

JOHNSON COUNTY LIBRARY BOARD MINUTES  
Monday January 22, 2018

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, January 22, 2018 with the following members present: Ron Wagner, Julie Baker, Kim Harvey, and Denise Marton. Director Cynthia Twing, Assistant Director Mary Rhoads was present. County Commissioner Linda Greenough was present. Bill McIntyre was absent. Ron called the meeting to order.

Steve Reimann, Johnson County Library Foundation, gave an overview of the Foundation's mission statement. He said the purpose of the Foundation is to generate cash and support the library through investments. Steve explained the three financial categories of the Foundation; operating, active and endowment. He also said that they have updated their policies and bylaws.

**Minutes** from the November 20, 2017 meeting were reviewed. Julie moved to approve the minutes. Denise seconded the motion. The motion carried.

#### **Correspondence**

- Thank you, card, from library visitor
- Letter from Dick and Jan Edgcomb / The Office
- Bureau of Labor Statistics survey participation
- Postage increase
- Thank you letter to Anchor Lodge #7
- Year-end report to the Johnson County Commissioners
- Letter from the Wyoming State Shooting Association
- Summer Reading Program training sessions

Approval of checks 16590-16710 and direct deposit checks DD1091-1096 was reviewed. Denise moved to approve them for payment and Julie seconded. The motion carried. Trustee Checks 1438-1446 were ratified for payment. Denise moved to approve them for payment and Julie seconded the motion.

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

- Mary Ann Bayers and Director Twing have finished the adult collection inventory.
- Kelley Davis, Kaycee Library employee, had back surgery on December 11<sup>th</sup>
- Vintage Strings performed Christmas music on the evening of December 12.
- Christmas Joy family night was held on Thursday, December 14 with 58 in attendance. The Friends of the Library support this program.
- Prairie Wildfire performed at the Library on December 22
- A patron fell outside on December 28. EMT's were called.
- A test of the Comtronix panic button system was done.

#### **Old Business**

- The Library Trustees credit card has arrived
- The quilt sale of Mr. Ellis's quilts made \$3745. Proceeds will support the children's program at the library
- The library borrowed the bug oven from the Natrona County Library. It has been returned. An oven has been purchased for JCL. Cynthia has been in contact with the County Attorney about this issue. DFS thinks the problem has been resolved.

- A discussion was held about the drive-up book drop. The Trustees would like Cynthia to proceed with this project.

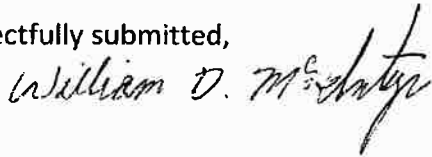
**New Business**

- The Suspension of Privileges policy was discussed. Kim made a motion to accept Appendix X. Denise seconded the motion. Discussion. The motion failed. Changes and additions were made to the policy. Julie made a motion to accept Appendix X as amended. Kim seconded the motion. The motion carried.
- The Internet Policy was reviewed. Denise made a motion to amend the highlighted area of the policy. Julie seconded the motion. The motion carried.

The next meeting will be Tuesday, February 20, 2018 at 4 pm at the Johnson County Library.

Executive session was called for personnel.

Respectfully submitted,

Handwritten signature of William D. McIntyre in cursive script.

**JOHNSON COUNTY LIBRARY BOARD MINUTES**  
February 20, 2018

The Johnson County Library Board of Trustees met at the Johnson County Library on Tuesday, February 20, 2018 with the following members present: Ron Wagner, Julie Baker, Kim Harvey, Bill McIntyre and Denise Marton. Director Cynthia Twing, Assistant Director Mary Rhoads were present. County Commissioner Linda Greenough was present. Ron called the meeting to order.

**Minutes** from the January 22, 2018 meeting were reviewed. Kim moved to approve the minutes. Denise seconded the motion. The motion carried.

**Correspondence**

- Letter from the Billings Gazette: Monday's and Thursday's paper will be delivered with the next day's paper.
- Buffalo Bulletin requested Board Meetings dates for 2018
- Outrider newsletter from the WSL had an article about the Charlie Ellis Quilt Auction and an article with a review of Steve Rzasa's book.

