

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, January 23, 2023

The Johnson County Library Board of Trustees met at Johnson County Library on Monday, January 23. The following members present: Jennifer Bakken, Margaret Smith, Leighton "Pitchy" Gammon, Shane Greet, and Terry Urruty. Johnson County Commissioner Liaison Jeff Shelley, outgoing Director Steve Rzasa, incoming Director Lindsey Belliveau, Assistant Director Heather Kuzara, and Kaycee Branch Manager Bonnie Ross were present. Myra Camino and Dan O'dasz were in attendance. Jenny called the meeting to order at 4:05 p.m.

Welcome-Lindsey Belliveau was welcomed as the newly hired Director of JCL. Jeff Shelly was welcomed as the new County Commissioner Liaison, replacing Linda Greenough.

Minutes- from the December 19, 2022 regular meeting were reviewed. Pitchy moved to approve the minutes as submitted. Margaret seconded the motion. The motion carried.

Correspondence- Steve shared thank you notes from Kaycee staff for their Christmas bonus. Heather received a thank you e-mail from David Romtvedt for helping and providing a space for the Basque music program held January 9, in conjunction with the Johnson County Historical Society.

December 2022 checks - reports included in permanent record

Direct deposit checks **DD1439-DD1450** reviewed and form signed. Pitchy moved to approve payment and Terry seconded. The motion carried. Checks **18962-18987** were reviewed. Steve explained check 189962 to Cloud Peak Accounting is payment for several Invoice payments that were not received and the checks had not cleared. Jenny said 'stop payment' requests were put through the bank. Jeff asked if the library was charged a stop payment fee. Steve answered, no, fees were not charges. Check 18965, to Johnson County Clerk, covers the quarterly health insurance payment. Check 18983, to Sheila Schirmer, is payment for snow removal at the Kaycee Branch. Pitchy moved to approve checks for payment and Shane seconded. The motion carried. Operations and Maintenance checks **1462-1473** were reviewed. Steve explained the payment to Dave Loden Construction Inc. was for repairs to the condensation damage by hard freeze and fast thawing above the ceiling tiles in the Local History room. Pitchy moved to approve the checks and Shane seconded. The motion carried. Trustee Checks **1899-1905** were reviewed. Steve explained check 1904 to Visa covers a large scanner for newspapers to be used in the Local History Room. Pitchy moved to ratify the checks and Shane seconded. The motion carried.

Director's Report -original in permanent records and discussion

- The winter reading program ended Jan. 20, for children, teens, and adults. Statistics will be available by the time of the next board meeting.
- Water dripped in the ceiling above the local history room during the week of Dec. 27. From what we can determine, condensation is freezing high up in the ceiling and when it thaws rapidly, it melts and drips down onto the ceiling tiles. The situation was made worse by the rapid change in temperature from -20 degrees to 40+ degrees over the Christmas weekend. Erick Loden and his crew are adjusting the insulation and plastic sheeting to see if that will remedy the situation. I cut and installed new ceiling tiles. *Jeff suggested when hard freeze happens again to remove some ceiling tiles to allow the air to flow through the area.*
- The book drop was damaged when someone's rear view mirror collided with one side of the hood that covers the return opening. So far we have not been able to tell what vehicle hit it at what time. The incident occurred sometime between Jan. 9 and Jan. 10.
- About 45 people attended the music performance sponsored by Worlds of Music and the Johnson County Historical Society on Monday night, Jan. 9. The band Ospa led by David Romtvedt and Margo Brown presented music of the Basque Country and of the Basque immigrant communities of the American West, with a focus on both Basque community dance music and songs and poems of 19th century Basque troubadour Joxe Mari Iparragirre.

- After talking with Steve Reimann (Kiwanis Club), Principal Craig Anderson of Cloud Peak Elementary School, and checking with our new director, Lindsey Belliveau, Steve will be continuing to oversee the boys' side of the Book Buddies reading program at least until the end of this school year in a volunteer capacity. Steve thinks it's especially important to continue since we will no longer have a male staff member and Book Buddies originally started as a way to encourage boys to read with men as mentors.
- Johnson County Library Foundation has cut us a check for \$6,448 to be deposited with our Technology fund in the Trustees account. This amount represents, after expenses, half the amount raised from the 2022 fundraising auction. The Technology fund is reserved for computer, printer, or associated equipment purchases for the Buffalo and Kaycee libraries.
- Lindsey and Heather have conducted three interviews for the children's section position, which is the position vacated by Lindsey as she was promoted to director. Steve sat in the interviews to observe and offer comment while asking a few questions. We have received 11 applications for the position. *One more interview is scheduled and a decision will be made in the next couple weeks.*
- Steve agreed to allow the Johnson County Democratic Party to have a quilt raffled off this spring in order to raise funds for the William D. McIntyre Memorial Scholarship. This is a nonpartisan scholarship for which any Johnson County high school student can apply. Bill served on our board of trustees from the spring of 2017 until his resignation due to health issues in late 2021. He was a dedicated library user and a tireless advocate especially for library services in Kaycee. *Margaret thought it will be important for the quilt to be displayed at the Kaycee Branch as well, since Bill was an important member of that community. Bonnie mentioned this was the first she heard of the raffle. A copy of the application will be provided for the permanent record.*

