

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, November 21, 2022

The Johnson County Library Board of Trustees met at Johnson County Library on Monday, November 21. The following members present: Jennifer Bakken, Margaret Smith, Leighton "Pitchy" Gammon, Shane Greet and Terry Urruty. Johnson County Commissioner Liaison Linda Greenough, Director Steve Rzasa, Assistant Director Heather Kuzara were present. Alex Hargrave, reporter from the Buffalo Bulletin was present. Jenny called the meeting to order at 4:01p.m.

Minutes from the October 24, 2022 meeting were reviewed. Pitchy moved to approve the minutes. Margaret seconded the motion. The motion carried.

Correspondence- Another letter from the IRS regarding incorrect filing arrived. Steve consulted the bookkeeper, Amanda, she is sending reports to them. Amanda thought the letters may be a result of the dates we are filing, but she assured Steve that we are doing everything correctly.

November 2022 checks

Direct deposit checks **DD1417-DD1427** reviewed and form signed. Pitchy moved to approve payment and Shane seconded. The motion carried. Checks **18915-18937** were reviewed. Steve explained check 189917 to Lindsey Belliveau and check 18927 to Heather Kuzara is payment for mileage to the WLA conference in September. Margaret moved to approve checks for payment and Terry seconded. The motion carried. Operations and Maintenance checks **1438-1447** were reviewed. Steve explained the payment to Desmond Plumbing, check 1440, covers two separate repair visits for the north Men's Bathroom. Check 1447 covers the purchase of a battery backup unit for a circulation desk Terry moved to approve the checks and Margaret seconded. The motion carried. Trustee Check **1878-1884** were reviewed. Steve explained check 1878, is for Local History tech needs and check 1884 cover projects/programming at the Kaycee branch Shane moved to ratify the checks and Margaret seconded. The motion carried.

Director's Report -original in permanent records and discussion

- Heather and I met with a patron concerned about obscene content in library materials. Heather was there primarily as a witness. Patron informed we did not have the two controversial materials which have been in the news. I explained the selection procedures used for new materials and our policy of being as neutral as possible about materials regarding content and viewpoint. I encouraged the patron to come back with any other questions and pointed to resources such as CommonSense Media, which does content-based reviews of books.
- Total Comfort and Powder River Heating & Air Conditioning working on two furnaces at either end of our building. Total Comfort repaired and replaced parts on the twinned furnace in the basement of the 1989 portion of the building. Powder River and Total Comfort fixed an issue that showed up in the newer furnace related to the condensate neutralizer equipment.
- More than 50 entries for Spooky Stories were submitted from CCMS and BHS this year. The winners will be compiled into our third volume that can be circulated in the teen area. Prizes are covered by the Pat Marton Memorial, which also funds our April poetry contest.
- Eight people attended the Japanese calligraphy workshop with Yuki Ayukawa from the Japanese Outreach Initiative through the University of Wyoming on Nov. 1.
- JCL has been nominated for the 2023 National Medal for Museum and Library Service by U.S. Senator Cynthia Lummis's office. Our nomination form has been confirmed as received and we will find out in the spring of 2023 whether we will receive the award.
- The Trunk or Treat event at Meadowlark Elementary School was Oct. 31, sponsored by the parent-teacher organization. I handed out candy and bookmarks.
- Buffalo Quilting Gals have donated a trio of small rectangular quilts that are permanently installed over our DVD shelves.

- The library auction on Nov. 4 raised about \$17,000 for the Foundation and \$4,000 for the Friends. The Foundation expects to see about \$13,000 after expenses, and agreed to gift half of that to the library for saving in our Trustees Account line set aside for Technology (computer purchases)
- Kaycee Branch Library's book drop was painted by—Kaycee teacher Dustin Sipe and students Casey LeDoux, Peyton, LeDoux, Harlee Propson, Kasey Pryor, Kale Pryor, Kate Maxwell, and Curtis Taylor.

