

Carbon County Library Board of Directors  
Meeting Minutes

February 21, 2024, Zoom meeting/Rawlins Branch Library

**CALL TO ORDER:** 11:03am by Chair Adelaide Myers

**ROLL CALL:** Present: Leigh Nation, Kenneth Miller, Adelaide Myers, Karon Wilson, & Maria Wenzel, Executive Director, via Zoom: Patti Hays Visitor and Treasurer of the CC Library Foundation, Jenita Calton.

**AGENDA:** Motion to accept Agenda (Wilson/Nation) passed.

**PUBLIC COMMENT:** Chair opened the public hearing on the Investment Policy at 11:04am waiving the public reading of the policy. No comments heard or on record. Hearing no comments the hearing was closed at 11:12 am.

**UNFINISHED BUSINESS**

- Investment policy discussion with Jenita Calton, Treasurer CC Library Foundation. She has been handling the investments for the Foundation for several years using a local investment firm. History and explanation of the WYO Star investment system was given by Director Wenzel. The board is currently looking closely at the money in the WYO Star account discussing whether other avenues of investment are needed. The Board consumed the information and agreed no action will be taken with the investments at this time.
- **Motion to accept the CCSL Investment Policy as posted (Nation/Wilson) passed.**

**CUSTOMER COMMENTS AND CORRESPONDENCE:** Written comments from both the Rawlins Branch and the Medicine Bow Branch were presented and read to the Board. The notes were very positive.

**CONSENT AGENDA:**

**MEETING MINUTES:** Motion to approve the January 17, 2024, meeting minutes (Miller/Nation) passed.

**APPROVAL OF EXPENDITURES:** Invoices presented for review. Credit Card purchases were reviewed. **Motion to approve outstanding expenditures including bills to be paid and credit card expenditures in the amount of \$26,572.83. (Hays/Nation) passed.**

**EXECUTIVE DIRECTOR'S REPORT:**

- **Around the County:** Branch meeting held via zoom with the Winter Reading Program debriefing. Free Tax Service offered. Director Wenzel participating in the WYLD Quality Control Spanish Committee.
- **Rawlins Branch:** Reoccurring programs include Story Time, Traveling Story Time, D7D,, Craft Club, Lego Club, Sit & Stitch, Tech 101, and one-offs like Pine Cone Bird Feeders and Valentine's Day boxes.
- **Elk Mountain Branch:** Business as usual. Reoccurring programs include Story Time Craft Club, Lego Club, Dominoes and Teen Club. One-Offs were Cookie Decorating and Movie Day.
- **Encampment Branch:** Reoccurring programs include Quilting Club, Yoga, Book Club, Craft & Chat, Mahjong ,and on-off program this month Mosaic Art. Director Wenzel visited the library during the month. New Substitute Manager training with the Programming Manager during the month. Announcement of the Branch Manager, Marie Grover leaving the staff.
- **Little Snake River Valley Branch:** Business as usual. Book Club and Crafting programs continue. Special programs this month include the Mini Book club, Bird Feeders and Salt painting.
- **Medicine Bow Branch:** Training by Program Manager continues with great success. Manager Jo Wohl has left the staff.
- **Saratoga Branch:** Business as usual. Programs include Knitters Club, Lego Club, Story Times and special Movie Day. Yoga is offered 3 days a week as a partnership program. The 6<sup>th</sup> grade continues tier visits as well as Head Start.
- **Sinclair Branch:** Continuing to rebuild visits. Movie Day a success.
- **Facilities and Technology:** Phone and internet problems in Elk Mountain resolved. Camera system and lock change at the Med Bow branch Acquisitions Manager on the ILL best practices.

**LIBRARY FOUNDATION:** Fund raiser will be held February 24<sup>th</sup> at the 19<sup>th</sup> Hole Restaurant in Rawlins. Bingo is planned to begin at 2pm.

#### **FRIENDS OF THE LIBRARY REPORT:**

- Saratoga Friends continue to explore flooring options for the General-Purpose room at the library. The plans are forming for the Seed Library program. Date for Historian Dick Perdue visit. Next meeting March 7, 2024. At 5pm.
- Baggs Friends have begun the Read with Your Pet program Dog treats and healthy snacks were available. This is a reading challenge program. When completed a prize and sticker will be presented. Luncheon on the 21<sup>st</sup> will be held with the movie Blizzard of '49 being shown. Director will attend the State Legislative Session Dinner on Feb. 22 during the Directors retreat in Cheyenne.

**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. **Motion to accept the financials as presented and reviewed and place them on file for Audit (Hays/Nation) Passed.**

**NEW BUSINESS:**

- Strategic plan reviewed by the Board. Job descriptions will be addressed. The Director will be contacting Board members via email with information to review.
- Review of plan by the Board found no further action is needed. The CRC goal was recommended for removal from the goals as the CC Libraries have not been an active part of the group for some time.

**EXECUTIVE SESSION: Motion to move into Executive Session passed a 12:29pm (Nation/Myers) passed.**

**Motion to move out of executive session at 12:37pm. (Myers/Nation) passed.**

**Motion to accept the minutes for the Executive Session of February 21, 2024 (Nation/Miller) passed.**

**No action taken.**

**COMMENTS FROM THE BOARD:** The director would like to add to the employee handbook a training/guide to customer service. This document is an aid in training new employees. A review will be held in March by the Board. Board Member Miller asked for information on the missing signage from the front of the Rawlins Branch building. Director Wenzel was told by the County Clerk the sign contained errors that are being corrected and when that is completed the sign will be put back in place. Questions from the board on the possibility of a bike rack for the building. The Library shares the building with the County offices making this an item to address to the County for consideration.

**ADJOURN:** meeting adjourned 12:542pm.

**NEXT MEETING:** March 20, 2024. Rawlins Branch Library

PH/ph.      ***Adopted March 20, 2024 (Miller/Nation)***