

**JOHNSON COUNTY LIBRARY BOARD MINUTES**

Tuesday January 22 , 2019

2:00 p.m.

The Johnson County Library Board of Trustees met at the Johnson County Library on Tuesday, January 22, 2019 with the following members present: Ron Wagner, Bill McIntyre, Julie Baker and Denise Marton. Director Cynthia Twing, Assistant Director Mary Rhoads and Commissioner Linda Greenough were present. Kim Harvey was absent. Ron called the meeting to order.

Questions and answers with Deputy County Attorney Barry Crago concerning procedures about advertising and hiring of a new Director. Discussion about: how to advertise, background checks, questions to ask or not ask, and how interviews will be held.

**Minutes** from the November 19, 2018 meeting were reviewed. Julie moved to approve the minutes as presented. Denise seconded the motion. The motion carried.

**Correspondence**

- Flyer with 2019 board meeting dates has been posted.
- Gift book from Bill Reynolds "Joe DeYong, a life in the West."
- Note from Dave Stoetzel regarding his gift photographic volume "Then and Now".
- Outreach report from Connie Norton.
- Email from State Librarian Jamie Marcus about LSTA funds.
- Wyoming Trucking Association provides Wyoming Legislative Directory.
- Note from a librarian asking about our security camera policy.

Checks 17276 – 17394 were reviewed. Julie moved to approve them for payment and Bill seconded. The motion carried. Direct deposit checks DD1127-1132 were reviewed. Denise moved to approve them for payment and Julie seconded. The motion carried. Trustee Checks 1530-1539 were ratified for payment. Bill 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**

- In November Amy Sacket, a representative from Ingram's Publishing, answered questions and demonstrated features on the Ingram's website.
- Bonnie Ross, Kaycee Branch librarian, is unhappy with the delivery of the Casper Star Tribune to the library. She will now purchase the paper each day and charge it to the library.
- Postman said that prices of stamps will be going up.
- Kaycee librarians are happy with the new shelving at the library.
- The bill for Ace Hardware this month includes purchases of a new vacuum cleaner and a battery leaf/snow blower.
- A patron purchased history documents from the Parmelee family estate sale. He allowed us to copy and scan some materials and donated some documents.
- A new printer has been purchased for the Local History Department. Money came from the Trustee account—local history.
- A 16' extension ladder has been purchased. This will be used to access the furnaces in the north end of the building.
- Bonnie Ross's mother passed away on December 19<sup>th</sup>. Her funeral was held on December 22<sup>nd</sup>.

- Lois Gordon's family donated \$1500 to the Kaycee Branch Library.
- Chesbro Electric repaired the heating thermostat at the Kaycee Branch Library.
- Cynthia contacted the Buffalo City Police about a vehicle that was parked the library parking lot for an extended time.
- Collins Communications notified us that there was a problem with the server. The repair was made on January 16<sup>th</sup>.
- W2 forms were distributed to staff on January 10, 2019.
- Megan and Steve received Quick Book training on January 21, 2019. They paid for this training. Cynthia would like the board to approve reimbursing them for this cost. Julie made a motion to reimburse Megan and Steve for money spent on Quick Book training. Bill seconded the motion. The motion carried.
- Later this year the Wyoming Humanities and the Wyoming State Library will sponsor the Wyoming Reads Book—Ernest Hemingway's "In Our Time". This will begin the summer of 2019 through spring 2020.

#### Old Business

- Mary gave a report about a new software product, Cybrarian. Mary and Megan have been looking at other products for time management and security for the library's public computers. After considering and pricing of several products we think this is the best product. They offer a thirty-day free trial. Denise made a motion to approve the 30-day free trial of Cybrarian. Bill seconded the motion. The motion carried.
- Cynthia presented a report comparing the January revenue for 2017, 2019, and 2019.

#### New Business

- The 1% sales tax application is due by the end of next week. Cynthia will be asking for \$20,000.
- The library received a book challenge for a picture book in the children's' department. Cynthia discussed this with Megan and Mary. After much consideration it was decided that we would move the book from the fiction area to the nonfiction. Discussion was held. Julie made a motion to approving moving the book to the children's' nonfiction area. Denise seconded the motion. The board voted with 3 aye's and 1 no vote. The motion carried.
- Statistical report and comparison for 2017 and 2018 was viewed.

