

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, January 22, 2024

The Johnson County Library Board of Trustees met at Johnson County Library in Buffalo on Monday, January 22, 2024. The following members were present: Jennifer Bakken, Margaret Smith, Terry Urruty and Shane Greet. Director Lindsey Belliveau, Assistant Director Robin Romine and Johnson County Commissioner liaison Bob Perry were present. Lara and Paul Schuman with CommuniTrees Inc were also present. Jenny called the meeting to order at 4:07 p.m.

Minutes- from the November 20, 2023 meeting were reviewed. Shane moved to approve the minutes as submitted. Terry seconded the motion. The motion carried.

Correspondence- Lindsey shared holiday cards from patrons that the library received and thank you cards from the staff.

December 2023 checks - reports included in permanent record.

Direct deposit checks DD1558 to DD1570, checks 19237 to 19261, and Operations and Maintenance checks 1568 to 1577 were reviewed. Margaret moved to approve the payments and Terry seconded. The motion carried.

Trustee Checks 1953 to 1969 were reviewed. Margaret moved to ratify the checks and Shane seconded. The motion carried.

January 2024 checks - reports included in permanent record.

Direct deposit checks DD1571 to DD1582, checks 19262 to 19287 (Void 19273 incorrect amount), and Operations and Maintenance checks 1578 to 1587 were reviewed. Terry moved to approve the payments and Margaret seconded. The motion carried.

Trustee Checks 1970, 1985 to 1987 were reviewed. Margaret moved to ratify the checks and Terry seconded. The motion carried.

Director's Report - original in permanent record.

- *Backtracking* By Fred Gray is available at the library for a suggested donation of \$20. Credit goes to Nancy Tabb, Jonette Goraj, Dolly Fraley, Fred Gray's family, and the generous donation of an anonymous patron, all of whom made this publication possible. We currently have dispersed over a hundred copies to date and an additional 48 are on order.
- *Listen Closely*, the collection of oral histories compiled by Dolly Fraley, Jonette Goraj, and Nancy Tabb will now be in two volumes. Steve Rzasa is currently working on the layout of these two books placing pictures in all the right spots. We're hoping to host a book signing once we have copies in hand.
- The Winter Reading Challenge in Buffalo came to a close Saturday, January 20th. I'm going to defer to each program leader for the details and just share with you the overall numbers here. The Children's Dept. had 128 participants who collectively read 1,017 hours, the Teen Dept. had 22 participants who read a total of 876 hours, and the Adult Challenge had 21 participants who completed 97 book reviews.
- Story Time is back in full swing at JCL and the next Bits and Pieces Teen after school program will be on January 25th.
- The William D. McIntyre Scholarship Lovers Basket Raffle is still going strong in Kaycee where you can purchase tickets, \$5 for 1 or \$20 for 5. All proceeds go towards scholarships for Johnson County youth, winners will be drawn in February.
- The State Library has contracted with Message Bee, a new and improved messaging service for the library's overdue notifications. Because of this change we are opening up our notifications to SMS as well. Credit goes to Becky and Robin for the research and additional setup, they've been doing a lot of troubleshooting in getting us where we need to be.
- Coming soon to JCL, a puzzle exchange! We will share all of the details once we have everything up and going.

Old Business

- Update on finances to date.
Check from Johnson County Treasurer 12/2023 No check received = -\$72,307.89

- \$0.00 property tax
- \$0.00 motor vehicle

Check from Johnson County Treasurer 01/2024 No check received = -\$65,773.02
(\$16,382.22 remaining amount still owed)

- \$0.00 property tax
- \$0.00 motor vehicle

Balances:

- Checking = \$125,067.57
- Operations and Maintenance = \$48,514.55
- Reserve = \$288,978.12
- Depreciation = \$75,763.27
- CDs = \$200,000.00

- Bob Perry informed the board that a money market account might be a good option for the reserve money, it could potentially make more interest. Rick Myers is someone who we could invite to come and talk to the board about options and explain in detail.
- IRS Update
 - \$987.15 was paid in full, the issue should be resolved. The fee was for an outstanding late filing of our 2020 941 form through our previous bookkeeper.
- Kaycee Improvement Project Grant Committee
 - Jenny, Pitchy and Trish Ullery are on the committee. We are still in need of someone who would be interested in doing the project and giving us pricing options. For the purpose of grant writing, Jenny asked the board if they agreed with the original architectural plans by Plan One. The board confirmed that the plans are what Kaycee is looking for; however, the overall projected cost by plan one is very high. The goal is to have a quality construction company look at the plans to see if they can complete the project with a smaller budget and minimal changes to the floor plan.
- Kaycee Improvement Project Committee update
 - Shane informed the group that there are around 89 signatures and counting in support of the Kaycee Branch Library improvement project.
- JCL Policy Committee
 - The committee includes Jenny, Terry, Lindsey and Bonnie. Jenny has been working on a template to help make the process more structured and efficient. Policy priorities include an emergency contingency plan for the absence of the director, employee policies, library board onboarding, and the addition of any policies that may be missing.

New Business

- Lara and Paul Schuman informed the board of their appraisal of the Mountain Ash tree, which is the Mary Porter Memorial tree on the South-East corner of the building, placed by the Buffalo Garden Club. The tree has substantial rot and damage as well as fire blight. Sadly, the location is not ideal for a tree to thrive since the area for the root system is so small and there is minimal water. Lara and Paul offered other memorial options they have seen; a memorial bench/statue in the current location or a tree/shrub/flower garden on the west side of the building. Any living memorial will require maintenance. Would any of these ideas be something the Buffalo Garden Club would like to collaborate on with the long-term plan? This is a very sensitive issue as it is a memorial for a lost and well-loved community member. Lara and Paul have generously offered to help us mitigate the Mountain Ash so limit the damage that may occur from a lost limb. We were reminded that trees and plants, though very thoughtful and beautiful, are living organisms with a lifespan and will all eventually need to be replaced or removed. Lindsey will start contacting the Garden Club and family of Mary Porter.

Next Meeting

The next regular meeting is 4 p.m. Tuesday, February 20, 2024, at the Johnson County Library. Shane moved to adjourn the meeting. Margaret seconded. Motion carried. Meeting adjourned at 5:15 p.m.