

JOHNSON COUNTY LIBRARY BOARD MINUTES  
Monday, March 19, 2018

The Johnson County Library Board of Trustees met at the Johnson County Library on Tuesday, March 19, 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 February 20, 2018 meeting were reviewed. Kim moved to approve the minutes. Denise seconded the motion. The motion carried.

**Correspondence**

- Thank you card from Enroll Wyoming.
- Outreach report from Connie Norton.
- Letter from Local Government Liability Pool. Rates will not go up for FY2018-19

Approval of checks 16773-16828 was reviewed. Julie moved to approve them for payment and Bill seconded. The motion carried. Direct deposit checks DD1100-1102 were reviewed. Denise moved to approve them for payment and Julie seconded. The motion carried. Trustee Checks 1457-1467 were ratified for payment. Julie moved to approve them for payment and Bill seconded the motion. The motion carried.

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

- Cynthia attended the Legislative Reception in Cheyenne on February 22. No Legislators were able to attend.
- The library has been experiencing problems with some of the old public computers. Two new computers were purchased for \$1463.14 and installed on March 14.
- Cynthia and Steve will attend the WYLD meeting June 6-8 in Riverton
- Bonnie Ross, Kaycee librarian, took part in a Family Night at the Kaycee school

**Old Business**

- The new book return was ordered on March 10 and delivered on March 16. Kim and Kyle will get it anchored this week.
- Audit report was discussed along with the discussion Cynthia had with Steve Reimann and Vicki Edelman. The following changes will need to be made; 1. The Trustees need to sign the Missing Check Report at each meeting. 2. One or more of the Trustees will need to <sup>report to</sup> Cynthia's office to open bank statements and cancelled checks and sign off on the bank statements. 3. A Capitalization Policy needs to be in place. Julie made a motion to accept the Capitalization Policy as presented. Bill seconded the motion. The motion carried. Extended discussion was held with County Commissioner Linda Greenough concerning the auditing concerns.
- Ron Wagner's term on the Board will expire soon. He will need to apply again if he would like to stay on the board.
- Leaks on the deck roof have happened. Loden's have been notified by O'Dell's Construction. Loden's have been to the library.
- Warrantly work will be done in March or April.

**New Business**

- Mary gave a report on last summer's reading program along with a report on the Friends of the Library's support of the children's programs throughout the year. A new program will be offered for children at the library, Sit, Stay, Read! Reading with Bo. Linda Ostrom has volunteered to bring her licensed therapy dog to the library. Kids will be able to sign up to read to Bo. Mary also gave an update on the reading loft being constructed by the high school construction class.
- Heather has set up a closed circuit TV system to be used by visually impaired patrons.
- Cynthia purchased the upgrade to Quickbooks 2018.
- National Library Week is April 8-14. The Friends of the Library will host an Open House on April 11. They will also have a book sale during that week.
- Cynthia would like to table the review of the Budget vs Actual report.
- Ellis & Nellie Patch Scholarships were reviewed.

The next meeting will be Monday, April 23, 2018 at 2 pm at the Johnson County Library. The budget for FY 2018-19 will be discussed.

Respectfully submitted,