A special board meeting will be held Thursday, January 31 at 1:00pm

Executive Session was called for personnel.

The next meeting will be Wednesday, February 20, 2019 at 4pm at the Johnson County Library. Bill McIntyre will not be able to attend.

Respectfully submitted,



**JOHNSON COUNTY LIBRARY BOARD MINUTES**  
**Wednesday February 20, 2019**

The Johnson County Library Board of Trustees met at the Johnson County Library on Tuesday, February 20, 2019 with the following members present: Ron Wagner, Julie Baker, Kim Harvey and Denise Marton. Director Cynthia Twing and Assistant Director Mary Rhoads were present. Bill McIntyre was absent. Ron called the meeting to order.

**Minutes** from the January 22, 2019 meeting were reviewed. Kim moved to approve the minutes as presented. Denise seconded the motion. The motion carried.

**Correspondence**

- Letter from the Wyoming Military Department Museum. They have a kiosk for fallen veterans that will travel across the state.
- Letter from a Wyoming author, Patricia Jones, about her new book. Cynthia did order the book.
- Outreach report from Connie Norton.

Checks 17395 – 17450 were reviewed. Julie moved to approve them for payment and Denise seconded. The motion carried. Direct deposit checks DD1133-1135 were reviewed. Denise moved to approve them for payment and Julie seconded. The motion carried. Trustee Checks 1540-1546 were ratified for payment. Denise 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**

- The 1% application was delivered to the County Commissioners Office.
- Cybrarian software is working well. The annual contract is \$757.85. This will be paid from the Trustee Account this year. Julie made a motion to approve the 1yr contract with Cybrarian in the amount of \$757.85 after the 30-day free trial ends. Denise seconded the motion. The motion carried.
- Local history librarian, Nancy Tabb, presented a program for the Local History Organization on January 22, 2019.
- Chesbro Electric was contacted regarding the replacement of light fixtures at the Kaycee Branch Library. About 10 years ago a portion of the lights were replaced through a grant from Rocky Mountain Power. Cynthia will check with Chesbro Electric to see if there is still grant money available.
- Jolene and Jerry Oordt, with Publishers Prime, will be here on March 1, 2019. Cynthia will be buying nonfiction books using money from some small memorial accounts.

**Old Business**

- Report from Erick Loden concerning the wall flashing on the south side of the building below the clear story windows. Erick said the roof is fine and is not failing.

**New Business**

- Furnace issues with the older units. Total Comfort came on February 5, 2019 to do repairs. Parts were ordered and the unit was fixed on February 20, 2019. The Tech said the units are still viable. Money will be transferred from the Depreciation account to cover the cost of repairs.

- On February 8, 2019 a patron fell in the library. Mary called for an ambulance. Dave Harness also came and helped attend to the patron, Sharon Jennings. She had surgery in Gillette for a broken arm and is recovering at home.
- Cynthia would like to contact Chem-Dry Carpet Cleaning to get a bid for cleaning the library carpet. Payment for this expense will come from the Depreciation account.

#### Director Search

- Ads are in the Buffalo Bulletin and the Kaycee Voice newspapers.
- Hard copies of the application requirements are available at the front desk.
- A Gmail account is available for review of applications. This account is accessible to Trustees only. So far there are 2 applications in this account.
- Julie made a motion to post the Director ad on the Wyoming State Library website with the same deadline of March 4, 2019. There was no second for the motion. Motion was not acted upon. Discussion. Denise made a motion to post the ad to the Wyoming State Library job line website with the date of March 4, 2019 as the deadline. Julie seconded the motion. The motion carried.

A special board meeting will be held Tuesday, March 12 at 1:00pm.

The next regular board meeting will be Wednesday, March 20, 2019 at 4pm at the Johnson County Library.

Respectfully submitted,



**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/Sheridan 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 16<sup>th</sup>. County Facilities employees David Eads and Kyle Jarvis took steps to resolve the problem on March 18<sup>th</sup>. 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,**



**JOHNSON COUNTY LIBRARY BOARD MINUTES****Monday April 22, 2019**

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, April 22, 2019 with the following members present: Julie Baker, Kim Harvey, Bill McIntyre and Denise Marton. Director Cynthia Twing, Assistant Director Mary Rhoads and Linda Greenough, County Commissioner were present. Ron Wagner was absent. Bill called the meeting to order.

