

Carbon County Library Board of Directors
Meeting Minutes

January 17, 2024, Zoom meeting/Rawlins Branch Library

CALL TO ORDER: 11:07am by Chair Adelaide Myers

ROLL CALL: Present: Leigh Nation, Kenneth Miller, Patti Hays, & Maria Wenzel, Executive Director, via Zoom: Adelaide Myers, Patti Hays & Karon Wilson

AGENDA: Motion to accept Agenda moving the Purchase Policy to be included in New Business (Hays/Miller) passed.

PUBLIC COMMENT: Chair opened the public hearing on the Purchase Policy at 11:08 am waiving the public reading of the policy. No comments heard or on record the public comment Hearing no comments the hearing was closed at 11:09 am.

CUSTOMER COMMENTS AND CORRESPONDENCE: Several comments from those attending programs were available from the Sinclair Library.

CONSENT AGENDA:

MEETING MINUTES: Motion to approve the December 20, 2023, meeting minutes (Miller/Hays) passed.

APPROVAL OF EXPENDITURES: Quick Books software will increase in cost in the next year. The Board will review the use of the software during the budgeting process.

Motion to approve outstanding expenditures including bills to be paid and credit card expenditures in the amount of \$20,548.34 (Hays/Wilson) passed.

EXECUTIVE DIRECTOR'S REPORT:

- **Around the County:** Winter Reading program concludes Friday the 19th.
- **Winner** Doug Wolfe read 239 books last year to receive the award for the county library "Reader of the Year".
- **Rawlins Branch:** Recurring programs well attended. Book Sale completed. Special mosaic art project a learning experience for all.
- **Elk Mountain Branch:** Business as usual. Seasonal programs a big hit.
- **Encampment Branch:** Business as usual with recurring programs. Yoga and Sewing groups as well attended.
- **Hanna Branch:** Business as usual.

- **Little Snake River Valley Branch:** Business as usual. Book Club and Crafting programs are well attended. There are book club members attending via Zoom.
- **Medicine Bow Branch:** New substitute, Rosemary Auld is cleaning, organizing, and covering the duties very effectively.
- **Saratoga Branch:** Business as usual. Seasonal programs were well attended.
- **Sinclair Branch:** Open Tuesday and Thursday. Continuing programs and organizing.
- **Facilities and Technology:** Training on the SMS messaging system continues county wide. Public Computer chairs were delivered to Elk Mountain, Encampment, Saratoga, Hanna, Med Bow and Baggs as provided by the Foundation.

LIBRARY FOUNDATION: Meeting held January 11. Reviewing sponsors for 2024 and planning a Bites & Bingo event for January.

FRIENDS OF THE LIBRARY REPORT:

- Saratoga Friends meeting 1/04/24. Replacement of flooring in the meeting room was discussed.
- Baggs Friends are planning a “Read to your Pets” event in February. The February 21st event planned is the Anniversary lunch and movie at noon. The Blizzard of 49 is the movie.

AROUND WYOMING/CLOSURES: The system will be closed Monday, February 19th for Presidents day.

FINANCIAL REPORT FOR JULY FY23-24: Review of financial report as submitted by the firm of Hofmann & Ramsey, CPAs by the Board. Numbers show the spending is on budget. A reminder to increase the postage budget for the coming fiscal due to rising costs. **Motion to accept the financials as presented and reviewed and place them on file for Audit (Hays/Wilson) Passed** Discussion on drop box replacement at the Rawlins Branch. Board agreed if funds are available Director Wenzel should proceed with replacement.

UNFINISHED BUSINESS:

- Nothing

NEW BUSINESS:

- CCLS Stats: Circulation and visits seem to be steady with Sinclair remaining low. Digital use and customers are steady. Programs are well attended no matter the time of year. Special /seasonal programs are enjoyed by many patrons of all ages across the county. Regular clubs/programs stay steady. Computer usage and meeting room usage remain high. Inter library loans stats show around the same usage and demand.
- Adoption of policy: **Motion to approve the Purchase Policy as a working policy for the Carbon County Library Systems and as reviewed by the Board and placed for public review. (Miller/Nation) passed.**

EXECUTIVE SESSION: Motion to move into Executive Session passed a 12:19pm (Hays/Miller) passed.

Motion to move out of executive session at 12:45pm. (Myers/Nation) passed.

Motion to accept the minutes for the Executive Session of January 17, 2024 (Hays/Miller) passed.

Motion to grant the Hanna Branch Librarian unpaid leave of absence as policy dictates beginning December 25,2023 to end February 19th, 2024, as requested. (Hays/Myer) passed.

COMMENTS FROM THE BOARD: Ms. Nation asked the Board members if they had completed the volunteer policy agreement sent to the Board members by the County Clerk. All had.

ADJOURN: meeting adjourned 12:50 pm.

NEXT MEETING: February 21, 2024. Rawlins Branch Library

PH/ph. ***Adopted February 21, 2024 (Miller/Nation)***