

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, June 19, 2023

The Johnson County Library Board of Trustees met at Kaycee Branch Library on Monday, June 19. The following members were present: Jennifer Bakken, Margaret Smith, and Shane Greet. Leighton "Pitchy" Gammon and Terry Urruty were not available. Director Lindsey Belliveau and Kaycee Branch Manager, Bonnie Ross were present. Jenny called the meeting to order at 4:11 p.m.

Minutes- from the May 22, 2023, were reviewed. Margaret moved to approve the minutes as submitted. Shane seconded the motion. The motion carried. Discussion regarding the amended final budget proposal.

Correspondence- Debbie Grant, JCL patron, sent a letter while she was in New York.

April 2023 checks - reports included in permanent record.

Direct deposit checks DD1490-DD1499, checks 19095-19117, and Operations and Maintenance checks 1511-1516 were reviewed. Shane moved to approve the payments and Margaret seconded. The motion carried.

Trustee Checks 1932-1935 were reviewed. Margaret moved to ratify the checks and Shane seconded. The motion carried.

Director's Report - original in permanent record.

Discussion = Budget Hearing: Lindsey will reach out to Terry and invite him to attend. Agreement about the important need for funding of the new position to meet the needs of the community.

Old Business

- Update on finances to date.
 - Check from Johnson County Treasurer 5/9/2023 = \$49,735.79
 - \$45,689.43 property tax, \$4,046.36 motor vehicle
 - Balances:
 - Checking = \$469,965.92
 - Operations and Maintenance = \$20,142.17
 - Reserve = \$288,301.31
 - Depreciation = \$75,237.30
- Quarterly Profit & Loss report presented- **original in permanent record.**
- Kaycee Library/Foundation Update -The Foundation will make contents of the house available for community purchase then dismantle the house in the next few months. The basement will be filled, then grass planted. Steve Reimann is in communication regarding this. Grant application is moving forward and will be submitted as soon as possible.

New Business

- Amendments to FY 2022-2023 Budget -- **original in permanent record.**
Adjustment to item #6=The total for this line would increase the budget from \$9,500.00 to \$9,740.35. Shane moved to approve the Amendments to the FY2022-2023 budget. Margaret seconded. Motion carried.
- Plan for Policy Updates - committee to be formed by Lindsey and Bonnie to review and propose updates to each policy. Some priority policies are an emergency contingency plan, employee policies so staff are aware of expectations, and volunteer liability updates. A focus on Standards of Operations (SOP) should occur. Margaret made a motion that Lindsey and Bonnie form a policy committee. Shane Seconded the motion. Motion carried. A work session will be scheduled for the Board of Trustees to review committee proposals. New trustee and commissioner Liaison packets and updated staff job descriptions should be assembled. Lindsey will confirm advertising needs for the work session.

Next Meeting

The next regular meeting is 4 p.m. Monday, July 24, 2023, in Buffalo at the Library. Officer elections will be held.

Margaret moved to adjourn the meeting. Shane seconded. Motion carried. Meeting adjourned at 5:15 p.m.