**Approval of checks**

- Checks numbered 16711-16771 were reviewed. Julie moved to approve them for payment and Denise seconded. The motion carried.
- Direct deposit checks DD1097-1099 were reviewed. Julie moved to approve them for payment and Denise seconded. The motion carried.
- Trustee Checks 1447-1455 were ratified for payment. Bill moved to approve them for payment and Julie seconded the motion. The motion carried.

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

- Several Library staff members met with the new owners of The Office.
- On January 24 all the computers and phones were off. Collins Communications was called. They were able to talk Megan through the problem.
- Cynthia gave the Buffalo Bulletin copies of the libraries circulation numbers.
- One of the new light fixtures in the nonfiction area was blinking. Chesbro Electric replaced the bulb. The light fixture started blinking again. The light cover was damaged by their employee. They will pay for the replacement
- The adult programs last year were not very successful. Heather had found a program she wanted to try called Brown Bags and Lunch. It will be held Wednesdays at noon in the Fraley Meeting room. Nancy Tabb was the first reader, Steve 2<sup>nd</sup> and Mark Bentley will read the 3<sup>rd</sup> time. Twenty-three attended the first program and 15 attended the second program.
- A stop sign was installed at the entrance/exit of the north parking lot.
- Cynthia called Great West because she didn't have a form to send in the payment for deferred compensation.
- The Wyoming Library Association Legislative Reception will be this Friday in Cheyenne. Cynthia will attend weather permitting.

**Old Business**

- Nelson Engineering was contacted about how to proceed with installing a drive-up book return. Brent Bennett didn't think that it was an engineered project. Mary had also looked at the specification of the book drop on the company's website. It showed that the book drop is

meant to be installed on the sidewalk. The cost of the book drop is \$5175.95. Payment for the book return will come from consensus funds/library reserve at the County Level. Kim Glasgow will install it on the sidewalk in the south parking lot.

**New Business**

- Audit report and letter from Porter Muirhead had issues that need to be addressed. Cynthia would like the board to review the letter and discuss this at the next meeting. Cynthia will attend a payroll training in Casper on March 21. Other county employees will attend.

**The next meeting will be Monday, March 19, 2018 at 4:00 pm at the Johnson County Library.**

Respectfully submitted,

*William D. McIntyre*

JOHNSON COUNTY LIBRARY BOARD MINUTES  
Monday, March 19, 2018

The Johnson County Library Board of Trustees met at the Johnson County Library on Tuesday, March 19, 2018 with the following members present: Ron Wagner, Julie Baker, Kim Harvey, Bill McIntyre and Denise Marton. Director Cynthia Twing, Assistant Director Mary Rhoads were present. County Commissioner Linda Greenough was present. Ron called the meeting to order.

**Minutes** from the February 20, 2018 meeting were reviewed. Kim moved to approve the minutes. Denise seconded the motion. The motion carried.

**Correspondence**

- Thank you card from Enroll Wyoming.
- Outreach report from Connie Norton.
- Letter from Local Government Liability Pool. Rates will not go up for FY2018-19

Approval of checks 16773-16828 was reviewed. Julie moved to approve them for payment and Bill seconded. The motion carried. Direct deposit checks DD1100-1102 were reviewed. Denise moved to approve them for payment and Julie seconded. The motion carried. Trustee Checks 1457-1467 were ratified for payment. Julie moved to approve them for payment and Bill seconded the motion. The motion carried.

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

- Cynthia attended the Legislative Reception in Cheyenne on February 22. No Legislators were able to attend.
- The library has been experiencing problems with some of the old public computers. Two new computers were purchased for \$1463.14 and installed on March 14.
- Cynthia and Steve will attend the WYLD meeting June 6-8 in Riverton
- Bonnie Ross, Kaycee librarian, took part in a Family Night at the Kaycee school

