

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, April 18, 2022

The Johnson County Library Board of Trustees met Johnson County Library on Monday, April 18. The following members present: Margaret Smith, Jenny Bakken, Leighton "Pitchy" Gammon, and Terry Urruty. Kim Harvey was not available. Linda Greenough represented the county commissioners. Director Steve Rzasa and Assistant Director Heather Kuzara were present. Margaret called the meeting to order at 4:03 p.m.

Minutes from the March 21, 2022 meeting were reviewed. Clerical correction needed in March 2022 Checks section. Pitchy moved to approve the minutes. Terry seconded the motion. The motion carried.

Minutes from March 29, 2022 budget workshop were reviewed. Terry moved to approve the minutes. Jenny seconded the motion. The motion carried.

Correspondence- Steve received a letter from Vicki Edelman regarding the dates for county budget requirements. The final date for budget submission is Monday, May 2. Linda said commissioner interviews with departments will start in June.

April 2022 checks

Direct deposit checks **DD1352-1360** reviewed and form signed. Pitchy moved to approve them for payment and Jenny seconded. The motion carried. Checks **18735-18760** were reviewed. Steve explained the check 18737 for \$897.00 to Buffalo Bulletin and 18746 for \$145.00 to Kaycee Voice were for advertising the RFP for the Kaycee Branch ADA project. Terry moved to approve them for payment and Pitchy seconded. The motion carried. Operations and Maintenance checks **1359-1372** were reviewed. Steve explained check 1362 to Chesbro Electric was for outlet issues. Check 1365 to Desmond Plumbing and Heating was for toilet issues in the south men's room. Steve informed the trustees the Rocky Mountain Power bill was not available; he will be printing that check when it is. Jenny moved to ratify the checks and Terry seconded. The motion carried. Trustee Check **1837-1841** were reviewed. Steve explained the Visa purchase for game cases is for donated items for checkout. The VFW yearly flag display for federal holiday display was paid through the Bob Twing Memorial. Pitchy moved to ratify the checks and Jenny seconded. The motion carried.

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

- Volunteer trainings scheduled on Wednesdays and Saturdays in April and May. Steve and Heather have trained 13 and another 6 have signed up for training dates. A few expressed interest volunteering on days other than Saturdays. The goal is to reopen the library on Saturdays from 10 am to 1 pm starting June 4. *Steve shared that more volunteers have expressed interested and training is going great.*
- Our LEGO contest ended March 30. We had 52 entries from preschool up to high school. Our judges were Levi Davis and Brandon Davis.
- We have about 24 Art in Bloom entries this year. The silent auction runs through Wednesday, May 4. *Proceeds go to the Friends of the Library to help pay for Children's Summer Reading entertainers.*
- Heather and I are nearly finished shifting the nonfiction books and expanding the room available for fiction.
- About 12 people attended a poetry reading on Monday night, April 11, co-hosted by WyoPoets and the Johnson County Library.
- Summer reading plans are in the works. The goal is to start June 2 and run for six weeks with programs for children, teens, and adults.
- Thanks to the Friends volunteers who staffed the information and snacks table on Wednesday, April 6 during National Library Week!
- 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.
- *Margaret verified that poetry entries were sent to judges. Steve shared there were 45 entries, only 1 from Middle School. Winners will be sharing their poems on the radio.*

Old Business

- Update on finances to date.
Check from Johnson County Treasurer 04/06/22 = \$8,310.31
 - \$2,936.36 property tax, \$5,373.95 motor vehicle fees (*discussion: Margaret asked if fees stay the same. Linda replied that the fees have gone a bit or have at least stayed steady.*)Balances:
 - Checking = \$180,200.88
 - Operations and Maintenance = \$19,454.93
 - Reserve = \$287,389.02
 - Depreciation = \$83,192.79
- Kaycee Branch ADA project – Steve presented Kaycee Branch Library-Maintenance Issues/**Concern-original in permanent records**
 - Still waiting for new ADA doors to come in.
 - No bids were submitted for project. Terry asked if this had to do with stipulations. Steve commented that David Eads, Johnson County Facility Director had thought the RFP was appropriate. Margaret asked if we should solicit contractors to look at project. Discussion results are for Steve to check with Phil Gonzales and Great Divide, along with other contractors. Jenny asked if plans for the branch building were located. Steve will check again with Bonnie.
 - Landscaping needs - Steve will check with Dennis Elm about the water issues on the south side. Agreement that sidewalk issues should be the priority.
 - Jenny expressed concern if moving on with planning this project, plans for the building/property would need to be located or drawn up. Discussion resulted in the need for blue print/plans for building are needed for now and the future. They should include counter height/lighting/duct work. Steve will ask around to see who or what firm can do this, including Phil Gonzales and Great Divide.
- Volunteers and Saturday updates – Discussion:
Sixteen people have been trained. Shelving part of the training has gone well. Some people away for winter and will go through training as they return. We are ready to start in June. Terry asked how the word will get out to the public. Steve will have the Bank of Buffalo advertise, talk on the radio, announcement in the newsletter on Facebook, Instagram, web site, and in the Buffalo Bulletin. Margaret suggested the Senior Center Breeze announcement and that will be due on the 25th of each month.

New Business

- FY22-23 proposed budget -- **-original in permanent records**
Linda expressed concern about utility increase if open on Saturday. Steve explained the Fraley and Twing Room thermometer has needed to be adjusted at least one day most weekends due to rental, the natural gas bill has had large increases. Electricity costs have also increased but slightly. The budget may need to be adjusted in June. Margaret said the bills should have a monthly/yearly comparison to give us a projection. Jenny thought it may not hurt to increase the line item amount. Steve will investigate the utility usage and billing. Terry moved to accept the proposed budget for FY22-23. Pitchy seconded. Motion carried.
- Board Terms -- **-original in permanent records**
Kim Harvey's second term is up June 30, 2022. Margaret Smith needs to send a letter to the commissioners expressing her desire to remain on the Board of Trustees. Members would like to see someone from Kaycee be appointed. Linda will have vacancy advertised. The commissioners will appoint a new member at their first July meeting, so the new appointment can attend the July library board meeting. Linda suggested the board visit with people who are interested and have them submit letters of interest.

Next Meeting

The next meeting will be on Monday, May 23 at 4 p.m.

Pitchy moved the meeting be adjourned. Jenny seconded. The motion carried

The board adjourned the meeting at 5:26 p.m.