Johnson County Library Board Meeting Minutes
Wednesday March 20, 2019 4:00 p.m.

The Johnson County Library Board of Trustees met at the Johnson County Library on Wednesday March 20, 2019 with the following members present: Ron Wagner, Denise Marton, Julie Baker, Kim Harvey and Bill McIntyre. Director Cynthia Twing and Commissioner Linda Greenough were also present. Ron called the meeting to order.

Minutes from the February 20, 2019 meeting were reviewed. Bill McIntyre made a motion to approve the minutes as presented. Julie seconded the motion. The motion carried.

Correspondence
- Annual financial report for Johnson Count from Porter, Muirhead, Cornia and Howard
- PMCH letter to the Trustees addressing “material weaknesses”
- Local Government Liability Pool annual form for liability insurance

Checks 17451 – 17508 were reviewed. Julie moved to approve them for payment and Denise seconded the motion. The motion carried. Direct deposit checks DD 1136-1138 were reviewed. Kim moved to approve them. Bill McIntyre seconded the motion. The motion carried. Trustee Account checks 1547-1554 were ratified for payment. Julie moved to approve them and Denise seconded. The motion carried.

Director’s report—original in permanent records
- Approximately 80 new large print books have been purchased using memorial monies from the Trustees Account. The Library’s large print readers had complained about the lack of new titles in that genre.
- Mary Rhoads has adjusted the amount of ordering from Junior Library Guild. The “bang for the buck” will be much better with Ingram’s Publishing
- Director Twing’s email account was hacked. The security software at Collins Communications caught it quickly and the account was closed.
- New nonfiction books from Publishers Prime have been ordered with titles of historical interest to be paid for with donations from John Eklund/local history in the Trustees Account.
- Mohatt, Godwin, Johnson (accounting) donated their service of preparation for the annual audit/pensions.

Old business
- Invoices and/or quotes from Total Comfort, Chesbro Electric and Chem Dry in the amount of $6258.49 were reviewed. Regarding the quote from Chesbro Electric for light replacement at the Kaycee Library, a motion was made by Julie to go with the LED light option in the amount of $2121.84 with the funding to come from the Library’s depreciation account. Kim seconded the motion. The motion carried. A motion was made by Denise to accept the quote from Chem Dry for carpet cleaning in the amount of $3000 with funding to come from the Library’s
depreciation account. Julie seconded the motion. The motion carried. The invoices for Total Comfort in the amount of $1136.65 were ratified for payment from the depreciation account.

- Kim Harvey's and Julie Baker's terms as Library Trustees will end June 30, 2019. They have served for three years and can submit a letter of interest to the County Commissioners stating their willingness to continue for another three-year term.
- February income from the County was $9444.93. This is very concerning for paying for library operations in April and May. 48% of the annual budget has been received and we are 75% through the fiscal year.
- Treasurer Carla Bishop will attend the April 22, 2019 meeting to talk about the remainder of the “specific purpose sales tax” monies; the amount in the account, how it can be accessed and used

New business
- Christine Hook will not be renewing her janitor contract for FY20. She will be through the end of June. Efforts to secure a new janitor will be taken in May.
- Derek Andrews/Sherican College in Johnson County had contacted Director Twing to see if the Library would agree to be an off-site location for two staff members in case of emergency at the SCJC campus. A motion was made by Kim to allow the Library to be an off-site location for Sheridan College in Johnson County in case of emergency. Julie seconded the motion. The motion carried.
- Johnson County Library Foundation board members will attend the May 20, 2019 regular board meeting of the Library Trustees.
- Ellis & Nellie Patch Scholarship applications were reviewed
- The water line on the north side of the building froze on March 16th. County Facilities employees David Eads and Kyle Jarvis took steps to resolve the problem on March 18th. With the help of Scantling Plumbing, they were able to get the line open. See attached report from Director Twing.

Director Search
- A special meeting to conduct interviews of applicants will take place on Tuesday April 9, 2019 from 8:00 to 5:00 at the Judicial Center.

Executive Session called for personnel

Next meeting: Monday April 22, 2019 at 4:00. This will be the budget work session.

Respectfully submitted,

[Signature]