**Old Business**

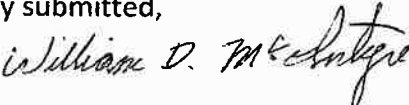
- The new book return was ordered on March 10 and delivered on March 16. Kim and Kyle will get it anchored this week.
- Audit report was discussed along with the discussion Cynthia had with Steve Reimann and Vicki Edelman. The following changes will need to be made; 1. The Trustees need to sign the Missing Check Report at each meeting. 2. One or more of the Trustees will need to <sup>report to</sup> Cynthia's office to open bank statements and cancelled checks and sign off on the bank statements. 3. A Capitalization Policy needs to be in place. Julie made a motion to accept the Capitalization Policy as presented. Bill seconded the motion. The motion carried. Extended discussion was held with County Commissioner Linda Greenough concerning the auditing concerns.
- Ron Wagner's term on the Board will expire soon. He will need to apply again if he would like to stay on the board.
- Leaks on the deck roof have happened. Loden's have been notified by O'Dell's Construction. Loden's have been to the library.
- Warranty work will be done in March or April.

**New Business**

- Mary gave a report on last summer's reading program along with a report on the Friends of the Library's support of the children's programs throughout the year. A new program will be offered for children at the library, Sit, Stay, Read! Reading with Bo. Linda Ostrom has volunteered to bring her licensed therapy dog to the library. Kids will be able to sign up to read to Bo. Mary also gave an update on the reading loft being constructed by the high school construction class.
- Heather has set up a closed circuit TV system to be used by visually impaired patrons.
- Cynthia purchased the upgrade to Quickbooks 2018.
- National Library Week is April 8-14. The Friends of the Library will host an Open House on April 11. They will also have a book sale during that week.
- Cynthia would like to table the review of the Budget vs Actual report.
- Ellis & Nellie Patch Scholarships were reviewed.

The next meeting will be Monday, April 23, 2018 at 2 pm at the Johnson County Library. The budget for FY 2018-19 will be discussed.

Respectfully submitted,



**JOHNSON COUNTY LIBRARY BOARD MINUTES**  
Monday, April 23, 2018

The Johnson County Library Board of Trustees met at the Johnson County Library on Tuesday, April 23, 2018 with the following members present: Ron Wagner, Julie Baker, Kim Harvey, Bill McIntyre and Denise Marton. Director Cynthia Twing, Assistant Director Mary Rhoads was present. County Commissioner Linda Greenough was present. Ron called the meeting to order.

**Minutes** from the March 19, 2018 meeting were reviewed. Kim moved to approve the minutes as corrected. Denise seconded the motion. The motion carried.

**Correspondence**

- Letter from DEW, LLC, yard care company. They have sold to TruGreen.
- VFW flag agreement
- Email from State Librarian Jamie Markus regarding LSTA funding
- Wyoming Writers Conference
- Outreach report from Connie Norton
- Thank you note from a patron
- "Only at our library" card by Debbie Grant
- Budget letter from County Commissioners. Budget documents due May 1, 2018

Direct deposit checks DD1103-1105 were reviewed. Denise moved to approve them for payment and Kim seconded. The motion carried. Approval of checks 16829-16889 was reviewed. Bill moved to approve them for payment and Denise seconded. The motion carried. Trustee Checks 1468-1478 were ratified for payment. Julie moved to approve them for payment and Denise seconded the motion. The motion carried.

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

- Cynthia talked to County Clerk, Vicki Edelman about Blue Cross. Vicki had no new information.
- Sit, Stay, Read! Reading with Bo will start on May 7 and May 21.
- Thank you from the story hour kids and parents to the Friends of the Library.
- Talked to the patrons with the odor issue again.

**Old Business**

- Friends of the Library Book Sale made over \$1000
- Book return is being used heavily. Staff will no longer have to come on Sunday to empty it.
- Report on the pension training class held by Porter Muirhead on March 21. Porter Muirhead will send a spreadsheet with the numbers, then Cynthia will fill it in and send back to them. They would like to have 6 steps taken. 1. Review and signature of unopened bank statements by a Library Trustee. 2. Reconcile bank statements as soon as possible 3. Review of bank reconciliations by a Library Trustee 4. Board review of monthly financial statements 5. Ask questions 6. Adopt a Capitalization Policy. Director Twing has initiated the new procedures.

**New Business**

- Increase in WYLD member fees. This will be a \$400 increase.
  - Bonnie Ross, Kaycee librarian, would like new shelving in the children's area. The Foundation will pay for this.
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The next meeting will be Monday, May 21, 2018 at 4 pm at the Johnson County Library.