Johnson County Treasurer, Carla Bishop explained to the board about the specific purpose sales tax monies from the library expansion project. At this time there is \$17, 178.68 remaining that can be used for repairs. There is a total overage of \$397,443.98 which may or may not be directed to "library reserves". The use of the money must follow the verbiage that was on the ballot. It was suggested to contact the County Attorney about the verbiage.

**Minutes** from the March 20, 2019 meeting were reviewed. Denise moved to approve the minutes as presented. Julie seconded the motion. The motion carried.

**Correspondence**

- Letter from the Department of Health about library staff being trained on administrating the drug naloxone. It was discussed at a staff meeting and was decided not to participate.
- Renewal of the VFW flag display service.
- Letter from the Johnson County Commissioners about the 1% money allocated to the library. The library will receive \$20,000.
- Letter from the Johnson County Clerk. Due date for budget requests to be turned in is May 1, 2019.
- The County Commissioners have allocated the Concord Energy Tax settlement to county entities. The library received \$3088.90
- Outreach report from Connie Norton.

**Checks 17510 – 17566** were reviewed. Julie moved to approve them for payment and Kim seconded. The motion carried. Direct deposit checks DD1139-1141 were reviewed. Julie moved to approve them for payment and Denise seconded. The motion carried. Trustee Checks 1555-1561 were ratified for payment. Denise 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**

- Confirmation from Chesbro Electric about work at the Kaycee Branch Library. Supplies have been ordered
- Carpet will be cleaned on Sunday, May 19 by Chem Dry.
- Mary and Bonnie attended the Youth Services Interest Group spring meeting at the Albany County Library. NASA @ your Library program was given by speakers from the Star Library Network. Mary gave a brief talk about the program.
- National Library Week open house hosted by the Friends of the Library was on April 10<sup>th</sup>.
- A birthday / retirement party for Cynthia was on April 12<sup>th</sup>.
- School children from Kaycee in grades 3-5 visited the library.
- The annual WYLD meeting will be held May 15-17. Due to scheduling and program responsibilities, neither Cynthia nor Steve will be attending.
- Wyoming Reads celebration will be held on May 15 with the 1<sup>st</sup> grade students.

- Nancy Tabb would like another safe deposit box for some Egyptian artifacts that were donated to the library by the Dillinger family.
- Cynthia ordered 500 more library cards from Demco.

#### Old Business

- Meeting room guidelines policy changes. Discussion was held. Julie moved to approve the meeting room guidelines as amended. Denise seconded the motion. The motion carried.
- March income from the County is \$8646.17
- Bookkeeping services proposals from three firms were discussed. Kim made a motion to give Cynthia the authority to enter into a contract with Cloud Peak Accounting for bookkeeping services for \$500 a month for one year. Julie seconded the motion. The motion carried.

#### New Business

- During April 1 through the 6 the library had a disruptive patron. The man was homeless and mentally unbalanced. On April 6<sup>th</sup> Heather called the police when he became combative. They escorted him from the library.
- Cynthia asked County Commissioner Linda Greenough if any other county office employees were having difficulties with Further, the new flex spending management program. Linda said she would contact Vickie Edelman and have her contact Cynthia.
- Cynthia would like to open the library an hour late on Wednesday, April 24 for staff training. Julie made a motion to approve opening the library no later than 11 am on April 24. Denise seconded the motion. The motion carried.

**Executive session for Director search was called. Ron Wagner took part via phone.**

The next meeting will be Monday, May 20, 2019 at 4pm at the Johnson County Library.

The meeting reconvened at 5:40 p.m. for FY2020 budget deliberations. Julie Baker made a motion to approve the proposed budget with the changes that were discussed. Bill McIntyre seconded. The motion carried.

Respectfully submitted,





JOHNSON COUNTY LIBRARY BOARD MINUTES  
Monday May 20, 2019

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, May 20, 2019 with the following members present: Julie Baker, Kim Harvey, Bill McIntyre and Denise Marton. Director Cynthia Twing, Assistant Director Mary Rhoads, Steve Rzasa and Linda Greenough, County Commissioner were present. Ron Wagner was absent. Bill called the meeting to order.

