

## JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, November 20, 2023

The Johnson County Library Board of Trustees met at Johnson County Library on Monday, November 20, 2023. The following members were present: Jennifer Bakken, Margaret Smith, Leighton "Pitchy" Gammon, and Terry Urruty. Director Lindsey Belliveau, Assistant Director Robin Romine and County Commissioner liaison Jeff Shelley. Jenny called the meeting to order at 4:01p.m.

**Minutes-** from the Monday, October 23<sup>rd</sup>, 2023, were reviewed. Margaret moved to approve the minutes as submitted. Pitchy seconded the motion. The motion carried.

**Correspondence-** No Correspondence to share

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

Direct deposit checks DD1546 to DD1557, checks 19218 to 19236, and Operations and Maintenance checks 1558 to 1567 were reviewed. Pitchy moved to approve the payments and Margaret seconded. The motion carried.

Trustee Checks 1951 to 1952 were reviewed. Terry moved to ratify the checks and Margaret seconded the motion. The motion carried.

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

- The JCLF Auction was a success raising \$16,250 through the Silent and Live auctions. There are also additional sponsorships that at last count were right around \$5,000. The Friends of the library raised a little over \$4,000 through their raffle and ticket sales. Thank you so much for all of the energy, smiles, and time everyone gave the library for this fundraiser. The evening was full of good company, lots of laughter, and many generous bidders! We couldn't have done it without such an amazing community!
- The Kaycee Branch Library will be starting Winter Reading on December 1<sup>st</sup>. This program is for all ages and will go until January 31<sup>st</sup>, it's sponsored by the Friends of the Library and all ages of the community look forward to it each year.
- Kaycee will also be taking its story time on the road, visiting Kinder Boost at the school once a week. This will be in addition to their regular Story Hour, they will share a different story and craft in this abbreviated version with 12 kiddos at current count.
- Johnson County Library will be starting its Winter Reading Challenge on December 11<sup>th</sup>. It will come to a close on Saturday, January 20<sup>th</sup>. This challenge is offered to children, teens, and adults. There are games for the younger patrons to play and chances to win prizes for all.
- In Buffalo, the Bits and Pieces Teen Program is up for a reboot this winter starting in December and the Children's Dept. has a Holiday Story Time planned with a special guest as well.
- The Johnson County Library will be hosting a few Sheridan College music ensembles through the winter once again. The first was held on October 30<sup>th</sup>, and upcoming dates include: November 20<sup>th</sup>, today!... and December 4<sup>th</sup>. Date info fliers can be found at the JCL Circ desk or around town.
- Rebecca Berrett is our new Circulation Librarian! We are honored that she accepted the position. It's only been a few weeks and she is already getting the circ desk organized and continuing to build relationships with patrons. If you haven't already met Rebecca be sure to stop by and say hello.
- Johnson County Library hosted Theo Hirshfeld on Thursday, November 16<sup>th</sup> at 3 p.m. in the Twing room. He talked of Israel's history as well as his experiences. The room was full, not one empty seat and all those that attended greatly appreciated Theo and all he had to share.
- The Buffalo library will also host John Egan on Wednesday, November 29<sup>th</sup> at 3 p.m. in the Twin room. He will be giving an informational history talk on Palestine.
- 5 copies for final proofing have been ordered of Mr. Fred Gray's book, *Backtracking*. After this very last readthrough we will order copies that will be available for sale!

## Old Business

- Update on finances to date
  - Check from Johnson County Treasurer 11/2023 = \$0.00
    - \$0.00 property tax
    - \$0.00 motor vehicle
  - Balances:
    - Checking = \$181,714.72
    - Operations and Maintenance = \$56,721.57
    - Reserve = \$288,686.96
    - Depreciation = \$75,542.01
    - CDs = \$200,000.00
  - Lindsey explained the true-up process once again. Because Oil and Gas companies are prepaying an estimated tax now, we had already received these funds. After the actual taxes were determined and they were lower than the company's estimates, so the county entities that received these funds this last year needed to pay back the overpayment. That puts us in the negative for around \$154,000 still owing at this point. This should normalize in a month or two.
- Commissioner presentation update
  - Jenny was happy that the presentation went so well. Bill Novotny's main concern was to make sure we could pay for improvements. Alex Hargrave with the Buffalo Bulletin interviewed Jenny about the Kaycee Expansion project and wrote a small article for the paper. Jenny wanted the public to know that they could come to the board with any ideas or insights into the project.
- CD update
  - The amounts are now in the finances section. All the paperwork is signed for two CDs, one for 12 months at 4.75% and one for 18 months at 5.10%.
- Bond update
  - No news yet, waiting to hear back from Jackie Camino to get a copy of the bond information.
- IRS update
  - Lindsey has called on this again and believes we are going to need to pay for the penalties incurred by our previous bookkeeper filing our payment dates late. The total due is around \$900+. Margaret moved to approve the payment in full to the IRS. Pitchy seconded the motion. Motion carried.
- Policy update
  - Jenny and Terry have started the process of going through all the library's policies to update as needed. This is an ongoing process and will likely take a year or so. Right now, the priorities are: Human Resources, Employee Policy, Board Policy, New Board Member Information and an Emergency Contingency for Director absence. Once the policies have been updated, she would like to see a plan in place to review them every 2 years at a minimum going forward.

## New Business

- Propose Kaycee Improvement Project Grant Committee
  - The following people will be on the Grant Committee: Jenny, Pitchy and Patricia (Trish) Ullery.
- Tech services option
  - Collins Communication is not able to help with software. The library needs to resolve some Microsoft issues and verification on individual computers. Lindsey has reached out to DigeTekS, LLC for a bid. The bid came in at approximately \$3000/month, which is over four times our current amount. Everyone agreed this was too expensive. DigeTekS also offered to do some work on a per job basis if we needed. Lindsey also reached out to Techsoup, as suggested by Buffalo Computer Consulting. They help non-profits solve tech needs. We were approved for 10 Microsoft accounts. Jeff suggested reaching out to a company in Sheridan for additional options.
- Christmas bonus
  - These funds come from the Serena Memorial fund. Terry moved to continue with the bonuses this year. Pitchy seconded the motion. Motion carried.

- Closures 2024
  - Lindsey presented a list of holiday closures for 2024. A few additional days were added: Saturday, March 30<sup>th</sup> as part of Good Friday; Monday, October 14<sup>th</sup> for Columbus Day; Friday and Saturday, November 1<sup>st</sup> and 2<sup>nd</sup> for the fundraiser auction; Saturday, November 30<sup>th</sup> as part of Thanksgiving weekend; Tuesday, December 24<sup>th</sup> for Christmas Eve. To be added once the dates are known: the JC Fair and Rodeo Parade Saturday in August.
- Board Meeting dates and locations 2024
  - Lindsey presented a list of Board Meeting dates. Since we will be closed on Monday, February 19<sup>th</sup>, the meeting will be Tuesday, February 20<sup>th</sup>. A third meeting in Kaycee was added for the date of Monday, April 22<sup>nd</sup>. Margaret moved to accept both the library closures and the Board Meeting dates. Terry seconded the motion. Motion carried.

### **Next Meeting**

The next regular meeting is 4 p.m. Monday, January 22, 2024, at the Johnson County Library. Pitchy moved to adjourn the meeting. Terry seconded. Motion carried. The meeting adjourned at 4:57 p.m.