

## JOHNSON COUNTY LIBRARY BOARD MINUTES

Tuesday, January 21, 2020

The Johnson County Library Board of Trustees met at the Johnson County Library on Tuesday, January 21, 2020 with the following members present: Ron Wagner, Kim Harvey, Bill McIntyre, Margaret Smith and Denise Marton. Director Steve Rzasa, Assistant Director Mary Rhoads, County Commissioner Linda Greenough, and Deputy County Attorney Barry Crago were present. Ron called the meeting to order.

**Minutes** from the November 18, 2019 meeting were reviewed. Bill moved to approve the minutes. Denise seconded the motion. The motion carried.

### **New Business**

- Deputy County Attorney Barry Crago reviewed the Johnson County Library's Personnel Policy. Suggestions were made. Steve will work with Barry Crago to make the various changes then present the amended policy to the board.

### **Correspondence**

- Letter from Cloud Peak Accounting. An error was made by one of the firm's bookkeepers. The library will receive a credit for the amount of the tax penalty paid to the IRS.
- Letter from Ron's Plumbing and Heating.
- Letter and donation from the Shethar Foundation.
- Letter and donation from the Scully Foundation.

**December 2019** checks 17896 – 17935 were reviewed. Margaret moved to approve them for payment and Bill seconded. The motion carried. Direct deposit checks DD1161-1162 were reviewed. Denise moved to approve them for payment and Bill seconded. The motion carried. Operations and Maintenance checks 1033-1044 were reviewed. Denise moved to approve them for payment and Margaret seconded. The motion carried. Trustee Check 1612-1620 were ratified for payment. Margaret moved to approve them for payment and Bill seconded the motion. **January 2020** checks 17936-17983 were reviewed. Bill moved to approve them for payment and Kim seconded. The motion carried. Direct deposit checks DD1163-1164 were reviewed. Kim moved to approve them for payment and Denise seconded. The motion carried. Operations and Maintenance checks 1045-1051 were reviewed. Margaret moved to approve them for payment and Denise seconded. The motion carried. Trustee checks 1621-1626 were ratified for payment. Kim moved to approve them for payment and Margaret seconded. The motion carried. Trustees signed off on the check report.

### **Director's Report-original in permanent records**

- The check on December 2 from the County Treasurer was \$122,127.68.
- The DVDs have been moved to their cases.
- One of the library's volunteers, Trish Dearing, passed away.
- Mary had shoulder surgery in December. Heather and Lindsey kept story hour going and had the special visit from Santa Claus.
- Susie Black is volunteering at the library.
- Steve asked the Foundation to purchase a new DVD cleaning machine.
- The Foundation gave the library its share of the auction proceeds in the amount of \$7500. Steve would like to use it for technology.

- Steve took some vacation time in December to visit family in New Jersey.
- The check from the County Treasurer in January was \$114,873.56. The previous year was \$75,000.
- A children's Valentine's Reading Program is being held until February 14.
- The accountant will check QuickBooks with new procedures.
- Steve met with Jen Hicks. She has been doing a program on managing an online presence. She would like to do a public program in February
- There is a meeting this week with the committee concerning the 4 ½ day school week that will begin in the fall of 2020.
- Steve will attend a New Director's Workshop in Cheyenne.

#### **Old Business**

- Update on finances to date – includes the 6-month review. Discussion. Steve will check to see how he can clean up the report.

#### **New Business**

- 1% application is due January 24.
- Steve presented a proposal for additional security cameras. Staff parking, western history, children's area and the north hall were suggested. Comtronix bid is \$5,717.00. Discussion. The board would like to have a breakdown of costs of the cameras.

The next meeting will be Monday, February 24 at 4pm at the Johnson County Library.

Executive session was called.

Respectfully submitted,