

## JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, July 20, 2020

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, July 20, 2020 with the following members present: Ron Wagner, Bill McIntyre, Margaret Smith, Jenny Bakken, and Kim Harvey. Director Steve Rzasa and Assistant Director Mary Rhoads were present. Ron called the meeting to order.

### **Election of Officers for FY 2020-2021**

- Discussion was held. Margaret moved to approve the following slate of officers. Ron – Chair, Margaret – Vice Chair, Bill – Treasurer, Jenny – Secretary, Kim – Foundation Representative. Kim seconded the motion. The motion carried.

**Minutes** from the June 22, 2020 meeting were reviewed. Margaret moved to approve the minutes as written. Jenny seconded the motion. The motion carried.

### **Correspondence**

- Donation from the Wyoming State Quilting Guild of and adult and children's book.

**June 2020** checks **18170 – 18209** were reviewed. Bill moved to approve them for payment and Kim seconded. The motion carried. Direct deposit checks **DD1177-1178** were reviewed. Bill moved to approve them for payment and Margaret seconded. The motion carried. Operations and Maintenance checks **1119-1135** were reviewed. Bill moved to approve them for payment and Kim seconded. The motion carried. Trustee Checks **1667-1673** were ratified for payment. Kim moved to approve them for payment and Jenny seconded the motion. The motion carried. Trustees signed off on the check report.

### **Director's Report-original in permanent records**

- A check from the Treasurer's Office was received in the amount of \$8723.19.
- Johnson County Emergency Management has our COVID-19 expenses and is sending to FEMA/State of Wyoming for reimbursement.
- Summer Reading will be wrapping up the end of July.
- The Friends of the Library Book Sale made \$1400+. The local Mormon missionaries helped put the unsold books back in the storeroom.
- Rapid Fire Protection completed the annual sprinkler inspection. Shelves in the basement storage room need to be moved.

### **Old Business**

- Update on finances to date. Discussion was held. The Trustees would like to add the Depreciation Account to the list below.

Check from Johnson County Treasurer 7/9/20 = \$8,723.19

- Checking = \$142,947.73
- Operations and Maintenance = \$23,072.98
- Reserve = \$288,425.63

- FY 2020-2021 Budget. A spreadsheet was viewed. The FY18-19 budget amount set by the county was \$688,489.11. FY19-20 was \$661,973.67. FY21 expenditures are budgeted at \$569,827.54, with \$8,000 estimated in library revenues, \$40,000 from county motor vehicle excise, \$22,000 from 1%, and \$58,300 from Operations and Maintenance. This leaves \$441,572.54 the county budgeted. The County Commissioners denied the library's request for two part time people but would give a total of \$1000 for a part time person at the Kaycee Branch Library.
- Discussion was held about the cost of having the windows cleaned continued from last month's board meeting. Margaret suggested having a schedule of months that they are cleaned or rotation as she cleans outside and inside windows. Kim suggested cutting back on cleanings and having a written agreement with Chappell's Window Cleaning.
- Proposed policy - Unattended minors.
  - Steve had the County Attorney look at the wording of the policy. He approved of the wording.
  - Jenny made a motion to approve the Unattended Minors policy as written. Kim seconded the motion. The motion carried.
  - Discussion was held on ways to publicize this policy.
- Library hours for Buffalo and Kaycee.
  - Discussion was held concerning the current schedule of the staff at the Buffalo library. Steve will come up with options for the next board meeting.

#### **New Business**

- Direct deposit of Staff paychecks. All staff have requested having the direct deposit of paychecks.
- Transfer from Reserve to Checking. \$1300 is needed for the purchase of a new circulation computer. Margaret made a motion to transfer \$1300 from the Reserve account. Jenny seconded the motion. The motion carried.
- Saturday, Aug. 1. Closure for the Fair and Rodeo. Bill made a motion that the library close on Saturday, Aug. 1 so staff could attend the parade and Fair and Rodeo. Jenny seconded the motion. The motion carried.
- Steve has contacted Nick Thom and Steve Reimann, Foundation members and Keva McCarthy, Friends President, about the annual Library Auction. The Sheridan Library has already cancelled their auction for this year.

The next meeting will be Monday, August 24, 2020 at 4pm at the Johnson County Library.

Respectfully submitted Monday, August 24, 2020