

## JOHNSON COUNTY LIBRARY BOARD MINUTES

Tuesday, January 21, 2020

The Johnson County Library Board of Trustees met at the Johnson County Library on Tuesday, January 21, 2020 with the following members present: Ron Wagner, Kim Harvey, Bill McIntyre, Margaret Smith and Denise Marton. Director Steve Rzasa, Assistant Director Mary Rhoads, County Commissioner Linda Greenough, and Deputy County Attorney Barry Crago were present. Ron called the meeting to order.

**Minutes** from the November 18, 2019 meeting were reviewed. Bill moved to approve the minutes. Denise seconded the motion. The motion carried.

### **New Business**

- Deputy County Attorney Barry Crago reviewed the Johnson County Library's Personnel Policy. Suggestions were made. Steve will work with Barry Crago to make the various changes then present the amended policy to the board.

### **Correspondence**

- Letter from Cloud Peak Accounting. An error was made by one of the firm's bookkeepers. The library will receive a credit for the amount of the tax penalty paid to the IRS.
- Letter from Ron's Plumbing and Heating.
- Letter and donation from the Shethar Foundation.
- Letter and donation from the Scully Foundation.

**December 2019** checks 17896 – 17935 were reviewed. Margaret moved to approve them for payment and Bill seconded. The motion carried. Direct deposit checks DD1161-1162 were reviewed. Denise moved to approve them for payment and Bill seconded. The motion carried. Operations and Maintenance checks 1033-1044 were reviewed. Denise moved to approve them for payment and Margaret seconded. The motion carried. Trustee Check 1612-1620 were ratified for payment. Margaret moved to approve them for payment and Bill seconded the motion. **January 2020** checks 17936-17983 were reviewed. Bill moved to approve them for payment and Kim seconded. The motion carried. Direct deposit checks DD1163-1164 were reviewed. Kim moved to approve them for payment and Denise seconded. The motion carried. Operations and Maintenance checks 1045-1051 were reviewed. Margaret moved to approve them for payment and Denise seconded. The motion carried. Trustee checks 1621-1626 were ratified for payment. Kim moved to approve them for payment and Margaret seconded. The motion carried. Trustees signed off on the check report.

### **Director's Report-original in permanent records**

- The check on December 2 from the County Treasurer was \$122,127.68.
- The DVDs have been moved to their cases.
- One of the library's volunteers, Trish Dearing, passed away.
- Mary had shoulder surgery in December. Heather and Lindsey kept story hour going and had the special visit from Santa Claus.
- Susie Black is volunteering at the library.
- Steve asked the Foundation to purchase a new DVD cleaning machine.
- The Foundation gave the library its share of the auction proceeds in the amount of \$7500. Steve would like to use it for technology.

- Steve took some vacation time in December to visit family in New Jersey.
- The check from the County Treasurer in January was \$114,873.56. The previous year was \$75,000.
- A children's Valentine's Reading Program is being held until February 14.
- The accountant will check QuickBooks with new procedures.
- Steve met with Jen Hicks. She has been doing a program on managing an online presence. She would like to do a public program in February
- There is a meeting this week with the committee concerning the 4 ½ day school week that will begin in the fall of 2020.
- Steve will attend a New Director's Workshop in Cheyenne.

#### **Old Business**

- Update on finances to date – includes the 6-month review. Discussion. Steve will check to see how he can clean up the report.

#### **New Business**

- 1% application is due January 24.
- Steve presented a proposal for additional security cameras. Staff parking, western history, children's area and the north hall were suggested. Comtronix bid is \$5,717.00. Discussion. The board would like to have a breakdown of costs of the cameras.

The next meeting will be Monday, February 24 at 4pm at the Johnson County Library.

Executive session was called.

Respectfully submitted,

JOHNSON COUNTY LIBRARY BOARD MINUTES  
Monday, February 24, 2020

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, February 24, 2020 with the following members present: Ron Wagner, Kim Harvey, Bill McIntyre, Margaret Smith, and Denise Marton. Director Steve Rzasa, Assistant Director Mary Rhoads, and County Commissioner Linda Greenough were present. Ron called the meeting to order.

