

**JOHNSON COUNTY LIBRARY BOARD MINUTES**

Monday, August 20, 2018

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, August 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 was present. Ron called the meeting to order.

**Minutes** from the July 23, 2018 meeting were reviewed. Kim moved to approve the minutes. Bill seconded the motion. The motion carried.

**Correspondence**

- Outreach report from Connie Norton

**Approval of checks**

Checks 17050 – 17104 were reviewed. Denise moved to approve them for payment and Julie seconded. The motion carried. Direct deposit checks DD1115-1117 were reviewed. Julie moved to approve them for payment and Bill seconded. The motion carried. Trustee Checks 1511-1515 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**

- Took Quick Books files to Accountant Michael Johnson on August 13<sup>th</sup>.
- Smoky ~~the~~ Bear, from the Shell Ranger Station, came to summer reading program on July 26<sup>th</sup>.
- Pavement marking was done on the library parking lots on August 13<sup>th</sup>.
- Cynthia visited the Kaycee Branch Library on August 3<sup>rd</sup> to go over the new budget. An electrical issue was discussed. David Eads, the new Facilities Manager thought a grant from Rocky Mountain Power might be available.
- New library cards have been ordered. They are credit card size and also have a key fob. 500 were ordered. That should be enough for 2 years.
- Longmire Days were August 8-10. A session held at the library with Craig Johnson on writing was well attended. Some people were turned away.
- Re~~o~~curring invoices from Capital Business are showing late fees. The board meetings to approve invoices are later than the due date. Capital Business will only wave the fee one time. The library board thought using the Library credit card would be a good solution to the problem.
- Teresa, Steve, Heather and Megan gave a report to the County Commissioners about the summer reading programs. The Buffalo Bulletin reporter was at the meeting and did an article for the newspaper.

**Old Business**

- Rapid Fire Suppression really cleaned the problem valve and then did a retest. Everything was okay so they gave it an approval.
- The inside book drop should be worked on this week.
- The Foundation reported that purchase of the property next to the Kaycee library will close on August 10<sup>th</sup>.
- Shelving ordered for the Kaycee Library will take at least 120 days. Delivery is scheduled for the last of November or early December.

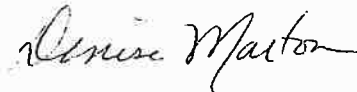
- Reading loft update. Dan and Mick looked at the loft during their last visit. They were concerned about the lighting near the loft. They said the bar is still hot even though the light fixtures have been removed. They will contact JADECO. Cynthia talked to Shawn O'Dell about the issue and he contacted JADECO.
- Landscaping update. Shawn O'Dell passed the approval for the work on to John Leuders.
- Children's Summer Reading report was given by Mary Rhoads.

**New Business**

- The library auction will be held on Friday, November 2. A theme has not been chosen yet.
- Heather and Mike Kuzara are renting a house in Buffalo. Mike has a new job in Sheridan.

The next meeting will be Monday, September 24, 2018 at 2pm at the Kaycee Branch Library.

Respectfully submitted,

A handwritten signature in cursive script that reads "Denise Martin".