

JOHNSON COUNTY LIBRARY BOARD MINUTES

February 20, 2024

The Johnson County Library Board of Trustees met at Johnson County Library in Buffalo on Tuesday, February 20, 2024. The following members were present: Jennifer Bakken, Margaret Smith, Shane Greet, Leighton "Pitchy" Gammon, and Terry Urruty. Director Lindsey Belliveau and Assistant Director Robin Romine were present. Jenny called the meeting to order at 4:09 p.m.

Minutes- from the January 22, 2024 meeting were reviewed. Terry moved to approve the minutes as submitted. Shane seconded the motion. The motion carried.

Correspondence- Lindsey shared a thank you note from an employee as well as a thank you from Lois Peterson for both Libraries passing out the William D. McIntyre Scholarship raffle tickets.

February 2024 checks - reports included in permanent record.

Direct deposit checks **DD1583 to DD1594**, checks **19288 to 19311**, and Operations and Maintenance checks **1588 to 1594** were reviewed. Margaret moved to approve the payments and Terry seconded. The motion carried.

Trustee Checks **1971-1975** were reviewed. Margaret moved to ratify the checks and Terry seconded. The motion carried.

Director's Report - original in permanent record.

- Margaret Smith won the raffle for the William D. McIntyre Scholarship
- New: Puzzle Exchange in the Scully Reading Room
- JCL Sheep Story Time was augmented a few weeks ago with local wool from Mountain Meadow Wool
- Teen Poetry Contest starts 2/16-3/25, prizes sponsored by Patricia Marton Memorial
- Kaycee Library will host a traveling exhibit from UW American Heritage Center
- History Dept News
 - Nancy was interviewed by Big Horn Films regarding Kaycee area history
 - 4 oral histories were gathered in February
 - Jefferson Glass donated his WY book collection and research notes on Reshaw
 - Juli Aubrey donated 2 original photos of the TA Ranch
 - Louise Anderson loaned 3 of her grandmother's photo albums for scanning
 - Julie Smith loaned her Aunt Millie Fisher's scrapbook about working for the telephone exchange for scanning
- March is National Quilt Month and JCL will host the Buffalo Quilting Gals' 28th Annual Quilt Show from 2/26-3/28
- Sheridan College music ensembles have 5 performances scheduled at JCL from 4/8-5/2
- All computers are now updated with Microsoft 365, this was at no cost thanks to a Microsoft grant

Old Business

- Update on finances to date
 - Check from Johnson County Treasurer 01/2024 No check received = -\$14,194.08 = amount reimbursed (\$2,188.04 remaining amount still owed)
 - \$0.00 property tax
 - \$0.00 motor vehicle
 - Balances:
 - Checking = \$85,055.34
 - Operations and Maintenance = \$44,180.80
 - Reserve = \$289,076.29
 - Depreciation = \$75,845.30
 - CDs = \$200,000.00
- JCL Board of Trustees Bond

- Lindsey spoke with Jackie at the County Clerk's office. Jackie did some digging to find out that the library is not covered under the county bond. The library does have its own, which currently covers \$2,000/per board position.
- Update from Kaycee Improvement Project Grant Committee
 - No news currently
- Update from Kaycee Improvement Project Committee
 - No news at this time, funding information is needed before they can move forward
- Update from JCL Policy Committee
 - No news currently

New Business

- Discussion on potentially implementing Interlibrary Loan (ILL) fees
 - The director explained that we currently have a \$250 budget/month for postage for all ILL materials. This year we will go over that amount due to an increase in postage and the quantity of ILLs being requested. The library does receive a reduced rate from the post office for library and media mail. It's a wonderful service libraries across the state all work together to provide access to items for patrons. Several other libraries in the state charge to help with or completely cover the cost of postage for these items. Our current policy is one item/patron at a time, but this policy is something we are no longer able to abide by due to statewide library services, and Patrons are now requesting more ILLs on their online. If we are to charge for ILLs, we would need to let our patrons know via postings, website, Facebook, etc. \$1-\$2 per item would not cover the postage, or even half of the postage but it would help to stay within budget. Currently, we consider purchasing any items that have been requested twice, and this does help us to acquire items patrons are wanting regularly. Another thing to consider is that many patrons would like the option to pay via credit card. At this point, the fees and accounting tracking may be too great.
 - Pitchy moved to charge \$2.00 per ILL item, while giving the director time to work out financial discretion, going into effect 5/1/24. Margaret seconded the motion.
- Discussion regarding computer replacement
 - Margaret is concerned that computers are not being replaced per our computer replacement schedule. Lindsey shared that the company we work with has recently gone through a large transition. We will discuss computer replacements with them in the coming months as they return to regular service.

Next Meeting

The next regular meeting is 4 p.m. Monday, March 25, 2024, at the Johnson County Library. Margaret moved to adjourn the meeting. Shane seconded the motion. Motion carried. Meeting adjourned at 5:09 p.m.