**Minutes** from the January 21, 2020 meeting were reviewed. Bill moved to approve the minutes as written. Margaret seconded the motion. The motion carried.

**Correspondence**

None

**February 2020** checks 17984 – 18019 were reviewed. Bill moved to approve them for payment and Denise seconded. The motion carried. Direct deposit checks DD1165-1166 were reviewed. Denise moved to approve them for payment and Margaret seconded. The motion carried. Operations and Maintenance checks 1052-1061 were reviewed. Denise moved to approve them for payment and Bill seconded. The motion carried. Trustee Check 1627-1639 were ratified for payment. Margaret moved to approve them for payment and Bill seconded the motion. Trustees signed off on the check report.

**Director's Report-original in permanent records**

- The February check from the County Treasurer was \$13,835.
- Thanks to David Eads and his crew for the job they have done with the snow removal.
- A school committee met at the library on February 12, 2020. They are having an ongoing discussion about what children will do next school year concerning the early release on Friday's.
- Steve will schedule a meeting with Tim Miner, YMCA, and Scott Musselman, Boys and Girls Club, to talk about the school district's early release of students next school year.
- Steve attended a Director's Training workshop on January 28, 2020.
- Students were working in the Teen area on a reading space project at Clear Creek Middle School.
- Steve attended a Rotary meeting on February 12, 2020.
- We are exploring the possibility of using a web-based meeting room reservation system.
- The Friends of the Library voted to approve \$1800 for a new web site design. Mike Knebel, 307 Web met with Steve and Mary about our ideas.

**Old Business**

- Update on finances to date.

Check from Johnson County Treasurer 2/6/2020 = \$13,834.94		
	January (2019) - \$75,085	January (2020) - \$114,873
	<u>February (2019) - \$30,863</u>	<u>January (2020) - \$13,835</u>
Two-month total:	2019 - \$105,948	2020 - \$128,708

- John Snyder came and cleaned up the Quick Books Balance Sheet.
- A complete printed policy will be brought to the next meeting.
- Additional security camera costs were presented. We are asking for a camera for the history stacks, staff parking, south children's area, and the north hall. Discussion. Bill made a motion

the accept the bid of \$5,700 of Comtronix and to use funds from the Operations & Maintenance account. Denise seconded the motion. The motion carried. Discussion about cameras at the Kaycee Branch Library. Steve will look into that.

**New Business**

- Upset patron incident from Saturday, February 1.
- Steve presented a bid from Capital Business Systems for a new copier at the Johnson County and Kaycee Branch Library.
- Connie Norton will be retiring the end of March. Steve will talk to the County Commissioners about replacing Connie's position. Steve would like to hire two part time people for this position.

The next meeting will be Monday, March 23 at 4 pm at the Johnson County Library.

Respectfully submitted,

## JOHNSON COUNTY LIBRARY BOARD MINUTES

For Monday, April 20, 2020

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, April 20, 2020 with the following members present: Ron Wagner, Bill McIntyre, Margaret Smith present at the meeting in the library, and Denise Marton and Kim Harvey by phone. Director Steve Rzasa and Assistant Director Mary Rhoads were present. Ron called the meeting to order.

**Minutes** from the February 24, 2020 meeting were reviewed. Kim moved to approve the minutes as written. Bill seconded the motion. The motion carried.

### Correspondence

- Resignation letter from Connie Norton.
- Copier lease from Capital Business Systems

**March 2020** checks 18020 – 18057 were reviewed. Margaret moved to approve them for payment and Kim seconded. The motion carried. Direct deposit checks DD1169-1170 were reviewed. Bill moved to approve them for payment and Margaret seconded. The motion carried. Operations and Maintenance checks 1062-1073 were reviewed. Margaret moved to approve them for payment and Bill seconded. The motion carried. Trustee Checks 1640-1646 were ratified for payment. Margaret moved to approve them for payment and Denise seconded the motion. The motion carried.

**April 2020** checks 18058-18096 were reviewed. Margaret moved to approve them for payment and Kim seconded. The motion carried. Direct deposit checks DD1171-1172 were reviewed. Bill moved to approve them for payment and Denise seconded. The motion carried. Operations and Maintenance checks 1074-1086 were reviewed. Margaret moved to approve them for payment and Bill seconded. The motion carried. Trustee Checks 1647 – 1652 were ratified for payment. Bill moved to approve them for payment and Kim seconded the motion. The motion carried. Trustees signed off on the check report.