Margaret asked if there is a detailed list for maintenance issues that are scheduled for the library upkeep. Steve said he was putting that together.

Old Business

- Update on finances to date.
 - Check from Johnson County Treasurer 11/09/22 = \$65,474.52
 - \$62,586.35 property tax, \$2,888.17 motor vehicle
 - Balances:
 - Checking = \$287300.75
 - Operations and Maintenance = \$42,263.51
 - Reserve = \$287537.71
 - Depreciation = \$78,600.04
- Update on Kaycee facility

Brice Perry has expressed interest to work on the branch restroom project. Brice is the husband of Erin Perry, currently serving on the Foundation. Steve has reached out to him and waiting to hear back. Dan Odez, of Plan One Architect, scheduled a colleague to visit the branch to get detailed measurements, however, a storm hit and that has been postponed-no date of reschedule yet. Pitchy confirmed the Foundation will contact Dana Lohse about the demolition of the house next to the branch owned by the Foundation.

New Business

- Snapshot Day 2022 -**original in permanent records** Steve provided the report that staff member Katrina Piper compiled for JCL participation in the statewide event on October 24, 2022.
- Director resignation and search process
 - Application packet of information -**original in permanent records**. Job posted on the website and advertised in the Buffalo Bulletin. Also listed with ALA/JobLine through Wyoming State Library.
 - Timeline: Steve noted that interview times were advertised during previous Director search. Margaret asked why in different location. Steve thought the choice to go through the interview process at the Justice Center was due to staff applying and more privacy. Jenny shared she discovered in researching 15 weeks is a fast track, 27 weeks is the average for the hiring process. She would like to know what each of the board members' strengths are for this process. Jenny suggests an interim plan in place if candidate is not finalized by Steve's departure date of January 23, 2023. Terry asked what timeline may look like. Margaret expressed feelings of instability, since this is the first time the board has met since Steve's resignation. Jenny introduced Alex Hargrave and asked her what she is putting in the newspaper. Alex was seeking information from the board about their ideal candidate and the timeline for hiring the new director. Steve gave her the Director Job Description. Jenny explained to Alex that the board's first goal is to set up the timeline plan, including the director secession plan. Terry asked who is responsible for training the director. Steve is hopeful someone will be hired so he can show what he does and familiarizing them with vendor accounts, compiling bills, building maintenance, etc. Margaret revisited the need to have a detailed schedule for building maintenance, Steve will work on finalizing it. Margaret stated there are a lot of things the director is responsible for that are general knowledge. Steve is working on a document dealing with that information as well, such as the Sheridan College contact for the music programs, the contact for and specifics of working with the Buffalo Quilting Gals, and how he interacts with the County Commissioners. Terry asked if a certain level of education is being sought. Steve said ideally the director have a Master of Library Science. However, Cynthia did not, but had long term experience, he himself does not have an MLS. There is a school librarian degree that is slightly different.

- Steve is setting up a general email address for the future director to use. He needed to change vendor and general contact information from Cynthia's to his, along with passwords. Acquiring an additional address for such use will ease the transition now as well as in the future. Sites are bookmarked.
- Jenny wants to schedule a work session meeting. She feels this will allow the board to discover their strengths. Margaret thought a timeline should be established at this meeting. Terry asked if this meeting needs to be advertised and thought the sooner the meeting is scheduled the better. Linda said the meeting should be advertised 3 days prior. After discussion, a special board meeting was scheduled for Wednesday, November 30 at 4:00 pm. Steve asked what he should prepare for the meeting.
- Jenny thought the agenda should include: defining the ideal candidate, interview questions, interview scoring rubric, establish timeline, interim/succession plan. Margaret wondered about using the director evaluation rubric. Steve said he will email the blank rubric to the board.

Next Meeting

The next regular meeting is at 4 p.m. Monday, December 19 at Buffalo. Margaret moved to adjourn the meeting. Terry seconded. Motion carried. Meeting adjourned at 5:02 p.m.