Respectfully submitted,

*William D. McIntyre*



**JOHNSON COUNTY LIBRARY BOARD MINUTES**  
**Wednesday, May 21, 2018**

The Johnson County Library Board of Trustees met at the Johnson County Library on Tuesday, May 21, 2018 with the following members present: Ron Wagner, Julie Baker, Kim Harvey, Bill McIntyre and Denise Marton. Director Cynthia Twing, Assistant Director Mary Rhoads were present. County Commissioner Linda Greenough was present. Ron called the meeting to order.

**Minutes** from the April 23, 2018 meeting were reviewed. Julie moved to approve the minutes. Denise seconded the motion. The motion carried. Minutes from the April 30, 2018 meeting were reviewed. Julie moved to approve the minutes. Denise seconded the motion. The motion carried.

**Correspondence**

- Thank you, card, from library patron
- Email from Nick Thom, First Northern Bank, re: sponsorship of the Wyoming Reads picnic.
- Email to Kim Glasgow from Shawn O'Dell about warranty work.
- Email from State Library about the cancelled databases. State Library has taken financial hits. University of Wyoming will pick up the costs of the databases so they will still be available statewide.

Direct deposit checks DD1106-1108 were reviewed. Julie moved to approve them for payment and Denise seconded. The motion carried. Approval of checks 16890-16940 were reviewed. Denise moved to approve them for payment and Bill seconded. The motion carried. Trustee Checks 1479-1489 were ratified for payment. Kim moved to approve them for payment and Bill seconded the motion. The motion carried. Bank Statements were opened by Trustees and initialed.

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

- Library budget was delivered on May 1. The hearing will be on June 14 at 10 am.
- Little Critter was a story hour guest a couple of weeks ago. The Friends of the Library sponsored this event.
- The annual Mother's Day Tea Storytime was held on May 10. The mothers enjoyed tea, juice and muffins while the children made a special Mother's Day gift. This is sponsored by the Friends of the Library.
- Upcoming library program will be held Tuesday evening. Paul Gilbert will present a program called "Viewing Stones."
- On June 12 author Jennifer Pharr Davis will talk about her book, "Pursuit of Endurance."
- The library will be closed on May 22 for the computer upgrade.
- Cynthia asked for permission to close the library on June 7 at 6pm. Julie made a motion that the library close at 6pm on June 7. Denise seconded the motion. The motion carried.

**Old Business**

- The Kaycee Branch Library computer refresh bid from Collins Communication is \$3100.
- The reading loft will be finished with parents and student volunteers.

The next meeting will be Wednesday, June 20, 2018 at 4 pm at the Johnson County Library.  
**Executive session was called-personnel.**

Respectfully submitted,

JOHNSON COUNTY LIBRARY BOARD MINUTES  
Wednesday, June 20, 2018

The Johnson County Library Board of Trustees met at the Johnson County Library on Wednesday, June 20, 2018 with the following members present: Ron Wagner, Julie Baker, Kim Harvey, and Bill McIntyre. Director Cynthia Twing, Assistant Director Mary Rhoads was present. County Commissioner Linda Greenough was present. Denise Marton was absent. Ron called the meeting to order.

**Execution session was held for the Johnson County Trustees and the Johnson County Library Foundation re: real estate.**

**Minutes** from the May 21, 2018 meeting were reviewed. Julie moved to approve the minutes. ~~Denise~~ seconded the motion. The motion carried. ~~Minutes~~ from the April 30, 2018 meeting were reviewed. Julie moved to approve the minutes. ~~Denise~~ seconded the motion. The motion carried

Checks 16944 – 16998 were reviewed. Julie moved to approve them for payment and Bill seconded. The motion carried. Direct deposit checks DD1109-1111 were reviewed. Kim moved to approve them for payment and Bill seconded. The motion carried. Trustee Checks 1490-1503 were ratified for payment. Julie moved to approve them for payment and Bill seconded the motion. The motion carried. Correction of approval of May 2018 checks 16938 – 16943. Julie moved to approve the corrected checks. Bill seconded the motion. The motion carried.