### Director's Report-original in permanent records

- A check from the County Treasurer on April 8, 2020 was \$10,290.58. This was \$1,600 more than last year at this time.
- Comtronix has finished installing four additional cameras.
- Chem Dry will be cleaning the carpet this Thursday.
- Steve is working with 307 Web on the new web page. He is hopeful it will be ready by June 1<sup>st</sup>. Training for staff will happen then. Steve thanked the Friends of the Library for paying for the new web design.
- While the library is closed to the public staff is continuing to work.
  - Nancy is updating Facebook with local history information.
  - Mary, Heather and Lindsey are posting story hour programs and science experiment to Facebook.
  - Steve is reading *...And A Bottle of Rum* on 307NetRadio and posting to Facebook.
  - Curbside book delivery continues each day. About 45 books per day in Buffalo are checked out this way and about 20 per day at the Kaycee Branch.
  - The book drop is closed on weekends and opened during the week. Books are sanitized and left for 72 hours.
  - Staff will be working remotely two days a week.

- Summer Reading plans are being made. A different approach to the programs will be made.

### **Old Business**

- Update on finances to date.

Check from Johnson County Treasurer 4/8/20 = \$10,290.58

#### Balances

- Checking = \$133,726.53
  - Operations and Maintenance = \$45,073.56
  - Reserve = \$288,394.11
- A clean copy of the Personnel Policy was reviewed. Margaret made a motion to approve the policy as written. Denise seconded the motion. The motion carried.

### **New Business**

- FY 2020-2021 Budget was reviewed. Discussion was held. Board preferred that the part time people be added back into the budget as part of the request to the commissioners. The line budgeted for computer replacement was deleted. Building insurance was discussed. Steve had a discussion with County Clerk Vicki Edelman concerning building insurance. Steve will follow up.
- Reopening the library and hours the library would be open was discussed. Steve will continue to work on the hours the library will be open and present a plan to the Trustees.
- Board members Bill McIntyre and Denise Marton terms are up. Bill would like to do a second term. Denise has already completed two terms.

The next meeting will be Monday, May 18 at 4pm at the Johnson County Library.

Respectfully submitted, Monday, May 18, 2020.

## JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, May 18, 2020

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, May 18, 2020 with the following members present: Ron Wagner, Bill McIntyre, Margaret Smith present at the meeting and Denise Marton and Kim Harvey by phone. Director Steve Rzasa and Assistant Director Mary Rhoads were present. Ron called the meeting to order.

**Minutes** from the April 20, 2020 meeting were reviewed. Kim moved to approve the minutes as written. Denise seconded the motion. The motion carried.

### **Correspondence**

- Several notes and letters from patrons. Steve read one of the notes aloud.
- Lois Peterson's letter to the editor in the Buffalo Bulletin.
- Email from the circulation head from Fredricksburg County, Maryland asking how the library's procedures with COVID are working.

**May 2020** checks 18097 – 18133 were reviewed. Margaret moved to approve them for payment and Bill seconded. The motion carried. Direct deposit checks DD1173-1174 were reviewed. Bill moved to approve them for payment and Denise seconded. The motion carried. Operations and Maintenance checks 1087-1101 were reviewed. Kim moved to approve them for payment and Margaret seconded. The motion carried. Trustee Checks 1653-1655 were ratified for payment. Kim moved to approve them for payment and Margaret seconded the motion. The motion carried. Trustees signed off on the check report.

### **Director's Report-original in permanent records**

- A check from the County Treasurer on May 7, 2020 was \$51,141. This was more than last year. No indication about the June check.
- May 1<sup>st</sup> was the first day open to the public. The days total of people was 20.
- The County Commissioners approved the \$22,000 of 1% money on May 5, 2020.
- The library is continuing curb side pickup of materials. Books returned are being put in the Fraley meeting room in quarantine of 72 hours.
- The finishing touches on the new web design have been completed.
- Summer Reading is being planned. Reading logs will be provided to the children and teen readers. Prizes will be awarded as they reach certain minutes. Grand prizes will be awarded at the end. The summer reading will go from June 1 to July 31.
- Steve was notified of a grant from the Wyoming Humanities. The Library Foundation could sponsor the grant. This grant is history related. This could possibly be used to offset Nancy's salary.
- Steve is working with Vicki at the Clerk's office in getting on the County's building insurance.

