

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, May 18, 2020

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, May 18, 2020 with the following members present: Ron Wagner, Bill McIntyre, Margaret Smith present at the meeting and Denise Marton and Kim Harvey by phone. Director Steve Rzasa and Assistant Director Mary Rhoads were present. Ron called the meeting to order.

Minutes from the April 20, 2020 meeting were reviewed. Kim moved to approve the minutes as written. Denise seconded the motion. The motion carried.

Correspondence

- Several notes and letters from patrons. Steve read one of the notes aloud.
- Lois Peterson's letter to the editor in the Buffalo Bulletin.
- Email from the circulation head from Fredricksburg County, Maryland asking how the library's procedures with COVID are working.

May 2020 checks 18097 – 18133 were reviewed. Margaret moved to approve them for payment and Bill seconded. The motion carried. Direct deposit checks DD1173-1174 were reviewed. Bill moved to approve them for payment and Denise seconded. The motion carried. Operations and Maintenance checks 1087-1101 were reviewed. Kim moved to approve them for payment and Margaret seconded. The motion carried. Trustee Checks 1653-1655 were ratified for payment. Kim moved to approve them for payment and Margaret seconded the motion. The motion carried. Trustees signed off on the check report.

Director's Report-original in permanent records

- A check from the County Treasurer on May 7, 2020 was \$51,141. This was more than last year. No indication about the June check.
- May 1st was the first day open to the public. The days total of people was 20.
- The County Commissioners approved the \$22,000 of 1% money on May 5, 2020.
- The library is continuing curb side pickup of materials. Books returned are being put in the Fraley meeting room in quarantine of 72 hours.
- The finishing touches on the new web design have been completed.
- Summer Reading is being planned. Reading logs will be provided to the children and teen readers. Prizes will be awarded as they reach certain minutes. Grand prizes will be awarded at the end. The summer reading will go from June 1 to July 31.
- Steve was notified of a grant from the Wyoming Humanities. The Library Foundation could sponsor the grant. This grant is history related. This could possibly be used to offset Nancy's salary.
- Steve is working with Vicki at the Clerk's office in getting on the County's building insurance.

Old Business

- Update on finances to date.
 - Check from Johnson County Treasurer 5/7/20 = \$51,141
 - Balances
 - Checking = \$154,312.31
 - Operations and Maintenance = \$33,130.16

- Reserve = \$288,425.63

In next year's budget money will have to be transferred from reserves to Operations & Maintenance. Steve will check to see how much is in that account.

The Wyoming State Library will not turn on Interlibrary loans until 50% of the libraries are open.

New Business

Board members terms for Bill McIntyre and Denise Marton. Bill has submitted a letter to continue on the library board. Denise's term will be expiring on July 1, 2020. Open board positions have been in the Buffalo Bulletin. Steve has posted the open board position on Facebook. Mark Bentley has submitted a letter of interest.

Update on COVID-19 response & reopening.

- We are keeping a sheet to keep track of people's names and the number of people in the library each day. Most are obeying the rules. Steve did let a mother and two kids stay longer because of it raining when she started to leave. Most staff are wearing masks when they are working with the public.
- Some of the other libraries in the state that have opened recently are Sheridan, Worland, Lusk and Weston. Campbell opened today. Albany and Laramie Counties are waiting to open at the same time. Some libraries have asked to borrow our poster. The museum has also borrowed our poster but made changes to it.
- The new library hours are Monday through Friday 10:00am to 6:00 pm and Saturday 9:00am – 1:00 pm.
- Monica is not reducing her hours at the Kaycee Branch Library yet.
- The library is allowing 6 people in the library for 45 minutes. Discussion. The board would like to add more people per hour.

Proposed policy - Unattended minors.

- Steve presented a policy used by Sheridan County Fulmer Public Library. The board read the policy and discussion followed. It was decided to table this until next board meeting.

The next meeting will be Monday, June 22, 2020 at 4pm at the Johnson County Library.

Respectfully submitted Monday, June 22, 2020