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

- Paul Gilbert presented a program on May 22 on viewing stones.
- Kim Glasgow has contacted Shawn O'Dell about the landscaping issues but hasn't had a reply.
- Rocky Mountain Fire (fire alarm) was here on June 12. Everything was okay.
- Cynthia contacted North Wyoming Insurance to let them know the annual payment has been made.
- The kick-off to the kids' summer reading program was held on June 13. Many of the Friends of the Library helped with this event. Close to 200 attended.
- Indiana Bones, a storyteller, started the Thursday summer reading program on June 14.
- The Science Zone held two programs on June 20. The Boys and Girls Club were at the first program with 60 kids attending. The second program was held at 11:15 with 57 kids attending.

**Old Business**

- WYLD Annual meeting was held in Riverton, Wyoming June 6 – 8. Director Twing and Steve Rzasz attended.
- Lost check re-issued by County Treasurer.
- Foundation voted to purchase shelving for the Kaycee Branch Library children's area.
- Computer refresh at the Kaycee Library has taken place on June 14. The internet speed was very slow. The Collins technician finished the laptops and remotely finished the computers at the Johnson County Library.
- The reading loft construction has stopped since school finished in May.

**New Business**

- Renewal of contracts for janitor and window cleaner.
- Tax refund for WPX Energy. \$8421.15 withheld from May tax receipts. Additional refunds will be taken out of the library income in September 2018 and December 2018.
- Budget amendments for the 2018 budget. Transfer funds within accounts may need to be advertised in the Buffalo Bulletin. Bill made a motion to approve the transfer of funds. Julie seconded the motion. The motion carried.

The next meeting will be Monday, July 23, 2018 at 4 pm at the Johnson County Library.

Respectfully submitted,

**JOHNSON COUNTY LIBRARY BOARD MINUTES**

Monday, July 23, 2018

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, July 23, 2018 with the following members present: Ron Wagner, Julie Baker, Kim Harvey, and Denise Marton. Director Cynthia Twing, Assistant Director Mary Rhoads were present. County Commissioner Linda Greenough was present. Bill McIntyre was absent. Ron called the meeting to order.

**Election of officers for FY 2018-19**

Julie stated that she would prefer not to stay on as the liaison to the Foundation.

Julie made a motion for the following slate of officers. Ron Wagner – Chair, Bill McIntyre– Vice Chair, Denise Marton – Secretary, Kim Harvey – liaison to the Foundation, Julie Baker– Treasurer. Denise seconded the motion. The motion carried.

**Minutes** from the June 20, 2018 meeting were reviewed. Kim moved to approve the minutes as amended. Julie seconded the motion. The motion carried.

**Correspondence**

- Thank you note from Jennifer Pharr Davis.
- Thank you note from RT Connect.
- Letter to Rapid City Public Library.
- First Northern Bank informing the library that the checking and reserve accounts have been upgraded.

Checks 17000 – 17048 were reviewed. Denise moved to approve them for payment and Julie seconded. The motion carried. Direct deposit checks DD1112-1114 were reviewed. Denise moved to approve them for payment and Kim seconded. The motion carried. Trustee Checks 1504-1510 were ratified for payment. Julie moved to approve them for payment and Kim seconded the motion. The motion carried.

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

- Good turn out for Prairie Wildfire on June 22. About 80 attended.
- Cynthia received a call from Darcy Accord, YA librarian from Campbell County Library. She wanted to know if our library would host the spring 2019 Youth Services Meeting. This library will host the meeting.
- Did not receive a bank statement from First Northern Bank again. Cynthia contacted the bank and they mailed a copy. Going forward, the Director will print an estatement from the FNB online account.

**Old Business**

- New contract with RT Connect to improve internet speeds at the Kaycee Branch Library.
- Confirmed with Vicky Edelman and KieLee Ellsworth that budget amendments do not need to be advertised because the budget was not over spent.
- Replaced the old hot water heater.
- Cynthia spoke with Keefe Rice about closing up the interior book drop. Have not received a quote yet.

- Update on landscaping problem on northwest side. Please see attached report.

