

JOHNSON COUNTY LIBRARY BOARD MINUTES
Monday, July 22, 2019

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, June 24, 2019 with the following members present: Julie Baker, Kim Harvey, Bill McIntyre, Denise Marton and Margaret Smith. Director Cynthia Twing, Assistant Director Mary Rhoads, Incoming Director Steve Rzasa and Linda Greenough, County Commissioner was present. Ron Wagner was absent. Bill called the meeting to order.

Minutes from the June 24, 2019 meeting were reviewed. Julie moved to approve the minutes as presented. Kim seconded the motion. The motion carried.

Minutes from the joint meeting of the Trustees and Foundation were reviewed. Julie moved to approve the minutes. Denise seconded the motion. Discussion. No vote was taken. Kim made a motion to approve the minutes with the following correction. Strike out the words, "Julie was not at the meeting." And "She acknowledged that was true." Denise seconded the motion. Two votes, yes and 1 vote no. The motion carried.

Correspondence

- Thank you note from the Hoofprints of the Past Museum.
- Thank you note from Kaycee first graders for Wyoming Reads.
- Letter to Ekalaka, Montana library.
- Letter from Emery Pratt. Cynthia has closed that account.
- Letters confirming Kim for a second term and Margaret Smith as Library Trustees.

Checks 17624 – 17675 were reviewed. Julie moved to approve them for payment and Denise seconded. The motion carried. Direct deposit checks DD1145-1147 were reviewed. Julie moved to approve them for payment and Denise seconded. The motion carried. Trustee checks 1567-1574 were ratified for payment. Denise moved to approve them for payment and Kim seconded the motion. The motion carried. The Trustees signed off on the checks report.

Director's Report-original in permanent records

- Fifty new library cards have been issued in May.
- Total Comfort serviced the HVAC system.
- The Summer Reading Program kickoff picnic was held June 12. About 230 kids and parents attended with about 30 coming back for seconds. The Friends sponsor this event and also serve the hot dogs and chips.
- A letter has to be provided to the Visa credit card company stating the change in Director.
- State Librarian, Jamie Markus, informed Cynthia about the charges from OCLC. The fee was \$312. Jamie asked if we would like to use a grant to pay the fee for this year.
- On June 18, Tim Carpenter from Collins Communications, upgraded the server. He will be back on June 25 to finish. There are still Wi-Fi issues that need to be addressed.
- On June 20, Dr Noize, from Lone Tree Colorado, entertained the summer reading program children. Three programs were held, preschool, K-2, and 3-5. About 177 children attended and 62 parents.
- The fire alarm was beeping. The company said it was caused by the 800 numbers being down.
- Rocky Mountain Fire Systems checked the alarm system on June 21.

Old Business

- Wording from the specific purpose sales tax that was on the ballot for the library expansion was found. Discussion. There needs to be a legal opinion concerning the wording. There is about \$375,000 in that account.
- The meeting with the County Commissioners is Wednesday.

New Business

- Two budget lines are over expensed. The budget is 94% expended after June. Julie made a motion to transfer \$3,834 from building maintenance account to building insurance account and transfer \$1,106.54 from utilities account to office expense account. Denise seconded the motion. The motion carried.
- New janitor, April Williams, bid for 20 hours per week. With Chris Hook's recommendation is was decided to have her bid for 15 – 16 hours per week for a total of \$1500 per month. Chris will take her through the building Tuesday night.
- **An executive session to discuss a personnel matter was called.**
- A discussion was held about reducing the July hours the library is open. Steve presented a chart of options. Julie made a motion to accept option #3. Kim seconded the motion. The motion carried. A notice will be posted for the public to view.

The next meeting will be Monday, July 22, 2019 at 4 p.m. at the Johnson County Library.

Respectfully submitted,

Steve Rzasa