

JOHNSON COUNTY LIBRARY BOARD MINUTES
February 20, 2018

The Johnson County Library Board of Trustees met at the Johnson County Library on Tuesday, February 20, 2018 with the following members present: Ron Wagner, Julie Baker, Kim Harvey, Bill McIntyre and Denise Marton. Director Cynthia Twing, Assistant Director Mary Rhoads were present. County Commissioner Linda Greenough was present. Ron called the meeting to order.

Minutes from the January 22, 2018 meeting were reviewed. Kim moved to approve the minutes. Denise seconded the motion. The motion carried.

Correspondence

- Letter from the Billings Gazette: Monday's and Thursday's paper will be delivered with the next day's paper.
- Buffalo Bulletin requested Board Meetings dates for 2018
- Outrider newsletter from the WSL had an article about the Charlie Ellis Quilt Auction and an article with a review of Steve Rzasa's book.

Approval of checks

- Checks numbered 16711-16771 were reviewed. Julie moved to approve them for payment and Denise seconded. The motion carried.
- Direct deposit checks DD1097-1099 were reviewed. Julie moved to approve them for payment and Denise seconded. The motion carried.
- Trustee Checks 1447-1455 were ratified for payment. Bill moved to approve them for payment and Julie seconded the motion. The motion carried.

Director's Report-original in permanent records

- Several Library staff members met with the new owners of The Office.
- On January 24 all the computers and phones were off. Collins Communications was called. They were able to talk Megan through the problem.
- Cynthia gave the Buffalo Bulletin copies of the libraries circulation numbers.
- One of the new light fixtures in the nonfiction area was blinking. Chesbro Electric replaced the bulb. The light fixture started blinking again. The light cover was damaged by their employee. They will pay for the replacement
- The adult programs last year were not very successful. Heather had found a program she wanted to try called Brown Bags and Lunch. It will be held Wednesdays at noon in the Fraley Meeting room. Nancy Tabb was the first reader, Steve 2nd and Mark Bentley will read the 3rd time. Twenty-three attended the first program and 15 attended the second program.
- A stop sign was installed at the entrance/exit of the north parking lot.
- Cynthia called Great West because she didn't have a form to send in the payment for deferred compensation.
- The Wyoming Library Association Legislative Reception will be this Friday in Cheyenne. Cynthia will attend weather permitting.

Old Business

- Nelson Engineering was contacted about how to proceed with installing a drive-up book return. Brent Bennett didn't think that it was an engineered project. Mary had also looked at the specification of the book drop on the company's website. It showed that the book drop is

meant to be installed on the sidewalk. The cost of the book drop is \$5175.95. Payment for the book return will come from consensus funds/library reserve at the County Level. Kim Glasgow will install it on the sidewalk in the south parking lot.

New Business

- Audit report and letter from Porter Muirhead had issues that need to be addressed. Cynthia would like the board to review the letter and discuss this at the next meeting. Cynthia will attend a payroll training in Casper on March 21. Other county employees will attend.

The next meeting will be Monday, March 19, 2018 at 4:00 pm at the Johnson County Library.

Respectfully submitted,

