

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, October 23, 2023

The Johnson County Library Board of Trustees met at Johnson County Library on Monday, October 23, 2023. The following members were present: Jennifer Bakken, Margaret Smith, Shane Greet, Leighton "Pitchy" Gammon, and Terry Urruty. Director Lindsey Belliveau, Assistant Director Robin Romine and Jeff Shelly, County Commissioner, were present. Jenny called the meeting to order at 4:04 p.m.

Minutes - from the Monday, September 18, 2023, were reviewed. Terry moved to approve the minutes as submitted. Shane seconded the motion. The motion carried.

Correspondence - None at this time.

October 2023 checks - reports included in permanent record.

Direct deposit checks DD1535 to DD1545, checks 19193 to 19217, and Operations and Maintenance checks 1544 to 1557 (cancelled check 1531) were reviewed. Pitchy moved to approve the payments and Margaret seconded. The motion carried.

Trustee Checks 1946-1950 were reviewed. Margaret moved to ratify the checks and Terry seconded. The motion carried.

Director's Report - original in permanent record

- Auction invitations have been delivered and tickets are being sold. Donations and sponsorships are being received. Nick Thom is credited with the invitation creation and ANB Bank generously created the poster with this year's theme 'Around the World in an Evening'. The Foundation has also put a lot of time into the invitation list, revamping and updating with current businesses and contacts. Please help us get the word out around town and encourage friends and family to attend, it is sure to be a fun evening.
- The Kaycee Branch Library is putting up a Story Walk this morning, one of the Knuffle Bunny tales. If you are in the area you should definitely check it out.
- Both libraries will be participating in Snapshot Day. This is an event held across the state where one day a year we gather statistics and patrons have the opportunity to tell us what their library means to them.
- Banned Book Week was the first week in October, Cheri created a wonderful display by the circ desk showcasing challenged and banned books. If you haven't seen it, take a moment to look, you might be surprised by what you see. As always it creates lots of conversation. Thank you to the Friends for supporting this event and the freedom to read by purchasing t-shirts for the staff to wear as we share information about banned books this month.
- We are going to be hosting Sheridan College music ensembles through the winter once again. The first will be on October 30th in the library lobby. Save the date fliers will be out shortly.
- We have received a half dozen applications for the Circulation position, after several interviews, the position was offered to Rebecca Berrett who excitedly accepted. We are looking forward to having her join the team tomorrow for her first day. Steve Rzasa has also accepted a part-time position with us. He will be coming in for a few hours each week to help with library projects. We're very happy to have him join us again.
- Nancy Tabb, Jonette Goraj, and Dollie Fraley along with help from Steve Rzasa have been preparing Mr. Fred Gray's book, *Backtracking*, for publication. The hope is that it may be available before Thanksgiving! But wait, there's more!... the other book they've been working on is planned to be published soon as well. I'm excited to be able to share copies of both with you, hopefully very soon.
- New West High School students came to visit and learn how to research in the Local History Department a couple of times last month. Nancy's enthusiasm is infectious and one student even commented they wanted to write manuscripts for a living 😊
- The Historical Society will host Richard Kendall 'Sports History' tonight here at the library in the Twing Meeting room.
- Two repairs to note at JCL:
 - The rubber gasket in the main water line in the library's riser room blew out a couple of weeks ago, everything is repaired and there was minimal damage.
 - The exhaust fan in the mezzanine above the men's restroom on the north side of the building needed to be replaced, there was also a condensation hose on the heater in the same space that need repaired and the drain revamped to ensure water was going where it needed to.

Old Business

- Update on finances to date.

Checks from Johnson County Treasurer 10/11/2023 = \$31,648.63

- \$28,558.61 property tax
- \$3,090.02 motor vehicle

Balances:

- Checking = \$420,804.43
- Operations and Maintenance = \$67,172.11
- Reserve = \$288,686.96
- Depreciation = \$75,542.01

- Kaycee Expansion Project Committee update: The committee updated Commissioner Shelley on how the project started as a small ADA fix for the entrance and bathroom, then as information, and knowledge were gathered, along with support from the community the project evolved. It was thought that an inside update without addressing the outside issues of irrigation and possible flooding would be an oversight. At the time no contractors would bid on the smaller projects needed. Plan One, who Steve Rzasa had a working relationship with due to the expansion in Buffalo came up with the current plan. The committee is open to other bids. Pitchy got Alex McCool's number and Lindsey spoke about a smaller plan. Alex is willing to look at the project and could potentially start next Summer. Jeff asked about removing old books, called weeding, to see if this is an option to make more room. To do that it would require removing 1/5 of the collection as there are 5 stacks in Kaycee. Shane was able to get 52 signatures from Kaycee residents, saying they are for the expansion project. He will continue to keep reaching out to others. Dana has a list of names too. Jeff mentioned that real estate in Kaycee might be a more affordable option. He also mentioned that it is worth looking 15-20 years down the road and making sure we are being frugal, sustainable and viable. Jenny reminded everyone that we would be building a historical structure, something that is recognizable and important in the community. Margaret talked about using bronzes, sculptures or something to use as a point of interest with the new library. Jeff said he would rather see the library on main street, and put the public health office in the old library. Shane mentioned there is a house for sale on Nolan Ave that needs torn down, this might be another option. Everyone looked over Jenny's PowerPoint presentation and thanked her profusely for her efforts. The Town of Kaycee wrote a letter to the commissioners stating their wholehearted support of the expansion. This letter was reviewed, and everyone agreed it was impressive and well done.
- Kaycee Commissioner Meeting Update: Lindsey asked to be put on the November 7th meeting and inquired if it was possible for the meeting to be held in Kaycee. Jody said this was not possible, but the Commissioners would be willing to meet after their regular meeting concluded in Kaycee. Lindsey will confirm with Jody to be put on the agenda for the November 7th meeting.
- CD update: Lindsey emailed Kevin Bettinger, at this point it appears it would be simpler to purchase CDs through a financial institution rather than an investment firm due to the paperwork required. The board agreed that going to the bank is the easiest and quickest way to handle it.

New Business

- Scholarship Selection Committee: The board members have been shared with the community foundation to be the Ellis and Nellie Patch Scholarship committee. Lindsey shared two thank you letters from the 2023 recipients. The selection process for the next round ends in March/April and the recipients are notified in May.
- Annual Census Report: Lindsey shared the Annual Census Report with the board. It was signed off by Terry Urruty and Jennifer Bakken and submitted by Lindsey. For the annual audit, Lindsey is uploading the documents to Porter, Muirhead, Cornia, & Howard and there will be a site visit in December.
- Bond: Margaret brought up that the board's current bond is around \$2000 from the 1980's. It doesn't include the current board members. We need to get with the county to see what they cover, and Margaret was concerned about liability insurance for the library employees as well. Jeff suggested contacting Jody regarding this information.

Next Meeting

The next regular meeting is 4 p.m. Monday, November 20, 2023, at the Johnson County Library. Margaret moved to adjourn the meeting. Pitchy seconded. Motion carried. Meeting adjourned at 4:55 p.m.