

JOHNSON COUNTY LIBRARY BOARD MINUTES
Monday, April 23, 2018

The Johnson County Library Board of Trustees met at the Johnson County Library on Tuesday, April 23, 2018 with the following members present: Ron Wagner, Julie Baker, Kim Harvey, Bill McIntyre and Denise Marton. Director Cynthia Twing, Assistant Director Mary Rhoads was present. County Commissioner Linda Greenough was present. Ron called the meeting to order.

Minutes from the March 19, 2018 meeting were reviewed. Kim moved to approve the minutes as corrected. Denise seconded the motion. The motion carried.

Correspondence

- Letter from DEW, LLC, yard care company. They have sold to TruGreen.
- VFW flag agreement
- Email from State Librarian Jamie Markus regarding LSTA funding
- Wyoming Writers Conference
- Outreach report from Connie Norton
- Thank you note from a patron
- "Only at our library" card by Debbie Grant
- Budget letter from County Commissioners. Budget documents due May 1, 2018

Direct deposit checks DD1103-1105 were reviewed. Denise moved to approve them for payment and Kim seconded. The motion carried. Approval of checks 16829-16889 was reviewed. Bill moved to approve them for payment and Denise seconded. The motion carried. Trustee Checks 1468-1478 were ratified for payment. Julie moved to approve them for payment and Denise seconded the motion. The motion carried.

Director's Report-original in permanent records

- Cynthia talked to County Clerk, Vicki Edelman about Blue Cross. Vicki had no new information.
- Sit, Stay, Read! Reading with Bo will start on May 7 and May 21.
- Thank you from the story hour kids and parents to the Friends of the Library.
- Talked to the patrons with the odor issue again.

Old Business

- Friends of the Library Book Sale made over \$1000
- Book return is being used heavily. Staff will no longer have to come on Sunday to empty it.
- Report on the pension training class held by Porter Muirhead on March 21. Porter Muirhead will send a spreadsheet with the numbers, then Cynthia will fill it in and send back to them. They would like to have 6 steps taken. 1. Review and signature of unopened bank statements by a Library Trustee. 2. Reconcile bank statements as soon as possible 3. Review of bank reconciliations by a Library Trustee 4. Board review of monthly financial statements 5. Ask questions 6. Adopt a Capitalization Policy. Director Twing has initiated the new procedures.

New Business

- Increase in WYLD member fees. This will be a \$400 increase.
- Bonnie Ross, Kaycee librarian, would like new shelving in the children's area. The Foundation will pay for this.

The next meeting will be Monday, May 21, 2018 at 4 pm at the Johnson County Library.

Respectfully submitted,

William D. McIntyre