

JOHNSON COUNTY LIBRARY BOARD MINUTES

Tuesday January 22 , 2019

2:00 p.m.

The Johnson County Library Board of Trustees met at the Johnson County Library on Tuesday, January 22, 2019 with the following members present: Ron Wagner, Bill McIntyre, Julie Baker and Denise Marton. Director Cynthia Twing, Assistant Director Mary Rhoads and Commissioner Linda Greenough were present. Kim Harvey was absent. Ron called the meeting to order.

Questions and answers with Deputy County Attorney Barry Crago concerning procedures about advertising and hiring of a new Director. Discussion about: how to advertise, background checks, questions to ask or not ask, and how interviews will be held.

Minutes from the November 19, 2018 meeting were reviewed. Julie moved to approve the minutes as presented. Denise seconded the motion. The motion carried.

Correspondence

- Flyer with 2019 board meeting dates has been posted.
- Gift book from Bill Reynolds "Joe DeYong, a life in the West."
- Note from Dave Stoetzel regarding his gift photographic volume "Then and Now".
- Outreach report from Connie Norton.
- Email from State Librarian Jamie Marcus about LSTA funds.
- Wyoming Trucking Association provides Wyoming Legislative Directory.
- Note from a librarian asking about our security camera policy.

Checks 17276 – 17394 were reviewed. Julie moved to approve them for payment and Bill seconded. The motion carried. Direct deposit checks DD1127-1132 were reviewed. Denise moved to approve them for payment and Julie seconded. The motion carried. Trustee Checks 1530-1539 were ratified for payment. Bill moved to approve them for payment and Julie seconded the motion. The motion carried. The Trustees signed off on the checks reports.

Director's Report-original in permanent records

- In November Amy Sacket, a representative from Ingram's Publishing, answered questions and demonstrated features on the Ingram's website.
- Bonnie Ross, Kaycee Branch librarian, is unhappy with the delivery of the Casper Star Tribune to the library. She will now purchase the paper each day and charge it to the library.
- Postman said that prices of stamps will be going up.
- Kaycee librarians are happy with the new shelving at the library.
- The bill for Ace Hardware this month includes purchases of a new vacuum cleaner and a battery leaf/snow blower.
- A patron purchased history documents from the Parmelee family estate sale. He allowed us to copy and scan some materials and donated some documents.
- A new printer has been purchased for the Local History Department. Money came from the Trustee account—local history.
- A 16' extension ladder has been purchased. This will be used to access the furnaces in the north end of the building.
- Bonnie Ross's mother passed away on December 19th. Her funeral was held on December 22nd.

- Lois Gordon's family donated \$1500 to the Kaycee Branch Library.
- Chesbro Electric repaired the heating thermostat at the Kaycee Branch Library.
- Cynthia contacted the Buffalo City Police about a vehicle that was parked the library parking lot for an extended time.
- Collins Communications notified us that there was a problem with the server. The repair was made on January 16th.
- W2 forms were distributed to staff on January 10, 2019.
- Megan and Steve received Quick Book training on January 21, 2019. They paid for this training. Cynthia would like the board to approve reimbursing them for this cost. Julie made a motion to reimburse Megan and Steve for money spent on Quick Book training. Bill seconded the motion. The motion carried.
- Later this year the Wyoming Humanities and the Wyoming State Library will sponsor the Wyoming Reads Book—Ernest Hemingway's "In Our Time". This will begin the summer of 2019 through spring 2020.

Old Business

- Mary gave a report about a new software product, Cybrarian. Mary and Megan have been looking at other products for time management and security for the library's public computers. After considering and pricing of several products we think this is the best product. They offer a thirty-day free trial. Denise made a motion to approve the 30-day free trial of Cybrarian. Bill seconded the motion. The motion carried.
- Cynthia presented a report comparing the January revenue for 2017, 2019, and 2019.

New Business

- The 1% sales tax application is due by the end of next week. Cynthia will be asking for \$20,000.
- The library received a book challenge for a picture book in the children's' department. Cynthia discussed this with Megan and Mary. After much consideration it was decided that we would move the book from the fiction area to the nonfiction. Discussion was held. Julie made a motion to approving moving the book to the children's' nonfiction area. Denise seconded the motion. The board voted with 3 aye's and 1 no vote. The motion carried.
- Statistical report and comparison for 2017 and 2018 was viewed.

A special board meeting will be held Thursday, January 31 at 1:00pm

Executive Session was called for personnel.

The next meeting will be Wednesday, February 20, 2019 at 4pm at the Johnson County Library. Bill McIntyre will not be able to attend.

Respectfully submitted,