### **Old Business**

- Update on finances to date.
  - Check from Johnson County Treasurer 5/7/20 = \$51,141
  - Balances
    - Checking = \$154,312.31
    - Operations and Maintenance = \$33,130.16

- Reserve = \$288,425.63

In next year's budget money will have to be transferred from reserves to Operations & Maintenance. Steve will check to see how much is in that account.

The Wyoming State Library will not turn on Interlibrary loans until 50% of the libraries are open.

### **New Business**

Board members terms for Bill McIntyre and Denise Marton. Bill has submitted a letter to continue on the library board. Denise's term will be expiring on July 1, 2020. Open board positions have been in the Buffalo Bulletin. Steve has posted the open board position on Facebook. Mark Bentley has submitted a letter of interest.

Update on COVID-19 response & reopening.

- We are keeping a sheet to keep track of people's names and the number of people in the library each day. Most are obeying the rules. Steve did let a mother and two kids stay longer because of it raining when she started to leave. Most staff are wearing masks when they are working with the public.
- Some of the other libraries in the state that have opened recently are Sheridan, Worland, Lusk and Weston. Campbell opened today. Albany and Laramie Counties are waiting to open at the same time. Some libraries have asked to borrow our poster. The museum has also borrowed our poster but made changes to it.
- The new library hours are Monday through Friday 10:00am to 6:00 pm and Saturday 9:00am – 1:00 pm.
- Monica is not reducing her hours at the Kaycee Branch Library yet.
- The library is allowing 6 people in the library for 45 minutes. Discussion. The board would like to add more people per hour.

Proposed policy - Unattended minors.

- Steve presented a policy used by Sheridan County Fulmer Public Library. The board read the policy and discussion followed. It was decided to table this until next board meeting.

The next meeting will be Monday, June 22, 2020 at 4pm at the Johnson County Library.

Respectfully submitted Monday, June 22, 2020



## JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, June 22, 2020

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, June 22, 2020 with the following members present: Bill McIntyre, Margaret Smith, Denise Marton, and Kim Harvey. Director Steve Rzasa and Assistant Director Mary Rhoads were present. Ron Wagner was absent. New board member Jennifer Bakken also attended. Bill called the meeting to order.

**Minutes** from the May 18, 2020 meeting were reviewed. Denise moved to approve the minutes as written. Kim seconded the motion. The motion carried.

### **Correspondence**

- Letter from author, Phil LeMaitre, whose hometown was Midwest Wyoming. He is donating fiction books he has written that are set in the Midwest area.
- Letter from estate of Sherrie Patch. The library will receive a set of books about the cattle war.
- Donation from Jim Wells of \$1000.
- Patch Scholarship recipients were Walter Silbernagel, Elsa Freise, and Elena Lompe, with Jade Maya as the alternate.
- Kim asked about how often Chappells Window Cleaning service cleaned the library windows. Steve will run a report for the next meeting.
- Steve added more in the budget for cleaning supplies. All COVID supply invoices have been turned into Marilyn Connolly (Johnson County Emergency Management).

**May 2020** checks 18134 – 18169 were reviewed. Margaret moved to approve them for payment and Denise seconded. The motion carried. Direct deposit checks DD1175-1176 were reviewed. Kim moved to approve them for payment and Margaret seconded. The motion carried. Operations and Maintenance checks 1104-1118 were reviewed. Margaret moved to approve them for payment and Denise seconded. The motion carried. Trustee Checks 1656-1666 were ratified for payment. Kim moved to approve them for payment and Denise seconded the motion. The motion carried. Trustees signed off on the check report.

