

JOHNSON COUNTY LIBRARY BOARD MINUTES
Monday March 20, 2017

The Johnson County Library Board of Trustees met at the Johnson County Library on March 20, 2017 with the following members present: Julie Baker, Denise Marton, Kim Harvey and Ron Wagner. Director Cynthia Twing, Assistant Director Mary Rhoads and Commissioner Linda Greenough were present. Ron called the meeting to order.

Minutes from the February 20, 2017 meeting were reviewed. Denise moved that the minutes be accepted as written. Julie seconded the motion. The motion carried.

Executive session minutes- Denise moved that the minutes from February 20, 2017 be accepted as written. Julie seconded the motion. The motion carried.

Correspondence

- LGLP letter of renewal and information called "hot topics"
- Gift book from Pamela Hutchins.
- Letter of resignation from Crow's Cleaning
- Outreach report from Connie Norton.

Approval of checks 16041-16113 and direct deposit checks DD1064-1066 was reviewed. Julie moved to approve them for payment and Denise seconded. The motion carried. Trustee Checks 1405-1406 were ratified for payment.

Director's Report-original in permanent records

- The Friends of the Library's book sale made about \$800
- Group from Casper came to the quilt show last week.
- Reader's Theater was held at Meadowlark Elementary of February 28 with two performances.
- The sign for the "John Scully" Reading Room is ready. Cynthia will wait until his niece is in Buffalo to do the dedication.
- An art hanging system for the Kaycee Branch Library was paid for by the Foundation.
- Clark Chesbro and the high school construction class installed the end panels on the bin shelving in the children's area. Construction of the loft will have to wait until the fall.

Old Business

- The library policies have been sent to Barry Crago on February 23.
- Julie made a motion to approve the Confidentiality Policy as presented. Denise seconded the motion. The motion carried. *CONFIDENTIALITY: Information relating to Johnson County Library business will be considered confidential. All information relating to patrons, staff and any other persons of business dealing with the Library is absolutely confidential. Unauthorized disclosure of such information may be grounds for termination. It is the policy of the Johnson County Library that board members and employees of the Johnson County Library may not disclose, divulge or make accessible confidential information belonging to or obtained through their affiliation with the Library to any person. Board members shall use confidential information solely for the purpose of performing services as a trustee or employee for the Johnson County Library. This policy is not intended to prevent disclosure where disclosure is required by law. At the end of a board member's term in office or upon the termination of an employee's relationship with the Johnson County Library, he or she shall return, at the request of the*

Executive Director all documents, papers and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

- The lights at the south entrance were redone by Chesbro Electric. The amount was \$713.28 and will be paid by the Library Foundation.
- A roof meeting was held on March 8 with the architect and contractors. A request was made by Facilities Manager, Kim Glasgow for additional cleats on the north roof to prevent snow from building up on the roof over the deck.
- The audit report is available. Cynthia went back and fixed two issues. One is regarding capital expenses and the other is the transfer of monies from one account to another at the end of a fiscal year.
- Solution for the light and fence problems on the north side of the parking lot. Kim Glasgow found a two-tiered guard rail at the county lot. He and Kyle Jarvis will install the barrier.

New Business

- Two applications for the Janitor contract were received. Cynthia offered the job to Chris Hook. Her bid came in at \$1200 per month. Cynthia will walk through the building with her tomorrow. The library will provide the supplies.
- Conversation with Bill Miller, LGLP consultant, about employee evaluations. He did not recommend them. He recommended meeting with the employee and asking questions. The library will have to change areas that cover evaluation procedures. Ron suggested having a separate special meeting to look at policies. The trustees did look at the Performance Appraisal in the Personnel Policy. Julie made a motion to delete the first paragraph of "performance appraisals" and move the second paragraph to the Executive Director's Job description. Denise seconded the motion. The motion carried.
- Ron and Cynthia met with the County Commissioners about the library board vacancy. There has been one applicant so far. The Commissioners will act on the vacancy at their April 4th meeting.
- Gift book for Jodi Crago.
- Question to Linda Greenough, County Commissioner, about the unused funds from the expansion project. She said the unused funds will be used for repairs to library buildings.
- Cynthia will contact other insurance companies for the library's building insurance. North Wyoming has been providing the insurance for twenty years.
- The April board meeting will be devoted to the budget FY2017-2018.
- Cynthia would like to attend a workshop concerning payroll law in Sheridan on June 6.
- The Friends of the Library will host an open house on April 12 for National Library Week. Other activities for National Library Week include; Wyoming Humanities speaker John Davis on April 14th. His program is titled, "The Trial of Tom Horn", The Kilted Man, Matthew Gurnsey on April 17. He will perform Irish and Scottish music, and Art in Bloom is on display until May 10th.

Next meeting will be Thursday, April 20th at 4 pm.

Respectfully submitted,