

## JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, September 18, 2023

The Johnson County Library Board of Trustees met at Kaycee Branch Library on Monday, September 18. The following members were present: Jennifer Bakken, Margaret Smith, Shane Greet, Leighton "Pitchy" Gammon, and Terry Urruty. Director Lindsey Belliveau, Kaycee Branch Manager, Bonnie Ross, and Erin Perry, JCL Foundation representative were present. Jenny called the meeting to order at 4:07 p.m.

**Minutes-** from the August 21, 2023, were reviewed. Pitchy moved to approve the minutes as submitted. Terry seconded the motion. The motion carried.

**Correspondence-** Lindsey shared Heather's resignation letter.

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

Direct deposit checks DD1522-DD1534 (void 1533), checks 19170-19192, and Operations and Maintenance checks 1538-1543 were reviewed. Shane moved to approve the payments and Terry seconded. The motion carried.

Trustee Checks 1943-1945 were reviewed. Pitchy moved to ratify the checks and Margaret seconded. The motion carried.

### **Director's Report - original in permanent record.**

- Gene Gagliano will have an Author's Signing in the Fraley Meeting Room from 4 p.m. to 6 p.m. on Thursday, September 21<sup>st</sup>. Snacks and door prizes will be offered. Come spend some time with Mr. G and check the newest publications by our local Wyoming Poet Laureate and Children's Author.
- WyomingHistory.org accepted a publication about Frank Grouard written by Nancy Tabb. It was originally written on behalf of the library for the Gatchell Museum's Century. WyomingHistory.org has offered Nancy the opportunity to potentially write for their blog, she will be doing this on behalf of the Historical Society. In addition to this wonderful news, she also just received word that she was elected to be part of the executive Board of the Wyoming State Historical Society.
- StoryTime at the Johnson County Library is back in full swing hosting two preschool programs last week with a total of 51 parents and children attending- The theme, Bears! StoryTime will be held through the Fall on Tuesday afternoons and Thursday mornings.
- If you are interested in helping with the Foundation's annual fundraiser auction on November 3rd, please let me know.
- The majority of the Buffalo staff has participated in a mandatory Narcan training provided by Public Health. It was a very informational half hour of statistics, facts, questions answered, and training on how to administer Narcan.
- The Wyoming State Quilt Guild has generously donated two books this summer, *All-Star Quilts of Valor* and *The Many Quilt Squares of Mrs. Sinclair*. The WSQG is a non-profit organization founded in 1997 that is dedicated to preserving and growing the art of quilting in the state of Wyoming. For more info their website is [www.wsqg.org](http://www.wsqg.org).

*Discussion = Margaret had concerns about the amount of time put in by staff, were staff volunteering their time? Lindsey explained the schedule for the auction and typically staff stay within their hours but if staff went over on their time, they would receive comp time. Shane asked about the location of the Narcan. Lindsey explained where Buffalo's box is installed and that there will be a box installed at the Kaycee library as well. Margaret asked about the repairs to the security cameras. Lindsey shared she has emailed the company as one of the camera components included in the quote is not something that is needed, now awaiting a reply.*

### **Old Business**

- Update on finances to date.
    - Check from Johnson County Treasurer 9/7/2023 = \$15,184.79
      - \$11,822.54 property tax,
      - \$3,362.25 motor vehicle
- Balances:

- Checking = \$450,130.15
  - Operations and Maintenance = \$70,536.72
  - Reserve = \$288,592.08
  - Depreciation = \$75,465.10
- Kaycee Improvement Project Committee update: Jenny: Would like to point out how this started, at the start of the Commissioners presentation. Erin: There is a lot of community buy in. Pitchy: Tom Knapp should be part of the presentation. Margaret: Who is collecting and keeping the materials for this project. Would like all materials to be in one spot, on one USB drive with one person as the main collection point. Lindsey: Has digital copies, she will get a USB and place files on it. Shane offered to be in charge of the USB and adding files to it as we move forward. Margaret: Reminded that Jeff suggested hard copies (Pictures and Information) for each of the Commissioners to look at during the presentation. Board asked Lindsey to contact Jody to be on the agenda, October 17<sup>th</sup> if available. Jenny: We will need to present how sustaining the building will be part of the budget going forward. What was the increase when Buffalo did their expansion? We can show a percentage based on that increase. Margaret: growth and expansion shows a need. Jenny: why was the building not brought up to ADA compliance before? Bonnie: They were grandfathered in and the need wasn't there. Jenny: If this is done usage will increase. Erin: Members of the community will just not come to the building if they can't use it. If someone can't use the restroom as it is, or move freely within the shelves they will just not come to the library.
  - CD update: Lindsey is in contact with investment firm and continuing to gather documentation. She will reach out to banks for current rates if we are unable to go through the investment firm.
  - IRS update: Some of the IRS penalties have been forgiven. There are two that Lindsey is currently aware of. The initial request for forgiveness was denied. This issue is due to the payment dates sets by the bookkeeper. There is no way to hold accountant liable at this time.

#### **New Business**

- Board Bond: Bond has been updated to list positions. Amount has not been updated for many years. Jenny: A policy point that should be updated every so often.
- Board member reimbursement: Discussion for both points, reimbursement or not. Suggestion made that a member could request reimbursement, capped amount and as needed? There is a staff form for reimbursement. No decision made.
- Lindsey requests closure November 3<sup>rd</sup> & 4<sup>th</sup> for JCL Foundation fundraiser. Margaret moved to approve the closure and Shane seconded. The motion carried.

#### **Next Meeting**

The next regular meeting is 4 p.m. Monday, October 23, 2023, at the Johnson County Library. Pitchy moved to adjourn the meeting. Margaret seconded. Motion carried. Meeting adjourned at 5:25 p.m.