### **Director's Report-original in permanent records**

- New website is up and running. It has the same address as before, jclwyo.org. Steve is very pleased with it. We now have administrative privileges so we can make changes.
- We have 70 teens and 200 kids signed up for the summer reading programs.
- The Friends of the Library book sale is set for this Thursday through Saturday. The Friends will monitor how many people are in the room and hand sanitizer will be available. This year the book sale will be held in the Twing meeting room. Steve is looking for volunteers to help move the books.
- Rocky Mountain Fire was here to test the alarms.
- Steve has been in communications with Marilyn Connolly (Johnson County Emergency Management) about receiving reimbursement funding for our COVID-19 related expenses.
- The library is now on the County's building Insurance policy. Steve called Vicki to see when a check needs to be sent. The county will absorb the cost. The library will still need to pay \$2,700 for liability insurance.

### **Old Business**

- Update to Budget vs Actual.

- Update on finances to date.  
Check from Johnson County Treasurer 6/7/20 = \$71,113.17  
Balances
  - Checking = \$195,264.77
  - Operations and Maintenance = \$28,148.78
  - Reserve = \$288,425.63

Potentially we won't have to use money from the Reserve Account until October or November.

- Update on Covid-19 response and reopening. Lots of people are coming into the library. As of June 1<sup>st</sup>, patrons will not need an appointment. The first week of June 326 people came in the library. In the second week of June we had 467.
- RB Digital usage and eBooks circulation is up. Circulation of library materials in May was  $\frac{3}{4}$  of usual.
- Proposed policy: Unattended minors. Discussion was held. Steve will send the policy to the county attorney for review.

### **New Business**

- Last year the balance of the specific purpose sales tax Reserve (held by the County) was \$412,000. The library took \$75,000 out for the Operations and Maintenance Account, leaving a balance of \$337,000. Steve emailed Carla, County Treasure, to get the balance of that account. She emailed that the balance was \$599,000. Steve will get a report from Carla to verify that.
- \$43,000 needs to be transferred from the County Reserve Account to the Building and Maintenance account to bring the balance back up to \$75,000. Margaret made a motion that we transfer from the County Reserve Account to Operations & Maintenance Account in the amount of \$43,000 for the purpose of meeting our budget of 2020/2021. Denise seconded the motion. The motion carried.
- Volunteers. Steve would like to have a volunteer work in the history room and one in the workroom helping with Interlibrary loans. The board said the decision was up to Steve.
- With the 4<sup>th</sup> of July on a Saturday and the County's holiday set for Monday, July 6, Steve would like to close the library on both of those days. Margaret made a motion to have the library close on Saturday, July 4, 2020 and Monday July 6, 2020. Denise seconded the motion. The motion carried.

The next meeting will be Monday, July 20, 2020 at 4pm at the Johnson County Library.

Respectfully submitted Monday, July 20, 2020

## JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, July 20, 2020

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, July 20, 2020 with the following members present: Ron Wagner, Bill McIntyre, Margaret Smith, Jenny Bakken, and Kim Harvey. Director Steve Rzasa and Assistant Director Mary Rhoads were present. Ron called the meeting to order.

### **Election of Officers for FY 2020-2021**

- Discussion was held. Margaret moved to approve the following slate of officers. Ron – Chair, Margaret – Vice Chair, Bill – Treasurer, Jenny – Secretary, Kim – Foundation Representative. Kim seconded the motion. The motion carried.

**Minutes** from the June 22, 2020 meeting were reviewed. Margaret moved to approve the minutes as written. Jenny seconded the motion. The motion carried.

### **Correspondence**

- Donation from the Wyoming State Quilting Guild of and adult and children's book.

**June 2020 checks 18170 – 18209** were reviewed. Bill moved to approve them for payment and Kim seconded. The motion carried. Direct deposit checks **DD1177-1178** were reviewed. Bill moved to approve them for payment and Margaret seconded. The motion carried. Operations and Maintenance checks **1119-1135** were reviewed. Bill moved to approve them for payment and Kim seconded. The motion carried. Trustee Checks **1667-1673** were ratified for payment. Kim moved to approve them for payment and Jenny seconded the motion. The motion carried. Trustees signed off on the check report.

### **Director's Report-original in permanent records**

- A check from the Treasurer's Office was received in the amount of \$8723.19.
- Johnson County Emergency Management has our COVID-19 expenses and is sending to FEMA/State of Wyoming for reimbursement.
- Summer Reading will be wrapping up the end of July.
- The Friends of the Library Book Sale made \$1400+. The local Mormon missionaries helped put the unsold books back in the storeroom.
- Rapid Fire Protection completed the annual sprinkler inspection. Shelves in the basement storage room need to be moved.

