

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, September 21, 2020

The Johnson County Library Board of Trustees met at the Kaycee Branch Library on Monday, September 21, 2020 with the following members present: Bill McIntyre, Margaret Smith, Kim Harvey and Jenny Bakken. Director Steve Rzasa and Assistant Director Mary Rhoads, and Branch Librarian, Bonnie Ross were present. Ron Wagner was absent. Margaret called the meeting to order.

Minutes from the August 24, 2020 meeting were reviewed. Bill moved to approve the minutes as written. Kim seconded the motion. The motion carried.

Correspondence

- Steve has a list of items to gather for the annual audit.
- Email from Kathleen McPhee about various history books she would like to donate.

September 2020 Checks

Direct deposit checks **DD1187-1194** were reviewed. Kim moved to approve them for payment and Jenny seconded. Checks **18235-18258** were reviewed. Kim moved to approve them for payment and Bill seconded. The motion carried. Operations and Maintenance checks **1147-1161** were reviewed. Jenny moved to approve them for payment and Bill seconded. The motion carried. Trustee Checks **1680-1685** were ratified for payment. Bill moved to approve them for payment and Kim seconded the motion. The motion carried. Trustees signed off on the check report.

Director's Report-original in permanent records

- Friends met on Sept. 8. They have scheduled a book sale for Oct. 8,9, and 10.
- Friends will hold a raffle. Keva McCarthy and Suzi Black are organizing the raffle.
- Mary & Lindsey are planning to restart story hour in mid-October with some minor restrictions.
- Books from the Sherrie Patch estate are being donated to the library. Kathleen McPhee has been in contact with Steve.
- Mary and Steve painted the no parking/fire zone in front of the library on Sept. 16.
- Steve contacted Danny Myers with Myers Construction about repairing the curb at the corner of the south parking lot.
- The WYLDcat Mobile app has many new features for patrons to use.
- Steve shared a list of existing contracts.

Old Business

- Update on finances to date.
 - Check from Johnson County Treasurer 9/9/20 = \$6,565.87
 - Checking = \$106,521.01
 - Operations and Maintenance = \$58,232.47
 - Reserve = \$288,461.96
 - Depreciation = \$82,975.73
- Steve presented a report on attendance during evening hours.

New Business

- Report from Kaycee Branch Librarian, Bonnie Ross that included the winter reading and summer reading program. They have started story hour with 13 kids the first week and 10 kids attending the next week. Bonnie said they have been doing well with volunteers. She will be needing a volunteer for all Saturdays. Monica will not be working on Saturdays anymore. She also said that they were able to clean the carpets after the summer reading program, clean windows and complete the annual inventory. The book discussion group in Kaycee held their first book discussion. Attendance is down some. They will hold the book discussion every other month.
- A computer replacement plan was presented. At the last meeting Ron had suggested using the Depreciation account for items. The approximate cost for this fiscal year for various computer items is \$5,400. Margaret wondered about having a set yearly amount. Steve had said that this used to be a line item but because of the budget cuts its amount has been zeroed out. Bill wondered if the depreciation account was the first place to go. Discussion. The board asked Steve to talk to the Foundation.
- Steve is exploring ideas on ways to reach out to our patrons. Possible programs are being considered.

The next meeting will be Monday, October 19, 2020 at 4pm at the Johnson County Library.

Respectfully submitted Monday, October 19, 2020