**New Business**

- Sprinkler system tested by Rapid Fire Protection Inc. One backflow sensor valve is defective and will have to be replaced. They will submit a quote. May need to use Depreciation Account funds.
- Meeting Room Policy amendment was reviewed. Julie made a motion to add amendment F to the Meeting Room Policy. "Alcoholic beverages may NOT be served by individual groups on Library property." Denise seconded the motion. The motion carried.
- Update on the approved budget. The amount approved by the County Commissioners was \$688,489.11. Adjustments were made.

The next meeting will be Monday, August 20, 2018 at 4 pm at the Johnson County Library.

Respectfully submitted,

*Denise Marton*

JOHNSON COUNTY LIBRARY BOARD MINUTES  
Monday, August 20, 2018

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, August 20, 2018 with the following members present: Ron Wagner, Julie Baker, Kim Harvey, Bill McIntyre and Denise Marton. Director Cynthia Twing, Assistant Director Mary Rhoads was present. Ron called the meeting to order.

**Minutes** from the July 23, 2018 meeting were reviewed. Kim moved to approve the minutes. Bill seconded the motion. The motion carried.

#### **Correspondence**

- Outreach report from Connie Norton

#### **Approval of checks**

Checks 17050 – 17104 were reviewed. Denise moved to approve them for payment and Julie seconded. The motion carried. Direct deposit checks DD1115-1117 were reviewed. Julie moved to approve them for payment and Bill seconded. The motion carried. Trustee Checks 1511-1515 were ratified for payment. Julie moved to approve them for payment and Denise seconded the motion. The motion carried.

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

- Took Quick Books files to Accountant Michael Johnson on August 13<sup>th</sup>.
- Smoky ~~the~~ Bear, from the Shell Ranger Station, came to summer reading program on July 26<sup>th</sup>.
- Pavement marking was done on the library parking lots on August 13<sup>th</sup>.
- Cynthia visited the Kaycee Branch Library on August 3<sup>rd</sup> to go over the new budget. An electrical issue was discussed. David Eads, the new Facilities Manager thought a grant from Rocky Mountain Power might be available.
- New library cards have been ordered. They are credit card size and also have a key fob. 500 were ordered. That should be enough for 2 years.
- Longmire Days were August 8-10. A session held at the library with Craig Johnson on writing was well attended. Some people were turned away.
- Re~~o~~curring invoices from Capital Business are showing late fees. The board meetings to approve invoices are later than the due date. Capital Business will only ~~wave~~ the fee one time. The library board thought using the Library credit card would be a good solution to the problem.
- Teresa, Steve, Heather and Megan gave a report to the County Commissioners about the summer reading programs. The Buffalo Bulletin reporter was at the meeting and did an article for the newspaper.

#### **Old Business**

- Rapid Fire Suppression really cleaned the problem valve and then did a retest. Everything was okay so they gave it an approval.
- The inside book drop should be worked on this week.
- The Foundation reported that purchase of the property next to the Kaycee library will close on August 10<sup>th</sup>.
- Shelving ordered for the Kaycee Library will take at least 120 days. Delivery is scheduled for the last of November or early December.

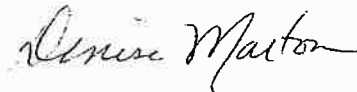
- Reading loft update. Dan and Mick looked at the loft during their last visit. They were concerned about the lighting near the loft. They said the bar is still hot even though the light fixtures have been removed. They will contact JADECO. Cynthia talked to Shawn O'Dell about the issue and he contacted JADECO.
- Landscaping update. Shawn O'Dell passed the approval for the work on to John Leuders.
- Children's Summer Reading report was given by Mary Rhoads.

**New Business**

- The library auction will be held on Friday, November 2. A theme has not been chosen yet.
- Heather and Mike Kuzara are renting a house in Buffalo. Mike has a new job in Sheridan.

The next meeting will be Monday, September 24, 2018 at 2pm at the Kaycee Branch Library.

Respectfully submitted,

A handwritten signature in cursive script that reads "Denise Matton".

JOHNSON COUNTY LIBRARY BOARD MINUTES  
Monday, September 24, 2018

The Johnson County Library Board of Trustees met at the Kaycee Branch Library on Monday, September 24, 2018 with the following members present: Ron Wagner, Julie Baker, Kim Harvey, Bill McIntyre and Denise Marton. Director Cynthia Twing, Assistant Director Mary Rhoads, and Kaycee Branch manager Bonnie Ross were present. Ron called the meeting to order.