### **Old Business**

- Update on finances to date. Discussion was held. The Trustees would like to add the Depreciation Account to the list below.

Check from Johnson County Treasurer 7/9/20 = \$8,723.19

- Checking = \$142,947.73
- Operations and Maintenance = \$23,072.98
- Reserve = \$288,425.63

- FY 2020-2021 Budget. A spreadsheet was viewed. The FY18-19 budget amount set by the county was \$688,489.11. FY19-20 was \$661,973.67. FY21 expenditures are budgeted at \$569,827.54, with \$8,000 estimated in library revenues, \$40,000 from county motor vehicle excise, \$22,000 from 1%, and \$58,300 from Operations and Maintenance. This leaves \$441,572.54 the county budgeted. The County Commissioners denied the library's request for two part time people but would give a total of \$1000 for a part time person at the Kaycee Branch Library.
- Discussion was held about the cost of having the windows cleaned continued from last month's board meeting. Margaret suggested having a schedule of months that they are cleaned or rotation as she cleans outside and inside windows. Kim suggested cutting back on cleanings and having a written agreement with Chappell's Window Cleaning.
- Proposed policy - Unattended minors.
  - Steve had the County Attorney look at the wording of the policy. He approved of the wording.
  - Jenny made a motion to approve the Unattended Minors policy as written. Kim seconded the motion. The motion carried.
  - Discussion was held on ways to publicize this policy.
- Library hours for Buffalo and Kaycee.
  - Discussion was held concerning the current schedule of the staff at the Buffalo library. Steve will come up with options for the next board meeting.

#### **New Business**

- Direct deposit of Staff paychecks. All staff have requested having the direct deposit of paychecks.
- Transfer from Reserve to Checking. \$1300 is needed for the purchase of a new circulation computer. Margaret made a motion to transfer \$1300 from the Reserve account. Jenny seconded the motion. The motion carried.
- Saturday, Aug. 1. Closure for the Fair and Rodeo. Bill made a motion that the library close on Saturday, Aug. 1 so staff could attend the parade and Fair and Rodeo. Jenny seconded the motion. The motion carried.
- Steve has contacted Nick Thom and Steve Reimann, Foundation members and Keva McCarthy, Friends President, about the annual Library Auction. The Sheridan Library has already cancelled their auction for this year.

The next meeting will be Monday, August 24, 2020 at 4pm at the Johnson County Library.

Respectfully submitted Monday, August 24, 2020

## JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, September 21, 2020

The Johnson County Library Board of Trustees met at the Kaycee Branch Library on Monday, September 21, 2020 with the following members present: Bill McIntyre, Margaret Smith, Kim Harvey and Jenny Bakken. Director Steve Rzasa and Assistant Director Mary Rhoads, and Branch Librarian, Bonnie Ross were present. Ron Wagner was absent. Margaret called the meeting to order.

**Minutes** from the August 24, 2020 meeting were reviewed. Bill moved to approve the minutes as written. Kim seconded the motion. The motion carried.

### Correspondence

- Steve has a list of items to gather for the annual audit.
- Email from Kathleen McPhee about various history books she would like to donate.

### September 2020 Checks

Direct deposit checks **DD1187-1194** were reviewed. Kim moved to approve them for payment and Jenny seconded. Checks **18235-18258** were reviewed. Kim moved to approve them for payment and Bill seconded. The motion carried. Operations and Maintenance checks **1147-1161** were reviewed. Jenny moved to approve them for payment and Bill seconded. The motion carried. Trustee Checks **1680-1685** were ratified for payment. Bill moved to approve them for payment and Kim seconded the motion. The motion carried. Trustees signed off on the check report.

