

## JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, May 23, 2022

The Johnson County Library Board of Trustees met Johnson County Library on Monday, April 18. The following members present: Margaret Smith, Leighton "Pitchy" Gammon, Terry Urruty, and Kim Harvey. Jenny Bakken was absent. Also present were Director Steve Rzasa, Assistant Director Heather Kuzara were present. Margaret called the meeting to order at 4:01 p.m.

**Minutes** from the April 18, 2022 meeting were reviewed. Clerical correction needed. Pitchy moved to approve the minutes as corrected. Kim seconded the motion. The motion carried.

**Correspondence-** Steve received a letter from County Commissioner Bill Novotny stating the health insurance costs will not be increasing this year. Linda told board that the Wyoming Retirement will not increase either.

### **May 2022 checks**

Direct deposit checks **DD1361-1369** reviewed and form signed. Kim moved to approve them for payment and Terry seconded. The motion carried. Checks **18761-18785** were reviewed. Steve explained the check 18783 for \$13,871.70 to Johnson County Clerk is quarterly Health Insurance, checks 18763 and 18771 to Division of Criminal Investigation are for volunteer background checks. Pitchy moved to approve them for payment and Terry seconded. The motion carried. Operations and Maintenance checks **1373-1383** were reviewed. Steve informed the trustees the Rocky Mountain Power bill was not available; he will be printing that check when it is. *Terry asked if the Janitor Contract is ever reviewed. Steve answered that it is discussed in the June meetings.* Terry moved to ratify the checks and Kim seconded. The motion carried. Trustee Check **1842-1850** were reviewed. Steve explained the 1844 for \$1,047.70 was for purchase of new blank library cards, this is needed every couple of years. 1850 Visa purchase for books and materials, as well as file cabinets for the Local History room. Pitchy moved to ratify the checks and Terry seconded. The motion carried.

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

- On April 20 I assisted a visitor with retrieving a drone from our roof, caught on one of the lower gutters on the older end of the building.
- Preliminary budget for the upcoming Fiscal Year 2022-2023 was submitted on Friday, April 22.
- The county has reimbursed the \$516 spent on wiring for the new handicap access buttons and new door at Kaycee using SLIB money available from the state.
- Overhead Doors of Casper was in Kaycee May 12 and completed the door installation. Followup work on the trim is in progress.
- The Johnson County Library Foundation voted on May 19 to support our budget to the tune of \$14,500, specifying that it not be used for payroll.
- The foundation also voted to offer Kris Ackerson and Erin Perry membership on their board. The foundation has seen a lot of new members recently. Penny Orchard's last meeting was May 19, and Paula Hanson had resigned months back. The current membership is Nick Thom (president), Frank Pratt (vice-president), Steve Reimann (treasurer), Amy Pierson (secretary), Colleen Donahue, Kira Wages, and Rachel Woita, plus the two new members from Kaycee. *The Foundation put a work day together at their Kaycee property. Steve, Amy, Nick, Frank, plus Steve and Bonnie Ross worked three hours clearing the property.*
- I posted the open schedule for Saturday volunteers on May 4 and by the end of the day, the slots for June, July, and August were all full. I'm also coordinating with three volunteers who have expressed interest in helping out during the weekday hours. We'll be using them on Mondays and Thursdays. Our last formal training session was Wednesday, May 18. *Terry asked if the board could have a list of the volunteers.*
- We hosted 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. Thirty library staff from around the state, including our Teresa Allgood and Lindsey Belliveau, attended training on topics related to children's and teen library services. We had guests from the Wyoming State Library as well as from libraries including Sheridan, Gillette, Casper, Worland, Ten Sleep, Cody, Powell, Douglas, and Glenrock. Topics included intellectual freedom, collection development, and storytelling for young audiences.