**Minutes** from the May 20, 2019 meeting were reviewed. Kim moved to approve the minutes as presented. Denise seconded the motion. The motion carried.

**Correspondence**

- Letter to Central City Library, Auckland New Zealand about a book we received as a donation.

**Approval of checks**

Checks 17567 – 17623 were reviewed. Julie moved to approve them for payment and Denise seconded. The motion carried. Direct deposit checks DD1142-1144 were reviewed. Julie moved to approve them for payment and Kim seconded. The motion carried. Trustee Checks 1562-1566 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 reports.

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

- Cynthia thanked the board for letting her and the staff take part in the Leadership Strengths test. Megan made a chart to show the different strengths the staff have.
- Mary Ann and Cynthia finished the inventory in the adult collection. Most books that were withdrawn hadn't been checked out in over 5 years. About 500 books were withdrawn. Several books in the history area are missing.
- Mary and Cynthia went to Home Depot and purchased new houseplants and pots.
- Chesbro Electric has completed work at the Kaycee Branch Library.
- Cynthia has been working with Steve on book ordering, bookkeeping and other duties.

**Old Business**

- April income from the County is \$35,299.63
- Connie Norton talked to Vicki Edelman about her Further account.
- Cynthia made calls to find someone to do handyman jobs. She contacted Tristan Hepp and he will clean the gutters and paint the fence in the south parking lot.
- Artifacts are at First Northern Bank in a safe deposit box.
- Steve and Cynthia had their first work session with the bookkeeper on May 16<sup>th</sup>. A letter of agreement needs to be signed.
- The budget was turned in on May 1, 2019. The appointment with the County Commissioners will be on June 4<sup>th</sup>.

**New Business**

- The inside front handicap door malfunctioned. Cynthia contacted Overhead Door in Casper.
- More patron problems. Police were called to both events.
- Budget amendment for transfer of funds from depreciation account. Kim made a motion to approve the transfer of funds from the depreciation account. Julie seconded the motion. The motion carried.
- Budget hearing with the County Commissioners will be June 4<sup>th</sup> at 1:00 pm.

The next meeting will be Monday, June 24, 2019 at 4:00 pm at the Johnson County Library.

The joint meeting of the Johnson County Library Foundation and the Library Trustees followed.

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Respectfully submitted,

*Dennis Maston*

**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**

**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 7<sup>th</sup> 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 25<sup>th</sup>.
- 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 11<sup>th</sup>.
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.

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

Respectfully submitted,

## JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, September 23, 2019

Kaycee Branch Library

*Corrected  
10/21/19*

The Johnson County Library Board of Trustees met at the Kaycee Branch Library on Monday, September 23, 2019 with the following members present: Ron Wagner, Kim Harvey, Bill McIntyre, and Margaret Smith. Director Steve Rzasa, Assistant Director Mary Rhoads, and Linda Greenough, County Commissioner were present. Denise Marton was absent. Ron Wagner called the meeting to order.

Minutes from the August 19, 2019 meeting were reviewed. Bill moved to approve the minutes as amended. Margaret seconded the motion. The motion carried.

**Correspondence**

- Letter from Estate of Sherrie Virginia Patch.
- Hugh Jennings, the executor of the Tom Torge estate, would like to donate two paintings to the library. One painting for the library and one for the auction.

Direct deposit checks DD1154-1156 were reviewed. Margaret moved to approve them for payment and Bill seconded. The motion carried. Checks 17766 – 17812 were reviewed. Kim moved to approve them for payment and Margaret seconded. The motion carried. Operations and Maintenance Checks 1000-1010 were reviewed. Bill moved to approve them for payment and Kim seconded. The motion carried. Trustee Checks 1589-1592 were ratified for payment. Margaret 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 September 9, 2019 the library received \$31,000 of the library's 2019-2020 revenue: \$20,000 in 1% for the materials budget; and \$11,000 for technology. The library also received \$75,000 in specific purpose tax monies for establishing a dedicated operations and maintenance account.
- Lindsey Belliveau started working at the library on August 23, 2019. She is working 40 hours per week.
- Trish Dearing is volunteering at the library on Monday mornings shelving books.
- The Friends of the Library Book Sale wraps up today. The book sale was extended through Monday. Monday was the \$1 a bag day.
- Auction donor/sponsor letters were mailed out. Nick Thom is checking with City Liquor about the wine. Steve has contacted Brannian Auctioneers, Margaret Fraley at Sagewood for hors d'oeuvres, and Star Audio to set up the sound system.
- Buffalo Tree Service has given the library a quote to prune the Ash tree for \$325. Kim suggested asking Turk's Tree Service for a bid.
- Steve was contacted by Rachel Laird of Workforce Services about having Colten Schirmer do some work at the library. He will come in on Tuesday's and work on a few DVD projects. He will have a job coach with him.