### Director's Report-original in permanent records

- Friends met on Sept. 8. They have scheduled a book sale for Oct. 8,9, and 10.
- Friends will hold a raffle. Keva McCarthy and Suzi Black are organizing the raffle.
- Mary & Lindsey are planning to restart story hour in mid-October with some minor restrictions.
- Books from the Sherrie Patch estate are being donated to the library. Kathleen McPhee has been in contact with Steve.
- Mary and Steve painted the no parking/fire zone in front of the library on Sept. 16.
- Steve contacted Danny Myers with Myers Construction about repairing the curb at the corner of the south parking lot.
- The WYLDcat Mobile app has many new features for patrons to use.
- Steve shared a list of existing contracts.

### Old Business

- Update on finances to date.
  - Check from Johnson County Treasurer 9/9/20 = \$6,565.87
    - Checking = \$106,521.01
    - Operations and Maintenance = \$58,232.47
    - Reserve = \$288,461.96
    - Depreciation = \$82,975.73
- Steve presented a report on attendance during evening hours.

### New Business

- Report from Kaycee Branch Librarian, Bonnie Ross that included the winter reading and summer reading program. They have started story hour with 13 kids the first week and 10 kids attending the next week. Bonnie said they have been doing well with volunteers. She will be needing a volunteer for all Saturdays. Monica will not be working on Saturdays anymore. She also said that they were able to clean the carpets after the summer reading program, clean windows and complete the annual inventory. The book discussion group in Kaycee held their first book discussion. Attendance is down some. They will hold the book discussion every other month.
- A computer replacement plan was presented. At the last meeting Ron had suggested using the Depreciation account for items. The approximate cost for this fiscal year for various computer items is \$5,400. Margaret wondered about having a set yearly amount. Steve had said that this used to be a line item but because of the budget cuts its amount has been zeroed out. Bill wondered if the deprecation account was the first place to go. Discussion. The board asked Steve to talk to the Foundation.
- Steve is exploring ideas on ways to reach out to our patrons. Possible programs are being considered.

The next meeting will be Monday, October 19, 2020 at 4pm at the Johnson County Library.

Respectfully submitted Monday, October 19, 2020

## JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, October 19, 2020

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, October 19, 2020 with the following members present: Ron Wagner, Bill McIntyre, Margaret Smith, Kim Harvey and Jenny Bakken. Director Steve Rzasa, Assistant Director Mary Rhoads, and Commissioner Linda Greenough were present. Ron called the meeting to order.

**Minutes** from the September 21, 2020 meeting were reviewed. Kim moved to approve the minutes as written. Margaret seconded the motion. The motion carried.

### Correspondence

- Steve had an email from a librarian in Hyattsville, Maryland, who asked for a library card from the Johnson County Library. She is trying to set a record.

### September 2020 Checks

Direct deposit checks **DD1195-1202** was reviewed. Margaret moved to approve them for payment and Jenny seconded. Checks **18259-18284** were reviewed. Bill moved to approve them for payment and Margaret seconded. The motion carried. Operations and Maintenance checks **1163-1171** were reviewed. Kim moved to approve them for payment and Bill seconded. The motion carried. Trustee Checks **1686-1688** were ratified for payment. Margaret moved to approve them for payment and Jenny seconded the motion. The motion carried. Trustees signed off on the check report.

### Director's Report-original in permanent records

- The library received the 1% money of \$22,000.
- Kaycee Branch water bill is high. Steve is checking into it.
- Friends Book Sale that was held Oct 8-10 made \$1175.
- Friends Raffle tickets are on sale. Drawing will be held November 6.
- Steve spoke to the Foundation about the purchase of OverDrive. It would cost \$3,000 per year.
- Story Hour started today. We will do a shortened version on Mondays and Thursdays.
- Steve and Kira Wages collaborated on a spooky story contest with BHS & CCMS.
- Buffalo Quilting will display a Christmas Quilt in November. Raffle tickets will be available.

### Old Business

- Update on finances to date.
  - Check from Johnson County Treasurer 10/6/20 = \$33,756.55
    - Checking = \$91,068.20
    - Operations and Maintenance = \$55,216.89
    - Reserve = \$287,185.95
    - Depreciation = \$83,016.24
- Next months' bills will be around \$32,000 to \$34,000.

### New Business

- Steve spoke to Kristen at the Town of Kaycee Office several times about the Kaycee Branch water bill. Bonnie has checked around the building and sees no sign of a leak or any fixtures running. It could possibly be an error in the meter reading. The bill showed the library using 10,000 gallons of water. The usual reading is for 6,000 gallons.