**Minutes** from the August 20, 2018 meeting were reviewed. Julie moved to approve the minutes as corrected. Denise seconded the motion. The motion carried.

#### **Correspondence**

- Outreach report from Connie Norton
- Gift book from Claudia Strahan.
- Letter from Jeff Davis/Architectural Nexus asking for a letter of recommendation.

**Checks 17105 – 17166 were reviewed.** Denise moved to approve them for payment and Bill seconded. The motion carried. **Direct deposit checks DD1118-1120** were reviewed. Bill moved to approve them for payment and Denise seconded. The motion carried. **Trustee Checks 1516-1519** were ratified for payment. Kim 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**

- Cynthia will attend the Director's Retreat in Rock Springs on October 17-19.
- The auditor will be here on October 8.
- New window blinds have arrived for the Kaycee Branch Library. They are for the south windows in the children's area.
- Story hour started on September 7 at the Kaycee Branch Library. There was good attendance of 17 children. The Boy's and Girl's Club will come once a month.
- The south entrance to the main library has some woodpecker damage.
- The library staff completed various cleaning projects around the library on September 17. Chris also deep cleaned the south bathrooms. The library closed for 4 hours.
- Wyoming Retirement percentage has changed to 17.2%.
- Steve Rzasa has worked at the library for 10 years now so his vacation time will change.
- The Friends of the Library will have a book sale September 27-29. Mary Odenbach's class will help move books into the meeting room.
- Cynthia will take a few days of vacation time.
- The State Library updated the *Board Members Handbook*.

#### **Old Business**

- Interior book drop is closed off. Painting still needs to be done.
- Gavin, from Jadeco, worked on the pendant lights in the reading loft area on August 24, 2018.
- Capital Business System will not take a credit card for their payment. They will give us a grace period until the 25<sup>th</sup> of the month before a late fee is made.
- Landscaping by the stairs on the north side was completed using large rocks.
- The auction theme this year is titled, "Through the Looking Glass". We are encouraging people to wear their maddest hat. Brannian's Auctioneers, Margaret Fraley/Sagewood and Trinity Rodriguez/The Fix have all been contacted and all said they will help with the auction.



- Rocky Ross went over to the property next to the Kaycee Branch Library the Foundation purchased and turned off the outside water spigot. The Foundation is considering renting the house.

**New Business**

The Trustees asked Bonnie about the Kaycee Branch Library. Bonnie said the computers are better now with the increased speed. The modem was also replaced. The Foundation is purchasing new shelving for the children's area. The Foundation will put the shelving together when it arrives.

The next meeting will be Monday, October 22, 2018 at 4pm at the Johnson County Library.

Respectfully submitted,



JOHNSON COUNTY LIBRARY BOARD MINUTES  
Monday, October 22, 2018

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, October 22, 2018 with the following members present: Ron Wagner, Kim Harvey, Bill McIntyre and Denise Marton. Director Cynthia Twing, Assistant Director Mary Rhoads and Commissioner Linda Greenough was present. Julie Baker was absent. Ron called the meeting to order.

**Minutes** from the September 24, 2018 meeting were reviewed. Denise moved to approve the minutes as presented. Kim seconded the motion. The motion carried.

Report from Steve Rzasa about the training from Research Institute for Libraries that was held on September 20, 2018 in Riverton, Wy.

#### **Correspondence**

- Thank you note for Local History research.
- Thank you from The Office.
- Ellis & Nellie Patch Scholarship changes.
- Gift books from the Wyoming State Quilt Guild.
- Email from C.J. Box's publisher about our request to have him do a program here at the library.

Checks 17167 – 17220 were reviewed. Denise moved to approve them for payment and Bill seconded. The motion carried. Direct deposit checks DD1121-1123 were reviewed. Bill moved to approve them for payment and Kim seconded. The motion carried. Trustee Checks 1520-1525 were ratified for payment. Kim 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**

- The Friends of the Library book sale made about \$1000. Recycling took many of the books that didn't sell.
- The auditor will be here in November.
- The lawn sprinklers have been winterized.
- About 100 people attended the political forum that was held on October 14<sup>th</sup>.
- Jerry and Jolene Ordt will be here on Wednesday October 24<sup>th</sup>. They are long standing book sellers. They supply most of the adult nonfiction books. Bonnie Ross, Kayce Branch Librarian, will come up.

