JOHNSON COUNTY LIBRARY BOARD MINUTES
Monday, August 19, 2019

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, August 19, 2019 with the following members present: Ron Wagner, Kim Harvey, Bill McIntyre, Denise Marton and Margaret Smith. Director Steve Rzasa, Assistant Director Mary Rhoads, and Linda Greenough, County Commissioner were present. Ron Wagner called the meeting to order.

Minutes from the July 22, 2019 meeting were reviewed. Bill moved to approve the minutes as presented. Margaret seconded the motion. The motion carried.

Correspondence
  • Outreach report from Connie Norton
  • Summer Reading report
  • Postcard from Connie Norton
  • Letter and package from College of DuPage, Indiana

Checks 17722 – 17765 were reviewed. Kim moved to approve them for payment and Margaret seconded. The motion carried. Direct deposit checks DD1151-1153 were reviewed. Denise moved to approve them for payment and Margaret seconded. The motion carried. Trustee Check 1582-1587 were ratified for payment. Denise moved to approve them for payment and Bill seconded the motion. The motion carried. The Trustees signed off on the checks report.

Director’s Report-original in permanent records
  • On July 25, 2019 $100,00 was transferred from the reserve account. $8841.87 was received from the County Treasurer.
  • Peggy Skinner and Trish Dearing have been helping shelve books.
  • Huge donation of DVD’s. About 150 were used to swap out with our existing ones. Some DVD’s are for sale in the lobby.
  • The Friends of the Library will have a book sale starting on September 19.
  • Mike Johnson from Swede’s Fire Extinguisher Service, was at the Kaycee Library and replaced and updated the extinguishers.
  • Brandon Farris, a leader with the Boy Scouts, asked about the scouts doing volunteer work.
  • On August 7th Dan Haltenbach, a librarian from Washington, visited the library. They are building a library in their region and he was interested in looking around our library. Steve also suggested looking at the library in Story.
  • Steve offered the open library position to Lindsey Belliveau. She will start on August 25th.
  • Staff has started working on auction ideas.

Old Business
  • Budget and finances – discussion and proposals
    1. Copies increase. 15 cents per side to 20 cents for black and white
       20 cents per side to 50 cents for color.
       50 cents per side to $1.00 for color 11x17
    Denise made a motion to accept the new copy charges. Bill seconded the motion. The motion carried. This will take effect on September 2 and will include the same increases for the Kaycee Branch Library.
2. Meeting room fee increase. Fraley Room from $5 for 4 hours to $15. $10 for more than 4 hours to $25. Twing Room from $10 for 4 hours to $25. $25 for more than 4 hours to $50. Meeting room at the Kaycee Branch Library will also double their fees. Margaret made a motion to accept the new meeting room charges. Denise seconded the motion. The motion carried.

3. Interlibrary Loans. Discussion. Continue not charging a fee for this service for now.

4. 1% money. Proposal: transfer the $20,000 to the Wyoming State Library’s account for the library to purchase books from Ingram. This can be used for fiction and nonfiction materials.

5. Reserves. Margaret made a motion to extract $75,000 for the Library Specific Purpose Sales Tax Reserve account for FY 2019-20 for building maintenance and upkeep. Bill seconded the motion. The motion carried.

6. Hours of operation. Reopen from 10-8 on Wednesday beginning on September 11th.

7. 40 hours. Discussion. Margaret made a motion to amend the current personal policy. All new employees as of August 19, 2019 hired as full time employees shall be based on 40 hours per week of work, along with benefits. Denise seconded the motion. The motion carried.

New Business

- Auction preparations. The theme has been selected. Steve has contacted Brannian Auction, Sagewood, and the Fix to inform them of the date.

The next meeting will be Monday, September 23, 2019 at 4pm at the Kaycee Branch Library.

Respectfully submitted,