

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, February 27, 2023

The Johnson County Library Board of Trustees met at Johnson County Library on Monday, February 27, this meeting was rescheduled from Tuesday, February 21 due to winter storms. The following members present: Jennifer Bakken, Margaret Smith, Leighton "Pitchy" Gammon, Shane Greet, and Terry Urruty. Johnson County Commissioner Liaison Jeff Shelley, Director Lindsey Belliveau, and Assistant Director Heather Kuzara were present. Jenny called the meeting to order at 4:00 p.m.

Minutes- from the January 23, 2023, the regular meeting and work session were reviewed. Lindsey didn't include paper copies in Trustee packets and will provide those in the future. Shane moved to approve the minutes as submitted. Terry seconded the motion. The motion carried.

Correspondence- Letter from Linda Pheasant, Lola Pheasant's (Collection, Inc) daughter, arrived. It explained that they will continue to make payments to us as clients pay them.

-Jenny presented information from a letter she received from a community member. This person is concerned about the demand for library card presentation at checkout, suggested having a picture available with card information in library system, unfriendliness from staff was reported to this person from another party, the library activities are lacking for the 8-11 age group, and suggested a suggestion box be available. Discussion —Jenny likes the suggestion box idea, Shane and Jeff expressed concern about garbage and complaints being put in the box. Shane suggested a virtual comment through the website, Jenny thought both virtual and physical. Pitchy commented that this person was reporting others' opinions about unfriendliness and was not pleased to have to discuss that aspect. Complaints should go directly to Lindsey, not anonymously in a suggestion box. Heather explained the circumstance for asking for library card presentation. It stemmed from people upset that the staff didn't know their names, material being checked out on the incorrect account, and faster service from the staff. Putting a picture in the system is not an option currently. Jenny will respond to this individual.

February 2023 checks - reports included in permanent record.

Direct deposit checks were not available for payment this month due to rescheduling of accountant coming on Friday, February 17 after 3:00PM and bank closing for holiday on February 20. These payments are included in check listing. Checks **18988-19004, 19017-19031, voided checks 18996 and 18997** were reviewed. Lindsey will investigate ACH payments for \$2,963.74, \$5,048.90, and \$804.30, but assumes they are payments to Wyoming Retirement and Steve Rsaza's final payroll payments. Margaret moved to approve checks for payment and Pitchy seconded. The motion carried. Operations and Maintenance checks **1474-1481** were reviewed. Pitchy moved to approve the checks and Terry seconded. The motion carried. Trustee Checks **1906-1911** were reviewed. Pitchy moved to ratify the checks and Margaret seconded. The motion carried. Lindsey will email updated reports to trustees.

Director's Report -original in permanent records

discussion

- Margaret expressed concern about roof leakage. It may be worth having Dave Loden Construction inspect the roof in its entirety since still under warranty. Lindsey will contact Erick Loden to schedule the inspection. Terry said if hail damaged, may be covered under insurance. Jeff suggested a spray foam insulation in the history room might be an option for the condensation issue.
- Shane said Lindsey's visit to the Kaycee Branch was appreciated by the staff and trustees.
- Buffalo staff will continue to share information about Aspen and ILL procedures with Kaycee as we have time.

Old Business

- Update on finances to date.
 - Check from Johnson County Treasurer 2/10/2023 = \$40,437.41
 - \$37,409.12 property tax, \$3,028.29 motor vehicle

Balances:

- Checking = \$432,475.18
 - Operations and Maintenance = \$33,700.60
 - Reserve = \$287,824.71
 - Depreciation = \$74,862.18
- Update on Kaycee facility.
 - Committee formed: Shane Greet, Margaret Smith, Kris Ackerson, Erin Perry, Bonnie Ross, Dan Odasz
 - Plan One/architects provided meeting minutes **Original will be included in permanent record**. Shane said Dan did a great job; he sat down with everyone and went over everything numerous times. The Foundation is invested in this project. The original building was built in 1968. If project can be done, everyone on the committee thinks it should move further. This is something the community in Kaycee wants. Dan gave information on grants and discussion of timing with economy to ask taxpayers to contribute may not be appropriate.
 - DISCUSSION: Margaret shared her experience at New West High School, watching low budget item being thought about and completed tastefully. Shane shared that Kaycee has a lot of artists and may be able to lean on them to complete some projects or ask for donations for fundraising. Shane learned from Monica that the library is not just used for books but for people to have a place to spend to time. Shane sees the need for an on-site story walk. Margaret asked about next committee meeting date. Shane asked Lindsey to reach out to Bonnie to inquire what will work. Pitchy is experienced with grant writing.
 - Children's Services hire – Jessica Zimmerschied was offered the position and accepted. Eleven people applied, four were interviewed. She will start on March 1. Lindsey shared that she has great customer service skills and has worked with the YMCA after school programs. A deciding factor was her work with youth and her love of reading and the library.

New Business

- Ellis and Nellie Patch Scholarship Committee – Trustees are signed up for this committee. This scholarship is for Sophomores, Juniors, and Seniors that have a GED or Diploma from Johnson County. Information will come Mid-March to April. Trustees are to choose two winners and two alternates. The contact is benk@wycf.org, more information is forthcoming. Incorrect board positions and information listed, needs updated.
- Request Letter to First Northern Bank – Jenny has had to stop check payments with Steve and would like to set up the banking procedures similarly with Lindsey. In doing so, Lindsey will be able to request statements and stop payments of checks when needed. Margaret made a motion for Lindsey to draft a letter to First Northern Bank to allow Lindsey, as director, to receive bank statements and to be allowed to initiate stop payments. This letter is to be signed by Jenny. Terry Seconded the motion. Motion carried. Margaret moved to amend the previous motion to include a second letter addressed to the Bank of Buffalo. Shane seconded this motion. Motion carried.
- 2023 Library Closures for approval-in addition to the county closures, Lindsey asked for the board's approval for the following dates: County Fair Parade-Saturday, August 5/WLA Conference dates/Foundation Auction Friday and Saturday, when Foundation sets the dates/Saturday, November 25/Saturday December 23. These dates will be listed on the JCL website. Pitchy moved to approve all closure dated presented. Margaret seconded. Motion carried.

Next Meeting

. The next regular meeting at 4 p.m. Monday, March 20, 2023 at Buffalo. Shane moved to adjourn the meeting. Margaret seconded. Motion carried. Meeting adjourned at 5:31 p.m.