#### **Old Business**

- Update of property next to the Kaycee Branch Library. A renter is now in place.
- Report from JCL Foundation meeting on October 4, 2018. Cynthia asked for \$5000 for books and \$20,000 was received. Items have been coming in for the auction. Star Audio has been contacted to supply the audio for the auction.
- Changes on the reading loft will have to be made. The cable system that was going to be used for the railing system will not snug tight enough. They have just started work on the railing using redwood railings.

**New Business**

- Problem with the big gate in the large hall. The key froze in the lock. Rolling Right Doors from Billings, Montana came last Wednesday and replaced the lock. The invoice has been turned over to the County Clerk. It will be paid from the expansion fund.
- Report from Cynthia about the Directors' Summit that was held in Rock Springs on October 17<sup>th</sup> through 19<sup>th</sup>, 2018.
- Review of Budget vs Actual for the first quarter was presented.

The next meeting will be Monday, November 19, 2018 at 4pm at the Johnson County Library.

Respectfully submitted,

**JOHNSON COUNTY LIBRARY BOARD MINUTES**  
Monday November 19, 2018

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, November 19, 2018 at 4:00 p.m. with the following members present: Ron Wagner, Kim Harvey, Bill McIntyre, Julie Baker and Denise Marton. Director Cynthia Twing, Assistant Director Mary Rhoads and Commissioner Linda Greenough were present. Ron called the meeting to order.

**Minutes** from the October 22, 2018 meeting were reviewed. Kim moved to approve the minutes as presented. Bill seconded the motion. The motion carried.

**Correspondence**

- BHS art teacher would like to display students' art for one week in January. A reception will be held January 7.
- New plan administrator for Health Care Benefits.
- Latest update on the State Library Endowment.

**Checks 17222 – 17273** were reviewed. Denise moved to approve them for payment and Julie seconded. The motion carried. Direct deposit checks DD1124-1126 were reviewed. Bill moved to approve them for payment and Julie seconded. The motion carried. Trustee Checks 1526-1529 were ratified for payment. Julie moved to approve them for payment and Denise seconded the motion. The motion carried. The Trustees signed off on the checks report.

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

- Report on a visitor using the internet and involvement with the police. Discussion was held.
- Robert Twing made a donation of \$5000 to the Johnson County Library. It was deposited in the Trustee Account.
- Surrena Memorial made a donation of \$5000. They have been making a yearly donation for 20 years.
- A bill for \$800 to repair the security gate was turned over to the County Clerk's office.
- Megan and Mary will host a Family Night on December 8<sup>th</sup>. Family members will make a Christmas ornament and enjoy pizza and lemonade. The Friends of the Library sponsor this event.
- The Brown Bag lunch event will skip the month of December and resume in February.

**Old Business**

- The Foundation approved payment for new shelving in the children's' area at the Kaycee Branch Library. Shelving was ordered on October 25<sup>th</sup>. On November 16, eight members of the Foundation put the shelves together and put books back on the new shelves.
- An accountant from Porter Muirhead Cornia and Howard, was at the library for the annual audit.
- Totals from the annual Library Auction are; \$18,000 for auction items, \$5000 from sponsors, \$4500 for tickets and \$1000 for the raffle.

**New Business**

- Cynthia asked the Board's permission to close the library at 6:00 p.m. on Thanksgiving Eve. Denise made a motion to approve the closing at 6:00 p.m. on Thanksgiving Eve. Bill seconded the motion. The motion carried. Julie abstained.

Executive Session was called for personnel.

The next meeting will be Tuesday, January 22, 2019 at 4pm at the Johnson County Library.

Respectfully submitted,

A handwritten signature in cursive script that reads "Denise Martin". The signature is written in black ink and is positioned to the right of the typed text "Respectfully submitted,". A horizontal line is drawn across the page, passing through the signature.