two scheduling processes be available for those who are not tech savvy.

New Business

- Kaycee library: Landscaping - *with discussion notes* - **original in permanent records**
Bonnie Ross and Monica Brock met with Anita Bartlett and Kris Ackerson of the Powder River Conservation District and provided a report.
Kim asked where High Country Gardens is and Margaret wondered if the frost-free hydrant ties into a city line. Steve is unsure but will find out. Jenny commented that since working to update the interior for ADA compliance, the sidewalks should be compliant. Margaret wondered where the money for the project should be drawn from. Steve suggested the Library Foundation and will present the ideas at their next meeting. Margaret asked if the projects need to be addressed immediately. Steve thought more information and cost information is needed.
- Special budget meeting – scheduled for Tuesday, March 29, 2022 from 1 to 4 p.m. in the Fraley Room.

Next Meeting

The next meeting will be on Monday, April 18 at 4 p.m. The board adjourned the meeting at 5:26 p.m.