

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday May 22, 2023

The Johnson County Library Board of Trustees met at Johnson County Library on Monday, May 22. The following members were present: Jennifer Bakken, Margaret Smith, Terry Urruty, and Shane Greet. Leighton "Pitchy" Gammon was not available. Director Lindsey Belliveau and Assistant Director Heather Kuzara were present. Jenny called the meeting to order at 4:06 p.m.

Minutes- from the April 24, 2023, were reviewed. Terry moved to approve the minutes as submitted. Shane seconded the motion. The motion carried. Discussion regarding the amended final budget proposal. Margaret moved to include the amended budget, unanimously voted on by email, as part of the permanent records. Shane seconded the motion. Motion Carried.

Correspondence- Nothing to report.

April 2023 checks - reports included in permanent record.

Direct deposit checks **DD1478-DD1489** reviewed, and form signed. Terry moved to approve them for payment and Shane seconded. The motion carried. **Checks 19071 to 19094 (19073 void)** were reviewed. Void due to misfed printer. Margaret moved to approve checks for payment and Terry seconded. The motion carried. Operations and Maintenance checks **1501-1510** were reviewed. Margaret moved to approve the checks and Shane seconded. The motion carried. Trustee Checks **1925-1931** were reviewed. Shane moved to ratify the checks and Margaret seconded. The motion carried.

Director's Report - original in permanent records

Discussion

- Lindsey added the New Directors Orientation gave her a lot of information. The trustee board reminded her to turn in a mileage form for reimbursement.
- Terry was not able to go to board training because of his work schedule. Jenny will investigate the presenting company for recordings or webinars to reference since training was worthwhile.

Old Business

- County Commissioners have not notified Lindsey of budget presentation date. The trustee board likes the new budget layout.
- Update on finances to date.
 - Check from Johnson County Treasurer 5/9/2023 = \$42,202.15
 - \$39,152.09 property tax, \$3,050.06 motor vehicle
 - Balances:
 - Checking = \$447,115.97
 - Operations and Maintenance = \$20,112.89
 - Reserve = \$288,010.84
 - Depreciation = \$75,017.58
- Lindsey looked into the sales tax issue, there is not a line code referring to sales tax.

New Business

- Library hours of operation—Lindsey proposed changing the hours to Monday through Friday from 10 a.m. to 6 p.m. Heather presented statistics over the last month showing more need in the 10:00 a.m. hour than the 6 p.m. hour. **(Original in permanent records)** After discussion, Shane made a motion to change the Johnson County Library hours of operation to a consistent 10:00 a.m. to 6:00 p.m. Monday through Friday and 10:00 a.m. to 1:00 p.m. on Saturday. Terry seconded. Motion carried.

- Agenda schedule—Lindsey presented an example of a scheduled agenda with times to have better flow at meetings. **(Original in permanent records)** Discussion resulted in:
 - agreement to have the check approval be a concession for approval of the direct deposit and regular checking.
 - Lindsey will e-mail board packets several days before the scheduled meeting, allowing trustees to read and be familiar with agenda and reports. If question or discussion is needed, that subject can be added to 'New Business.'
 - Agreement to schedule expected guests specific time and time limits will be helpful for the flow of the meeting.
- Staff member agenda—discussion tabled for executive session.

Next Meeting

The next regular meeting is 4 p.m. Monday, June 19, 2023, at Kaycee.

Margaret moved to adjourn the meeting. Terry seconded. Motion carried. Meeting adjourned into executive session at 5:19 p.m.