**Old Business**

- Update on overall finances. Steve estimated the bills for next month at \$62,000. The Balance Sheet was reviewed and discussion was held. Some questions were brought up. The board

would like to have Jennifer Henry, of Cloud Peak Accounting, come to the October board meeting.

- The checks arrived for the Operations & Maintenance account. This account seems to be working well.

#### New Business

- Kaycee Branch Librarian gave a report.
  - Three ladies came to their book club that were from Chicago.
  - The Tuesday after school program is growing.
  - Kelly had back surgery and won't be working for a while. Monica will be taking vacation and that will leave Bonnie at the library by herself. Suggestions were made on people who might be able to fill in.
  - One of the cement curbs is crumbling. The library might have some new curbs in the storage room. Steve will look.
  - The outside book drop needs painted. Margaret suggested contacting the school FFA to paint the book drop. They might be able to do it as a service project.
  - Ceiling tiles are needed for the meeting room.
  - The snow blower is in need of work. They do not use it at the library anymore. Ron will pick it up and take it to ACE for repairs.
- Steve highlighted the changes for the personnel policy changes for the change to a 40-hour work week. Steve suggested a change to the Sick Leave Policy. He would like to include the wording, significant other. Discussion was held. It was suggested to refer to the County Handbook.
- The board instructed Steve to ask the staff to move to working 40 hours per week instead of 38, except for the one employee who is working 31 hours who will remain grandfathered in.

The next meeting will be Monday, October 21, 2019 at 4pm at the Johnson County Library.

Respectfully submitted,



JOHNSON COUNTY LIBRARY BOARD MINUTES  
Monday, October 21, 2019  
Johnson County Library

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, October 21, 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 September 23, 2019 meeting were reviewed. Kim moved to approve the minutes as amended. Margaret seconded the motion. The motion carried.

**Correspondence**

- Article in *The Buffalo Bulletin* about Brown Bags and Lunch and mention of the library in Sagebrush Sven.
- Invitation to the Ten Sleep Library open house on November 2, 2019.

Checks 17813 – 17855 were reviewed. Denise moved to approve them for payment and Margaret seconded. The motion carried. Operations and Maintenance checks 1011-1019 were reviewed. Margaret moved to approve them for payment and Denise seconded the motion. The motion carried. Direct deposit checks DD1157-1158 were reviewed. Kim moved to approve them for payment and Denise seconded. The motion carried. Trustee Check 1593-1601 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**

- The library received a check from the County Treasurer on October 7, 2019 for \$39,736.35. Last year at this time the amount of the check was \$21,000.
- The Friends of the Library's book sale brought in \$1,775.
- Auction planning continues. Foundation members have been contacting previous donors along with new ones. The library has received 56 items so far.
- Kyle Turk trimmed the branches on the ash tree. His charge was \$150. Steve thought he would like one more branch removed.
- Book Buddies started up again with 3 boys and 4 girls the first week. Bob Hancock was the reader from the Kiwanis and Mary read to the girls. Joyce Tyrell will be reading next week.
- Brown Bags and Lunch is underway.
- Washakie County Library would like to move into the Ace Hardware building in Worland.
- October 16<sup>th</sup> was Snapshot day. The state library gathers statistics from all libraries in the state.
- We had an incident with a couple of patrons who were asked to not use the library last April. They have now cleaned up and are now allowed to use the library.

**Old Business**

- Update on overall finances. Steve said we are on track with where we were last year. A spread sheet was discussed. The current balance in the checking account is \$56,600.
- Margaret would like to see work done on the personnel policy. She wondered if we need to have a work session to get the policy up to date. Discussion. A special session has been set for Nov. 13 at 1 p.m.