- Bonnie would like to shorten the Tuesday evening hours from 8pm to 7pm, since no one had been utilizing the hour for a long while. Discussion. Margaret made a motion to change the hours at the Kaycee Branch Library on Tuesday from 1-8pm to 1-7pm. Jenny seconded the motion. The motion carried.
- Ron asked about the plans concerning the computer purchased. Discussion. It was suggested to list the priorities on replacement, dates of each computers and what each computer is used for.

The next meeting will be Monday, November 23, 2020 at 4 pm at the Johnson County Library.

Respectfully submitted Monday, November 23, 2020



JOHNSON COUNTY LIBRARY BOARD MINUTES  
Monday, November 23, 2020

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, November 23, 2020 with the following members present: Ron Wagner, Bill McIntyre, Margaret Smith, and Jenny Bakken. Kim Harvey joined through conference call. Director Steve Rzasa and Assistant Director Mary Rhoads were present. Ron called the meeting to order.

**Minutes** from the October 19, 2020 meeting were reviewed. Bill moved to approve the minutes. Margaret seconded the motion, but noted the date needed correction. Kim seconded approval of the minutes as corrected. The motion carried.

**Correspondence**

- Thank you card from Janet Hansen. She had also made a donation. She is also one of our volunteers.
- Note from the IRS with refund of \$1,060. This is a reimbursement for the penalty we paid last year.

**November 2020 Checks**

Direct deposit checks **DD1204-1211** were reviewed. Margaret moved to approve them for payment and Bill seconded. Checks **18285-18323** were reviewed. Kim moved to approve them for payment and Jenny seconded. The motion carried. Operations and Maintenance checks **1172-1180** were reviewed. Margaret moved to approve them for payment and Bill seconded. The motion carried. Trustee Checks **1689-1696** were ratified for payment. Bill moved to approve them for payment and Margaret seconded the motion. The motion carried. Trustees signed off on the check report.

**Director's Report-original in permanent records**

- Check from the Treasurer's office on Nov. 4 was \$49,184.92.
- A staff member tested positive for COVID. She had been in contact with someone and in a few days tested positive. She is back after two weeks. This had happened while a staff person was on vacation then Steve was ill for part of a week so staff was down to three people.
- Paused the use of the meeting room for only meetings.
- Time limit spent in the library is now an hour.
- We received our annual \$5,000 donation to the Trustees Account from the Surrena Memorial.
- New members have been added to the Foundation. Tristan Allen from Kaycee and Rachel Woita of Buffalo.
- Donations came in to the Foundation even though we were not able to hold the annual auction. Steve had asked the Foundation for a split of the proceeds. The Foundation gave the entire amount of \$3,050. Steve will use this for computer replacements. We had a computer replacement line in the past so this will be put in this account.
- The Foundation voted to fund the Overdrive eBook and audiobook service for two years.
- The Friends raffle raised \$1,650.
- The Friends opted to not have a November or December meeting.
- Spooky Story contest has been judged and the winners announced.
- The audit will be done virtually this year.
- Library will be closed Thursday and Friday for Thanksgiving.
- Margaret thought that a letter to the public thanking them for their support of the library would be appropriate.

### **Old Business**

- Update on finances to date.
  - Check from Johnson County Treasurer 11/4/20 = \$49,184.92
    - Checking = \$110,435.67
    - Operations and Maintenance = \$51,994.51
    - Reserve = \$287,185.95
    - Depreciation = \$83,026.11
- Kaycee water update. A person from Great Divide stopped and looked around the outside of the library and inside at the fixtures. No signs of leaking. Bonnie had been turning the water off in the evenings but will leave it on so we can see if there is a change.
- Computer replacement list has been updated with more detail.

### **New Business**

- Report on new evening hours. (September through October)
- Report on Local History projects. Jonette Goraj has been doing an amazing job. The board would like to thank her for her work. Steve will get a card for the board to sign at the next meeting.

No meeting will be held in December. Checks will just be signed.

The next meeting will be Tuesday, January 19, 2021 at 4pm at the Johnson County Library.

Respectfully submitted Tuesday, January 19, 2021.