

## JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, March 20, 2023

The Johnson County Library Board of Trustees met at Johnson County Library on Monday, March 20. 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. Bonnie Ross and Monica Brock from the Kaycee Branch Library were present. Dan Odasz from Plan One Architects and Myra Camino were guests. Jenny called the meeting to order at 4:07 p.m.

**Minutes-** from the February 27, 2023, were reviewed. Margaret moved to approve the minutes as submitted. Shane seconded the motion. The motion carried.

**Correspondence-** Lindsey shared 3 various thank you notes from Summer Reading participants and for staff Christmas gifts. She has emailed Bill Novotny about the budget discrepancy, she received a reply dated this morning and will continue to be in communication with the commissioners. Her main concern is how to properly reflect the difference between the approved and received amounts.

### **March 2023 checks - reports included in permanent record.**

Direct deposit checks DD1452-DD1464 (DD1451, DD1453, DD1459 void) reviewed and form signed. Pitchy moved to approve them for payment and Terry seconded. The motion carried. Checks 19005 to 19016, 19031 to 19042 (19043-void) were reviewed. Lindsey reminded checks 19018 to 19030 are on the previous month approval. Lindsey explained checks 19005, 19006, 19007 are reissued paychecks for Kaycee staff since mail was two weeks late. Check 19013 is for 2 months of postage. The town of Kaycee increased the utility charges by approx. \$25 monthly. Terry moved to approve checks for payment and Pitchy seconded. The motion carried. Operations and Maintenance checks 1482-1489 were reviewed. Check 1488 to Heather Kuzara was for supplies she picked up at Walmart. Shane moved to approve the checks and Margaret seconded. The motion carried. Trustee Checks 1912-1916 were reviewed. Pitchy moved to ratify the checks and Margaret seconded. The motion carried.

### **Director's Report -original in permanent records**

#### *discussion*

- Jeff asked how much the book sale brings in. Lindsey answered around \$3000. Jeff was curious about the difference with the \$25,500 requested from 1% funding. Heather explained that the money raised from book sale supports the Friends of the Library. Lindsey explained how we typically pull from the stacks each year. Jenny asked Heather about the weeding she has completed. Heather explained that it had been four years since any had been done and the stacks were quite cramped. A report was run for anything not checked out for 5 years, books were pulled and reviewed, then either discarded or placed back into the collection.

### **Old Business**

- Update for Kaycee facility.  
Pitchy has started filling out grant information. She has interviewed the staff, but any additional information regarding Covid Abatement to let her know.  
Dan Odasz -Plan One/architects provided Dan provided two copies of the Conceptual Plan to Bonnie for the Kaycee Branch. He thought one could be marked on and the other saved as an original. He explained he is under contract with the Johnson County Library Foundation for the conceptual design, therefore he will be scoping the project and doing renderings. Dan will present a cost estimate when he receives all the feedback. Dan presented the Kaycee Branch Improvement Plan through a PowerPoint presentation and booklet. **Booklet will be included in permanent record.** Dan thought the project has morphed into a design that delineates into subdivided functions, remodeling the current building with an add on. He thought having the extra land that the Foundation

rental house is on will be helpful. The building now has the service bank located on the north side of the building and would be more central if the addition is added. Dan took ideas from the Buffalo Library design, with the central circulation desk with a designated work area for staff and departments visible from that area. If adding on, the main section can stay open and then be remodeled as additional areas are completed and moved into. The addition would contain a new front entrance. The doors and windows would be new. Dan's plan is to have the doors and windows be "very Wyoming looking."

Discussion: The design does not rely on the removal of the rental house. The current stacks are not ADA compliant. If unable to acquire financing, the bathrooms can be changed to one. Local history currently consists of an open shelf and a file cabinet. The plan shows a closed in room that can double as a conference room. The break down for space needed is largest for children, then adult, and smallest for teen area. More seating and table area is needed. Dan pointed out a grassed area is planned and a patio. Computers will be visible from front desk. The current square footage is 2115 and the addition will expand the building to 2,855. Dan reminded to add 20% cost to his projection for project/site/construction costs. Parking will be in the front of the building and off street. Currently it is hard to see the front door from the street. Cove heating was suggested to make sure efficient.

An average of 30-40 people come to the branch each week. When looking at this plan, Jenny asked Bonnie and Monica if current staffing would be sufficient. Monica stated they asked for line of sight to all areas from the staff desk. Bonnie stated the coffee bar and seating areas are what a lot of the public asked for. Currently there isn't seating or meeting space. At times, the current meeting room doesn't hold enough people for meetings. The current Kaycee hours: Tuesday, 10am- noon, 1pm-7pm; Wednesday 1pm-5:30pm; Friday 10am-noon, 1pm-4pm, and Saturday, 2pm to 5pm. There are 3 public access computers, primarily used by children.

Jeff has not seen that online shopping effects Johnson County Tax base.

- Update on finances to date.

  - Check from Johnson County Treasurer 3/10/2023 = \$34,872.79

    - \$32,275.69 property tax, \$2,597.10 motor vehicle

  - Balances:

    - Checking = \$439,222.94
    - Operations and Maintenance = \$29,711.02
    - Reserve = \$288,010.84
    - Depreciation = \$75,017.58

- IRS update: Lindsey informed the trustees of a letter arriving from the IRS stating our balance owed is zero. The accountant has corrected the bimonthly reporting to monthly and there should be no more issues.
- Ellis Nellie Patch Scholarship: 5 eligible applications have been received. Lindsey will send to each trustee. They will make their comments and choices and get them back to her. 2 should be chosen as winners and 1 alternate and returned no later than April 10, 2023.

## **New Business**

No new business

## **Next Meeting**

Budget Workshop scheduled for Tuesday, April 18, 2023, at 1pm.

The next regular meeting at 4 p.m. Monday, April 24, 2023, at Buffalo. Margaret moved to adjourn the meeting. Terry seconded. Motion carried.

Meeting adjourned at 5:15 p.m.