- Auction update. Donations are still coming in. Steve has contacted Star Audio, Margaret Fraley at Sagewood, and Trinity at The Fix. The Kaycee librarians are donating two tickets to the Wyo Theater.
- Kaycee Branch Library update. Bonnie Ross is looking into having the book drop painted. The curbs have been delivered to the Kaycee Branch Library. The snowblower was taken to Ace Hardware by Ron Wagner and has been fixed. The Foundation is the one who purchased the snowblower and they have decided to put it in the auction. Paula Hanson and others have been volunteering at the Kaycee library while Monica is on vacation.

**New Business**

- Snapshot Day review. A handout with the comments, statistics, and pictures from Snapshot Day at the Johnson County Library was looked at.

The next regular meeting will be Monday, November 18, 2019 at 4 p.m. at the Johnson County Library.

Respectfully submitted,

JOHNSON COUNTY LIBRARY BOARD MINUTES  
Monday, November 18, 2019  
Johnson County Library

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, November 18, 2019 with the following members present, Kim Harvey, Bill McIntyre, Denise Marton, and Margaret Smith. Director Steve Rzasa and Assistant Director Mary Rhoads, were present: Ron Wagner was absent. Bill McIntyre called the meeting to order.

**Minutes** from the October 21, 2019 meeting were reviewed. Kim moved to approve the minutes as amended. Margaret seconded the motion. The motion carried.

#### **Correspondence**

- Letter from the Harry & Thelma Surrena Foundation giving the library \$5,000.

Checks 17856 – 17895 were reviewed. Denise moved to approve them for payment and Margaret seconded. The motion carried. Direct deposit checks DD1159-1160 were reviewed. Margaret moved to approve them for payment and Kim seconded. The motion carried. Operations and Maintenance checks 1020-1032 were reviewed. Denise moved to approve them for payment and Kim seconded the motion. The motion carried. Trustee checks 1602-1610 were ratified for payment. Margaret moved to approve them for payment and Denise seconded the motion. The motion carried. The Trustees signed off on the check reports.

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

- The library received a check from the County Treasurer on November 6, 2019 for \$67,784.10. The check was about \$14,000 more than the check from last November.
- Pat Linehan thought that the library might receive up to \$18,000 from the Scully Foundation.
- The library auction had a good turnout. 218 tickets were sold and about \$27,000 was raised. This includes the Friends' raffle money.
- Linda Hockett is a regular volunteer at the library. She is volunteering on Monday, Tuesday and Thursday. She will get a criminal background check.
- We are leaving the DVDs in their cases in the adult area. We will see if there are any problems with missing DVDs.
- Steve is coordinating with Jennifer on the audit.
- Steve and Nancy will visit with Rob Hicks about digitizing the Buffalo Bulletins. Possibly getting a grant for that project. Further discussion will be held after the auction.

#### **Old Business**

- Update on overall finances. As of November 19, 2019, there is \$88,958.84 in the checking account, \$63,767.60 in the Operations and Maintenance account, and \$201,096.41 in the Reserve account. In April 2020 a large check will come out the Operations and Maintenance account for building insurance.

#### **New Business**

- Discussion of book club, books vs kits, and interlibrary loan policies. The Johnson County Library Interlibrary Loan Procedure policy was reviewed.
- The Gift Policy and Release policy was reviewed. A change was recommended.

- Holiday hours for Thanksgiving, Christmas and New Year's was discussed. The library will be closed at 6pm on November 27<sup>th</sup> and close November 28 and 29 and open on November 30<sup>th</sup> for Thanksgiving. The library will close at noon on December 24<sup>th</sup> and close on December 25<sup>th</sup> and open December 26<sup>th</sup> for Christmas. The library will close at 5pm on December 31<sup>st</sup> and close January 1<sup>st</sup> and open on January 2<sup>nd</sup>. Denise made a motion to close the library at 6pm on November 27. Margaret seconded the motion. The motion carried

- Steve will be taking vacation time beginning on December 23 through the New Year.

The next meeting will be Tuesday, January 21, 2020 at 4 p.m. at the Johnson County Library.

Respectfully submitted,