

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, July 25, 2022

The Johnson County Library Board of Trustees met at Johnson County Library on Monday, July 25. The following members present: Margaret Smith, Leighton "Pitchy" Gammon, Jenny Bakken and Shane Greet. Terry Urruty was not available. Director Steve Rzasa and Assistant Director Heather Kuzara were present. Margaret called the meeting to order at 4:00 p.m. Margaret welcomed Shane Greet to the board.

Nomination and Election of Board officers: Margaret explained the positions of Chair, Vice Chair, Treasure, Secretary, and Library Foundation Liaison. Each office is a one-year term.

-Margaret asked for nominations for Chair. Pitchy nominated Jenny, Jenny nominated Margaret. Margaret asked for a board vote for Jenny as chair, Shane seconded. Three yay votes for Jenny, one opposed. Vote recorded as Jenny elected to chair position. Chair transitioned to Jenny.

-Jenny asked for nomination for Vice Chair. Pitchy nominated Margaret, Shane seconded. Motioned passed with unanimous vote.

-Jenny asked for nominations for Treasurer. Pitchy nominated Terry, Margaret seconded. Motion passed with unanimous vote.

-Jenny asked for nominations for Secretary. Margaret nominated Shane, Pitchy seconded. Motion passed with unanimous vote.

-By default, Pitchy will be the Foundation Liaison. Margaret asked what she can expect. Steve explained she will share specific board information and his shares the director's report. Pitchy asked if she will need to prepare a report, Steve answered that in the past it has not been written.

Minutes from the June, 2022 meeting were reviewed. In the minutes' record, Pitchy is recorded as making a motion and seconding the same motion. It was Terry who made the motion and Pitchy seconded. Margaret moved to approve the minutes with corrections. Pitchy seconded the motion. The motion carried. Margaret clarified that the blank form for Director's Evaluation be a permanent part of Board content. Steve will give Shane a copy.

Correspondence- Steve received a thank you note from Gene Gagliano for the space provided for the PBS recording of his interview.

Steve asked that the **OLD BUSINESS item FY2022-2023** budget be discussed now. The budget presented to the county requested \$368,252.79 from Johnson County property taxes. The newspaper showed that amount approved, however, the mill levy sheet Steve received reports \$318,000 as the final amount, which is \$50,000 less, equal to a reduction based on the amount of estimated motor vehicle excise fees for the FY22-23 budget. Steve contacted the commissioners about this. Commissioner Bill Novotny told Steve the commissioners had approved the requested amount and then the total was sent to the county clerk's office. County Clerk Vicki Edelman informed Steve the amount needed to be changed to show the estimated motor vehicle excise fees being deducted. Steve said the budget has been figured the same way for several years, showing the same estimated motor vehicle excise fees being accounted for in the requested amount. Shane asked about budget history. Steve will provide him with copies. Steve's concern is the amount reported for the mill rate approval. Pitchy commented that the commissioners should be taking care of the changed amount since they approved the full amount requested and others changed it. Steve informed the board both Bill and Commissioner Linda Greenough.

June 2022 checks

Direct deposit checks **DD1379-1387** reviewed and form signed. Steve explained ACH payments. Pitchy moved to approve them for payment and Margaret seconded. The motion carried. Checks **18708-18838** were reviewed. Steve explained check 18709 to Buffalo Bulletin, 2 yearly subscriptions, one for public and the other for local History archives. Steve explained the reason for duplicate amounts to Collins Communication, Inc is due to the previous payment nor being received by that company; checks 188815 for yearly printing fee to Cybrarian; check 18832 is the quarterly health insurance payment; check 18833 to WT Cox Information Services is the yearly magazine subscription management; check 18836 to KL & A Engineers and Builders is the fee for the Kaycee branch site survey. Margaret moved to approve checks for payment and Shane seconded. The motion carried. Operations and Maintenance checks **1396-1408** were

reviewed. Steve explained check 1399 to Chesbro Electric is for labor and 2 custom made lights for outdoor steps. Steve will be researching the light needs on the steps because it is costly to change and repairs these. Check 1405 covers regular filter change and repairs and cleaning of AC unit in original side of the building. Pitchy moved to ratify the checks and Shane seconded. The motion carried. Trustee Check **1856-1857** were reviewed. Steve explained these amounts will be reimbursed by Friends of the Library for Summer Reading. Margaret moved to ratify the checks and Shane seconded. The motion carried.