- The Art in Bloom fundraiser ended May 4 with 24 flowerpots auctioned off for \$1,235. This amount, minus the expense of the pots, will be deposited with the Friends of the Library, who will in turn use the money raised to pay for a portion of our special performers visiting for children's summer reading.
- Heather and I have finished shifting nonfiction, which leaves us more room for fiction to expand and also not be as crowded. She and volunteer Teri Wuthier will be working on fiction as time allows on Tuesdays this summer
- The second annual poetry contest for teens netted 43 entries. Judges Pat Frohlander and Katie Smith selected our winners and runners-up. We had so many we gave out prizes for first through fourth place, as well as six runners-up.
- Kickoff for summer reading is Thursday, June 2 after school from 1:30 to 6 p.m., and then Friday from 10 a.m. to 1 p.m. and 3 to 5 p.m. We have programs for children, teens, and adults. *Margaret asked about the newsletter date. Steve informed he will have it ready before the first of June.*
- *Steve explained the urinal in the North Men's Bathroom had a corroded sensor and the push button was stuck on to cause overflow and a plumber being called. Steve and Lindsey arranged and help at the park for Meadowlark first graders.*

## Old Business

- Update on finances to date.
  - Check from Johnson County Treasurer 05/09/22 = \$25,355.46
    - \$20,334.77 property tax, \$5,020.69 motor vehicle
  - Balances:
    - Checking = \$162,634.16
    - Operations and Maintenance = \$15,243.56
    - Reserve = \$287,389.02
    - Depreciation = \$83,192.79
- Kaycee Branch projects
  - Doors at the branch are in. Locks and mechanisms work. Overhead Doors needs to return to complete the trim and seal around the door. Bonnie is getting extra keys made. Waiting for invoice.
  - Steve spoke to Jeff Schoen with the State Fire and Prevention in Cheyenne about clarification of plans submission. He informed Steve if project is under 400 square feet, don't need to be approved. Tyler from Great Divide went around the project area with Bonnie
  - Landscaping needs – Steve still investigating hydrant/sprinkle needs and other exterior projects/
  - Steve is reaching out for architectural plans. Margaret suggested Mr. Farwell may be able to assist. Steve has gone to engineering firms who are referring him to architects.
- Volunteers and Saturday updates – Discussion:
 

Schedule starts June 4, 2022. Heather will work first Saturday. All volunteers are trained. Advertising will be in Bulletin, radio stations, it will be advertised on Bank of Buffalo marquis, and on our social media accounts. One staff member and 2 volunteers will be working each Saturday on a rotating schedule.
- Budget Update: FY 22-23 - **original in permanent records**

Steve modified the previously approved budget. Increase to utilities and postage. Steve emailed Jenny, who approved modifications. Margaret said that it is a good idea to increase utilities. Margaret asked about Kaycee postage increase. Steve explained the homeschool community uses the library often and has ILL needs. Bonnie is using LP services as much as possible. Patrons at both libraries are ordering NF more than in the past. Linda explained that Jody, commissioners' assistant, will be scheduling for budget review times. Steve will notify board members of date and time. Terry moved to accept the changes, submitted by Steve, to the FY22-23 budget. Pitchy seconded. Motion carried.

## New Business

- Carbon Creek tax settlement options - **original in permanent records**

Steve presented board with planning ideas for settlement. Margaret thought to possibly look at full time employee versus part time due to what may be needed both at the library and for employees.

- **Disruptive Patron**  
Steve informed the board of incident of patron making a staff member uncomfortable with constant invitations. Steve telephone and asked him to not continue. Man was angry and nasty on phone, then came to library wanting to speak to Steve personally. Steve led him away from patrons where he proceeded to be angry and was asked to leave. Linda asked if dispatch was called. Steve explained the library has two panic buttons that connect with police station. He also explained staff leaves together at the end of the day. Terry asked if we ever revoked rights. Steve answered, yes, and currently have half dozen or so on “no trespass” orders.
- Margaret asked for discussion of director evaluation. She has ideas for a more appropriate evaluation and has felt the current evaluation is unfair. Terry has used a more effective evaluation at his place of business and shared about a scale method referring to the employee’s job description. Steve will send a digital file of the director job description to board members. Kim asked what happens if reviews are low. Terry explained an improvement plan could be put in place. Margaret said the board secretary will continue to keep reviews of director on file.
- Margaret reminded board of need for new board member as Kim’s term is complete June 30, 2022.

### **Next Meeting**

The next meeting will be on Monday, June 20 at 4 p.m.

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

The board adjourned the meeting at 5:11 p.m.