

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, September 19, 2022

The Johnson County Library Board of Trustees met at Kaycee Branch of Johnson County Library on Monday, September 19. The following members present: Margaret Smith, Leighton “Pitchy” Gammon, Shane Greet and Terry Urruty. Johnson County Commissioner Linda Greenough, Director Steve Rzasa, Assistant Director Heather Kuzara, Kaycee Branch Manager Bonnie Ross, Kaycee Librarian Monica Brock, and Johnson County Library Foundation member Erin Perry were present. Jenny Bakken was absent. Margaret called the meeting to order at 4 p.m.

Minutes from the August 22, 2022, meeting were reviewed. Terry moved to approve the minutes. Shane seconded the motion. The motion carried.

Correspondence- Steve received a “welcome back” letter from the Buffalo Chamber of Commerce. Pam Day is the new director. Dakota Dallman, from Bozeman, sent a box of children and teen books. Her grandmother lives in Buffalo. A thank you note was signed by the staff and mailed. A donation of \$200 was received from Kate Harness/307Net Radio. This money will be used for technology. Steve has followed up with Social Security and the IRS regarding letters addressed to an individual who used the libraries address to file personal claims.

September 2022 checks

Direct deposit checks **DD1397-1406** reviewed and form signed. Steve explained ACH payments. Pitchy moved to approve them for payment and Terry seconded. The motion carried. Checks **18865-18886** were reviewed. Steve explained check 18871 to Buffalo Chamber of Commerce covers the annual nonprofit membership. Terry moved to approve checks for payment and Pitchy seconded. The motion carried. Operations and Maintenance checks **1420-1429** were reviewed. Steve explained check 1429 to Chem-Dry of Sheridan was for having the carpets cleaned. This was completed yearly in the past but has not been done for several years. The carpets are in good condition and cleaning could be done every two years. Pitchy moved to approve the checks and Shane seconded. The motion carried. Trustee Check **1867-1871** were reviewed. Steve explained the two technology lines of check 1870 to Visa was for new scanners from different manufacturers. Two are have been returned as they didn’t have the features needed. Pitchy moved to ratify the checks and Terry seconded. The motion carried.

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

- Heather and I are working to set up a dedicated cabinet for all Friends-related items, including the baby book kits and posters/brochures.
- The Friends of the Library book sale at the end of August brought in approximately \$1,100. *Next August we will try to have the sale earlier, as school had started that week and the attendance/sales seemed lower.*
- Janet Hansen, our new part-time circulation assistant, started on Friday, Sept. 2. Her primary role will be helping Lindsey in the children’s department, especially with programming. This brings the total number of staff at Buffalo up to eight, though with five full-time and three part-time that is still the full-time equivalent of 6.5. Her first Saturday shift will be Oct. 1 with me. *Janet will work Tuesday, Thursday and Friday for 5-6 hours each day, and 3 hours on Saturdays.*
- I have redone our front desk schedule, making time for a weekly staff meeting, something we have lacked for a long time. This has already been better with improving staff communication.
- I hosted nature journaling sessions most of the day Sept. 1 and 2 (Wednesday and Thursday) at Camp Roberts with Cloud Peak Elementary students, on science teacher Becky Qualm’s invitation. I had eight sessions with between eight and eleven kids.
- I am working with Dr. Rachel Bergman, Director of Academic Initiatives and Arts Outreach at Sheridan College, to see if we can bring small ensemble music performances to the library beginning in October.