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

- Around 1:30 pm on Thursday, June 30, a middle school-aged patron suffered a seizure during one of the children's summer reading painting classes. Heather organized the response with help from staff, volunteers, and parents. Jenny Bakken was able to lend assistance with her EMT training. The ambulance service responded quickly, by Heather's account, even with a funeral procession making travel difficult. All involved, especially Heather, are to be commended for their actions. I have attached Heather's incident report so you can see what steps were taken, with the names of the child and parent redacted.
- A man who used one of our private rooms several times during mid-July was kind enough to leave us a \$60 cash donation.
- A solicitor from Washington selling a variety of books for "donation" to help raise money for scholarships to college came through and asked if the library was a bookstore. There were apparently two instances of walk-in salespeople while I was on vacation who did not seem to understand we were not, in fact, a bookstore.
- The staff are compiling our summer reading results in terms of reading hours, which we will have for you at next month's meeting. The following were winners:
Adults: Ileta Neustel
Teens: Top reader Olivia Irving; Random drawing winner Haley Jacob; Candy jar guess winner Emory Cox
Children (Prize Packages #1-10): Wyatt Sommers, Faith Groskop, Micah Metcalf, Braxton Overton, Sophia Waters, Joe Gampetro, Jack Gampetro, Fletcher Starks, Haley Crago, Isaac Burch-Jones.
Children's Candy Guess Jars: Owen Cash Grubb, Theo Martin
- A transient individual who was using our front desk phone accidentally dialed 911 on Monday, July 18. He was dialing 9, 1, and the area code to dial out of the building on the portable phone but evidently hit 1 twice. Dispatch called the library, but Katrina handled the situation and was able to explain the error.
- We received a big donation of more than 20 books by Christopher Moore and Tim Dorsey. Katrina linked and created a fun comedy display the other week.
- I have encouraged staff to fill out applications for the McMurry Foundation's continuing education grants that pay for, among other things, Wyoming Library Association conference registration and hotel costs. I would like to get as many staff as possible to go Sept. 28 through 30. It has been about five years since any of us veteran staff were able to attend in person; our newer staff have never been.
- At next month's meeting I will have end of FY21-22 reports on circulation, interlibrary loan, local history, collections development, and other measures ready for the board.
- About 100 people attended the candidate debate forum hosted by 307NetRadio on July 20 and 70 people attended on July 21. Both were held in the Twing Room here at the library.

Old Business

- Update on finances to date.
 - Check from Johnson County Treasurer 07/08/22 = \$36,579.06
 - \$30,687.24 property tax, \$5,897.82 motor vehicle
 - Balances:
 - Checking = \$204,078.69
 - Operations and Maintenance = \$4,361.31
 - Reserve = \$287,425.54
 - Depreciation = \$83,223.22
- FY Budget 2022-2023—see above
- Kaycee Library: Updates including property survey

-We received reimbursement from the county in the amount of \$7,969.00 to cover the door work. Shane commented the door looks very nice. The money was originally from the State Lands & Investment Board.

-Great Divide Construction responded to Steve and are waiting to hear from carpenters about working on the bathroom project.

-KL &A Engineers and Builders completed the site survey **(original in permanent records)** Bonnie and Monica had given the board a list of improvements they would like to see. One concern of Bonnie's is the 'cut through' people take through the parking lot and the alley. She suggested putting large boulder to block the route. Steve said he would look into right-of-way issues. She also hopes to get a sprinkler system installed.

-Dan Odaz of Plan One Architects sent Steve a conceptual Design Services Agreement to address property improvements for the Kaycee Branch Library. **(original in permanent records)** This is for design services and the advantage would be to have this for projects Bonnie and Monica would like to see completed. Margaret asked if the list in the document is the same priority list. Steve will discuss with Bonnie. Dan is aware of the needs assessment that was completed in 2008. Margaret thought ADA compliance should be the first priority and Shane commented how glad he is to see the improvements being done. Jenny asked for other comments or additional input about the proposed agreement. She has mixed feelings as some items listed have been addressed. Pitchy thought their knowledge of the guts of the building would be helpful. Margaret asked, "As we look at this plan, how are we paying for it?" All board members agreed that approaching the Foundation would be a good idea. Steve will reach out to the Foundation to have this on the agenda for their September 8 meeting. Pitchy made a motion that the board ask the library foundation for \$10,000 to pay for the conceptual design services agreement from Plan One Architects. Margaret seconded. Motion carried.

New Business

- End of FY 2021-2022 budget review **(original in permanent records)**
Steve explained: The second page shows final tallies. Total expenses were 94.8%, so did not go over overall budget. Revenue includes copies, faxing, and room rental, which includes the amounts from Kaycee. Steve did point out the final total budgeted for FY21-22 was different than originally approved because of the budget amendments the board made at the June meeting. Those additions were offset by other sources of revenue— for example, the SLIB money available from the county to pay for the new door installation at Kaycee. There was discussion about meeting room use and rent. Steve explained a community group is now using the Fraley Room every Tuesday and Friday evening, which helps increase revenue.
- Transfers from Depreciation Account
 - \$3,100.00 for property survey – to Checking account
 - \$872.84 for lights repair (north end stairs) – to Operations & Maintenance account
 - \$666.20 for air conditioning repair (old unit) – to Operations & Maintenance accountTotal: \$4,639.04
Steve presented the amounts to be transferred. He explained that he can go to First Northern Bank and have cashier's check made from the depreciation account as there are not any checks associated with the account. Pitchy moved that the money be transfer to the listed accounts. Shane seconded. Motion carried.
- Fair and Rodeo closure- In the past, the library has been closed on the Saturday of Fair week. Steve requested the library not open August 6, 2022. Pitchy moved that Johnson County Library and Kaycee Branch be closed August 6, 2022 for Fair and Rodeo. Margaret seconded. Motion carried.

Next Meeting

The next two meeting on August 22 and September 19 will be at the Kaycee Branch Library. Steve will put an announcement in the paper.

Jenny asked for a motion to close the meeting. Pitchy moved to adjourn the meeting. Shane seconded. Motion carried.
Meeting adjourned at 5:42 pm.