Old Business

- Update on finances to date.
 - Check from Johnson County Treasurer 12/05/22 = \$112,924.07
 - \$109,480.74 property tax, \$3,443.33 motor vehicle
 - Balances:
 - Checking = \$419,792.64
 - Operations and Maintenance = \$37,142.25
 - Reserve = \$287,824.71
 - Depreciation = \$74,862.18
- Collection agency update
 - It is not known what will happen with Collections, Inc. since Lola Pheasant's death. Heather has contacted the Clerk of Court and the County Clerk offices. Elaine Walker's, Lola's daughter, phone number was provided and a message was left. Heather explained that the staff will get a bit more aggressive, or firm, with patrons who have overdue material to hopefully better avoid the material getting to the collection stage. Until we have made a decision for a collection agency, Heather will continue to call, e-mail and send letters to long overdue patrons.
- Update on Kaycee facility
 - Dan O'Dasz, Plan One Architects, presented his findings thus far with a Master Plan. **Original will be included in permanent record.** Dan returned the original drawings of the branch to Lindsey. He has scanned them and provided a disc as well. Craig Shavlik the survey of the property. The existing condition is the black and white print out and the improvements are on the color print. Key notes in the upper right corner and referred to the items on the prints. Dan would like to visit more with Bonnie and the staff and feels his work is half complete. The plan now is very modest with mostly site work, such as the hydrant and boulder placement. Dan suggested this work would not be able to be started for a couple months. He shared a proposed plan from Kris Ackerson, **original will be included in permanent record.** Dan said the front door is not ADA compliant, nor are the toilets. He would like to be a part of the committee if one is formed for the improvements. Margaret mentioned the concern of one contractor of not knowing where the plumbing entered the building. Jeff thought Scantling Plumbing could be called, they may know or be willing to use their camera to discover if plumbing is under the concrete. Dan said foundation is a slab on grade and the floor could be cut with a saw and jack hammer. Dan thought to prioritizing need would help him develop better information for the board. He suggested the first

priority should be ADA compliance. The rental property could be converted to a park like setting or a new building could be built to replace the current 60-year-old facility. Jenny stated what the board would like to do is what the Kaycee community needs and requests. Steve said the plan to form a committee with the board, Foundation, and Kaycee staff can develop this plan. Dan worked on the new school in Kaycee, a chili feed was provided for the community to come and be surveyed, which was successful in finalizing the plans. He suggested the board could plan something similar. He agreed with the Board that it is hard to get bids. Steve remembered the Branch asked for updated heating, new windows, and better lighting. Bonnie said the community would like to open up the front and install more windows for more natural light, more comfortable seating other than the table and chairs, and more space for children. Dan suggested displaying the master plans for the community to make comments on, use color stickers for ideas, and make comments. Margaret asked if having more projects verses single projects would entice contractors to bid on the projects. Shane and Jeff agreed it is a terrible time to build. Dan suggested going to individual landscapers for individual projects and hire a general contractor for the bathroom and door project. Jenny added that having the project mapped out well will result in a better response from builders. Shane asked if advertising was the issue for not getting bids, the board agreed it was not and the bid requests were advertised well.

- Kaycee Branch Building Committee

- Shane Greet, Margaret Smith, Kris Ackerson, Erin Perry, Bonnie Ross, and Monica Brock. Dan O'Dasz would like to join the first meeting.

- Dan would like to go to Kaycee before the first meeting to gather more information. He will be able to complete that and update the plan in the next couple weeks. Jenny said the Foundation should be contacted to make Nick aware and invite their members to join the committee. Lindsey will email Nick and also get Foundation member contact information. The next Foundation meeting is in March, but date not available at this meeting time (March 16 at 5:15pm).

- Jenny asked if Bonnie had heard from Dana Lohse regarding the Foundation house. Bonnie and Shane have spoken with her, she would prefer the house be moved rather than torn down.

New Business

- Quarterly FY22-23 budget update – **original will be included in permanent record**

- Total expenses are at 62%, right on track for this time of year. Building Maintenance is high due to HVAC systems. Another filter change is scheduled, as well as a system cleanout before the fiscal year end. Steve said a budget amendment will need to be completed. Office expenses are high because of advertisements. Room rental is up, private group is renting it twice weekly at a discounted fee.

- New director transition –

- Going well, Steve has shared his phone number with Lindsey if she needs to reach out to him. He also wrote up a document that will help with weekly and monthly scheduled tasks, billing and book ordering. Lindsey told the board that Steve has made efficient improvements to the library operations and functions for staff and patrons. He's been very patient in teaching and sharing the director's tasks. High praises for all he's done to prepare for his departure and the transition in directorship.

- Updated computer replacement plan - **original will be included in permanent record**

- Steve suggests the public computers be replaced as needed and higher end computers will not be needed since users are typically watching videos, checking email, and small print jobs.

The board presented Steve with a card. The board did not conduct an exit interview with Steve, Jenny asked what he envisions for the future of the library. Steve would like to see the Kaycee Improvements continued and thinks the Fraley Room needs fresh paint and chair rail installed in the storage closet. He also suggested a branding plan be created for press releases and recognizable advisements.

Next Meeting

The board will meet for a work session immediately after this meeting. The next regular meeting at 4 p.m. Tuesday, February 21, 2023 at Buffalo. Margaret moved to adjourn the meeting. Pitchy seconded. Motion carried. Meeting adjourned at 5:26 p.m.