

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday April 24, 2023

The Johnson County Library Board of Trustees met at Johnson County Library on Monday, April 24. The following members were present: Jennifer Bakken, Margaret Smith, Leighton "Pitchy" Gammon, and Terry Urruty. Shane Greet was not available. Director Lindsey Belliveau and Assistant Director Heather Kuzara were present. Bonnie Ross and Monica Brock from the Kaycee Branch Library were present. Kris Ackerson of the Johnson County Library Foundation was present. Tom and Marianne Knapp and Brianna Buckingham from Kaycee were guests. Jenny called the meeting to order at 4:07 p.m.

Minutes- from the March 20, 2023, were reviewed. Pitchy moved to approve the minutes as submitted. Terry seconded the motion. The motion carried. Minutes from the Budget Workshop on April 18, 2023, were reviewed. Margaret moved to approve the minutes. Terry seconded the motion. Motion Carried.

Correspondence- Nothing to report.

April 2023 checks - reports included in permanent record.

Direct deposit checks DD1465-DD1477 (DD1469, DD1470 void) reviewed, and form signed. Pitchy moved to approve them for payment and Margaret seconded. The motion carried. **Checks 19044 to 19070** were reviewed. Lindsey stated check 19046 is the quarterly health insurance payment. Terry moved to approve checks for payment and Pitchy seconded. The motion carried. Operations and Maintenance checks **1490-1500** were reviewed. Pitchy moved to approve the checks and Terry seconded. The motion carried. Trustee Checks **1917-1924** were reviewed. Margaret moved to ratify the checks and Terry seconded. The motion carried.

Director's Report -original in permanent records

discussion

- Monica and Bonnie elaborated a bit more on the events they are hosting at the Kaycee branch for National Library week. They will be providing lunch for the Fourth Graders when they do their Author Share. The theme this year is "Why we need a new Library." So much art was submitted they do not have room in the Branch to display it all.
- Margaret said the poetry contest was open to all of Johnson County, but entries were low this year.

Old Business

- Kaycee Branch improvement Project:
 - Comments from Tom Knapp: Library user since building was built, and visits at least once a week. He is excited for the change and that the plan is to improve what is already there and then build on. He is glad to see the 'baby steps' that are being taken to survey the community and include their input. He likes the idea of a coffee bar because every book person that goes to Barnes and Noble knows that they need a cup of coffee. Tom likes the idea of a modern design because it will have a fresh look and will attract younger people. He commented that the campgrounds are already full of visitors, hunters and construction workers. The library is used by these people. Tom commented that the figures show a small investment for a large improvement.
 - Comments from Brianna Buckingham: Has a young son and the library is used by many young children. There is no daycare or preschool in Kaycee, so the children's programming is important for families. It allows adults and children to socialize. It is important to also have a variety of books to take home in large amounts because many people live out of town. The library is a place for kids to mature in the love of reading. Brianna is involved in suicide prevention activism and knows the importance of a place that is welcoming and 'homey.' Brianna said there are several young families, the timeline of 5 years would be perfect for completion to have a place for these families.
 - Plan One Architects proposed figures for improvement --**original in permanent records** Plan One has reached the end of their contract with the Johnson County Library Foundation. Dan told Lindsey to

figure a 20-30% increase when ready to budget the figures. Margaret would like the committee to meet to inventory the information we have and then plan the steps to be taken. Trustees agreed the figures are not overblown and the necessary figures to approach the funding process with truth, there is a lot of community support, and the branch is at the point of liability due to noncompliance. Kris pointed out that during the planning and community input session, discovery was made that to become ADA compliant in the current building, remodeling will take away a large portion of the existing area. The Trustees agreed that remodeling the existing Branch and adding additional space to the north is the best option. Heather reminded to be aware of outlet locations and lighting that is easy for staff to maintain.

- Update on finances to date.

Check from Johnson County Treasurer 3/10/2023 = \$40,848.94

- \$37,736.07 property tax, \$3,122.87 motor vehicle

Balances:

- Checking = \$436,196.25
- Operations and Maintenance = \$25,007.62
- Reserve = \$288,010.84
- Depreciation = \$75,017.58

- IRS update: Schedule B had not been filed for 3 nonconsecutive quarters. 1 in 2021 and 2 in 2022. Amanda, our bookkeeper will file the 941 Schedule B every quarter from here on out.
- Ellis Nellie Patch Scholarship submission update: Arlette Ortega and Chenoa Williams were recommended by the committee. Thank you notes should arrive in October.

New Business

- Long term bills-County Attorney, Tucker Ruby met with Heather and Lindsey. He is available to create a letter to be sent to billed patrons before their accounts are forwarded to a collection agency. A Casper agency has been selected; however, the policy will need to change if Tucker is to help us with the collection task. Trustees agreed to review the policy at a later date.
- 1% request update: letter approving 1% request received
- FY 23/24 proposed Budget -**original in permanent records**
Lindsey will approach the Foundation to request \$20,450. Margaret made a motion to approve the proposed FY 23/24 budget. Terry seconded the motion. Motion carried. Lindsey will include the narrative for the budget when she submits it to the County Commissioners. Lindsey asked Carla, County Treasurer for a report on the Operations & Maintenance account, if this account is earning interest, it is very minimal. Lindsey explained the option of setting up a budget savings line for future projects. Trustees agreed the timing for the Kaycee project projections isn't right for now so will consider this option for the future.

Next Meeting

The next regular meeting is 4 p.m. Monday, May 22, 2023, at Buffalo. Margaret moved to adjourn the meeting. Pitchy seconded. Motion carried.

Meeting adjourned into executive session at 6:28 p.m.