

## JOHNSON COUNTY LIBRARY BOARD MINUTES

Wednesday July 20, 2016

The Johnson County Library Board of Trustees met at the Johnson County Library on July 20, 2016 with the following members present: Denise Marton, Kim Harvey, Julie Baker, Jodi Crago and Ron Wagner. Project Manager Kim Glasgow was present. Director Cynthia Twing, Assistant Director Mary Rhoads were present. Denise called the meeting to order.

### **Election of officers for FY 2016-2017**

Chair- Ron Wagner

Vice Chair- Denise Marton

Secretary- Jodi Crago

Treasurer- Kim Harvey

Liaison to Foundation-Julie Baker

Vote for the slate of officers was unanimous.

**Minutes** from the June 22, 2016 meeting were reviewed. Julie moved that the minutes be accepted as written. Jodi seconded the motion. The motion carried.

### **Construction Update**

- Issues in the building on the punch list include: handicap entrance buttons for front door, emergency lights in the basement and window shades.
- Security cameras are all installed but one. Librarians will be able to view the cameras from the front circulation desk. Training will take place and staff will be provided with a training DVD.
- Operation manuals, lists of manufacturers, serial numbers, and changes to the architectural drawings will be given to the Library
- Issues with the workmanship of the roof have been called into question because the ribs are not straight. The architect is taking the lead on this. There IS a warranty on the roof as it is now. A "fix" is for aesthetics only.
- When the punch list is completed, Kim will be finished with his obligations as Project Manager.

### **Correspondence**

- Gift book from Union Telephone Company
- ILL statistical report from Nancy Jennings
- Outrider, online magazine from the WLA, had an article about the expansion and grand opening.

Approval of checks 15562-15621 and direct deposit 1040-1042 was reviewed. Denise moved to approve them for payment and Kim seconded. The motion carried. Trustee Checks 1375-1379 were ratified for payment.

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

- Final radio spot was done on June 20. Doing the radio spots was a way to keep people informed during the construction.
- Dick Edgcomb/The Office has been installing furniture and shelving.

- The remaining books were moved from Mike Thomas's building on July 6. A picnic was held afterwards.
- Tom Spence and Cynthia are working on a Wyoming Humanities Grant for a poetry workshop in September with Lori Howe.
- Longmire drew a large crowd on July 10.
- Computer issues on July 18. Megan worked with Tim from Collins to fix the issue.
- Letter from ACT because of illegal downloading using our wireless internet.
- Staff meeting is scheduled for tomorrow to discuss scheduling and vacations.

#### **Old Business**

- Commissioners finalized our budget for FY 2016-17. Final amount is \$729,073.40. The request for 40 hours per week as full time was denied. And Continuing Education was cut.
- Email from North Wyoming Insurance. An invoice for the updated valuation on the building and property will be sent by the parent company Great American Insurance.

#### **New Business**

- Policy for "entitled leave" to replace FMLA was discussed. Jodi made a motion to accept the Entitled Leave Policy. Julie seconded the motion. The motion carried.
- A policy for security cameras was handed out to all Trustees. Cynthia asked the Trustees to look at the policy then they can finalize it at the August meeting.
- Procedure for getting signature cards at First Northern Bank and Bank of Buffalo was discussed. New Trustees will have to jump through the hoops of formal ID before they can sign checks.
- Contract for window cleaning for Brittney Chapel was discussed. The contract would run from July 1, 2016 to June 30, 2017. A monthly charge of \$208 for lower outside windows. Kim made a motion to accept the contract. Jodi seconded the motion. The motion carried.
- A Thank You letter to Mike Thomas and Peggy Drury was signed by the Trustees.

Next meeting will be Monday, August 22, 2016 at 4 pm in the Library meeting room.

Respectfully submitted,