Last year their flute choir put on a performance of “Peter and the Wolf” in mid-December that drew more than 50 people, including families. *Mondays may work best in our schedule.*

- Storytime restarted this season with a session Tuesday, Sept. 12 for a daycare group, and had first session for the general public Thursday, Sept. 15. *Brenda Von Holst is volunteering again this year.*
- The Johnson County Library Foundation voted at their Sept. 8 meeting to pay the \$10,000 fee to Plan One Architects for Kaycee Library master site plan. I forwarded the signed agreement to Dan Odasz with Plan One last week.
- We have scheduled the annual fundraising auction for Friday, Nov. 4, with the theme “Enchantment Under the Sea.” Attendees are encouraged to dress for a 1950s formal dance. Donor and sponsor solicitation letters went out last week. Foundation members have a shared spreadsheet that lets them follow up with potential donors and sponsors. *Brannian Auctioneers and Star Audio (sound system) are scheduled. Letter for donation requests have been sent.*
- Thank you from myself and the staff for allowing us to close a few days so most can attend the Wyoming Library Association’s conference. Teresa, Nancy, and Janet will staff the building on Wednesday when I, Heather, Katrina, and Cheri head down. Lindsey will also be driving down to the conference at different times and Monica will be attending on Friday. *Primary on the conference agenda is educating librarians about the new card catalog system the state is changing to.*

Steve was invited to serve on a committee to review a challenged book with the school district. The committee included JCSD 1 Superintendent Charles Auzqui, Director of Curriculum & Learning Steven Miller, Kaycee School Principal Jake Evans, School Librarian LeighAnn Schimmel, and parent Cara Petersen, as well as a few other school staff who submitted reports. The decision was to take the book out of Cloud Peak Elementary and leave it in the Clear Creek Middle School library. Steve was grateful for the experience and said the procedure the school district followed is very similar to what the library’s written policy is.

Old Business

- Update on finances to date.
 - Check from Johnson County Treasurer 09/07/22 = \$34,526.78
 - \$31,262.3785 property tax, \$3,364.41 motor vehicle
 - Balances:
 - Checking = \$225,400.59
 - Operations and Maintenance = \$53,207.72
 - Reserve = \$287,449.26
 - Depreciation = \$78,600.04
- Staffing Update—Janet Hansen accepted the part time job. Ten applications were submitted and three people were interviewed. All three were great candidates.
- Change to JCL Policy XXII: Long Overdue Materials and Collection Proceedings as well as Appendix V---(**originals in permanent records**) The first page in the packet is the proposed changed policy. The bold-faced print and in brackets indicated the name and contact information for generalized information of a collection agent. The current policy names a specific company, changing the policy will allow changes to be made if needed without having to change the written policy. The second page is the current policy that was last updated in 2013. Steve asked if this review was acceptable and if a final/third reading could be scheduled for the next board meeting. Pitch made a motion to approve the changes to JCL Policy XXII: Long Overdue Materials and Collection Proceedings as well as Appendix V. Shane seconded the motion. Motion carried. Steve confirmed he will advertise in the Buffalo Bulletin about the final reading for approval at the October 24 meeting.

New Business

- Preliminary discussion of long-term Kaycee needs – Erin Perry of the Johnson County Library Foundation was introduced. Steve reported the Foundations will pay for the site plane by Plan One Architects. The Foundation is unclear about what the Board of Trustees envisions for the Kaycee Branch. Steve commented that he doesn't want the Kaycee librarians burdened with the rental property. It is scheduled to be empty at the end of the month and the Foundation will leave it vacant. They are considering tearing the house down. Margaret remembered the discussion about improvements to the library and seemed to be two tiers to the issues-starting with immediate needs. However, it is taking so much time to address some of them, like the bathroom project. Terry asked how the rental property came into the mix. Steve explained the adjoining house and property was purchased without the Board's involvement or knowledge. Discussion about having a joint meeting or a work session with the Foundation to discuss the Kaycee needs would be helpful. Steve has a copy of the 2008 needs assessment for the board to review if they are interested. Margaret asked if a suggestion box could be put up. Steve will reach out to the Foundation to schedule a work session around November 10, which is the Foundation's first regular meeting to be held after the auction.

Next Meeting

The next meeting will be held at 4 p.m. on Monday, October 24, at the library in Buffalo.

Pitchy moved to adjourn the meeting. Shane seconded. Motion carried. Meeting adjourned at 4:55pm.