

Carbon County Library Board of Directors
Meeting Minutes

March 20, 2024, Rawlins Branch Library

CALL TO ORDER: 11:00 am by Chair Adelaide Myers

ROLL CALL: Present: Adelaide Myers, Karon Wilson, Leigh Nation, Kenneth Miller; Maria Wenzel, Executive Director; Absent: Patti Hays

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

PUBLIC COMMENT: Opened at 11:22 am and closed at 11:24 am with no public comment received.

CUSTOMER COMMENTS AND CORRESPONDENCE: February comments received at the Rawlins Branch include "I Love the Library"; Missi White's excellent customer service and help with computer use, making copies, finding books, and getting a library card; compliments on the children's area from a family traveling through who enjoyed the time to read and relax; and a thank you from Taylor Dory, who held Rawlins Early Childhood classes at the facility.

CONSENT AGENDA:

Meeting Minutes: Motion to approve the February 21, 2024, meeting minutes (Miller/Nation) passed.

Approval of Expenditures: Motion to approve outstanding expenditures in the amount of \$22,406.31 (Myers/Miller) passed.

EXECUTIVE DIRECTOR'S REPORT:

- **Work Anniversaries:** None.

- **Around the County:** PI Day was celebrated across the system to promote Math and Pie Cooking books; an eight-year old patron from the Saratoga Branch won the county-wide PI Recitation contest scoring a jaw-dropping 163-digit record and winning a Galaxy tablet. Our Project Manager has been working with Branch Managers in Rawlins and Baggs to launch a new Seed Library program; We have partnered with the UW Extension office to offer a seed start-up class in Elk Mountain, Rawlins, Baggs, and Saratoga with the Friends of Library group. The Library attended the Literacy Night at RES on March 14 with a booth that provided the opportunity to promote library services and programs and to say hello to our RES readers. The FY 24-25 Budget Hearing before the County Commissioners is scheduled for May 29, 2024, at 12:30 pm.

- **Rawlins Branch:** Business as usual with recurring programs, including Story Time, Traveling Story Time, D&D, Craft Club, Lego Club (build a leprechaun trap), Sit&Stich (amigurumi for beginners) and Tech 101. Also held a four-session Embroidery class to celebrate National Embroidery Month; we offered Kaleidoscopes at the PI Day celebration which was a huge hit. Missi White has been working on an adult Craft&Chat club pilot program to add to our umbrella of programs. We have a new book drop which opens and closes without staff breaking a sweat!

- **Elk Mountain Branch:** Business as usual with recurring programs like Story Time, Craft Club, Lego Club,, Dominoes, Teen Club , and Movie Days.
- **Encampment Branch:** Business as usual with recurring programs like Quilting Club, Yoga, Book Club, Craft and Chat, Mahjong and PI programs like Vitrail Art; Branch Manager Dawna is happily breaking in a new office desk funded by the Foundation.
- **Hanna Branch:** Business as usual with recurring programs like Story Time and school visits; the Memorandum of Understanding with the Town of Hanna has been submitted to legal counsel for the County Commissioners.
- **Little Snake River Valley Branch:** Business as usual with recurring programs like Story Time, and Book Club, as well as Fruit Hangers and PI related programs like Spirograph Art and Mosaics.
- **Medicine Bow Branch:** Business is back to normal after the hiring of a new Branch Manager who is doing an amazing job making sure the Branch is well kept, shifting sections, and deep cleaning, and providing programs to visiting school children.
- **Saratoga Branch:** Business as usual with recurring programs like Knitters, Lego Club, Book Club, Story Time, and programs offered during school visits; Friends of the Library programs and our partnership with their Seed Library continue to be a success.
- **Sinclair Branch:** Business as usual.

COLLECTIONS AND CIRCULATION: Branch Managers and the Acquisitions Manager met on March 12 to discuss Board Books cataloging standards.

GRANTS: We received the reimbursement amount for the FY 23-24 CCSD#1 materials grant.

FRIENDS OF THE LIBRARY AND FOUNDATION REPORTS: Reviewed as submitted by Executive Director Maria Wenzel.

FINANCIAL REPORT FOR FEBRUARY FY23-24: Reviewed Payroll Summary, Budget vs. Actual, Receipts and Expenditures, Assets, Liabilities, and Fund Balance, and General Ledger; Motion to accept said financial reports as submitted and to be filed for audit (Miller/Nation) passed.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- Ms. Wenzel discussed her work on the proposed FY 24-25 Budget to be submitted to the County Commissioners on April 19, 2024.
- Ms Wenzel has obtained one bid from a contractor to install a new sign at the Little Snake River Branch; additional bids will be obtained.
- Ms. Wenzel summarized upcoming efforts to draft a Customer Service policy to be included in the Employee Handbook, the review of the Branch Manager position description, and the Board of Directors bylaws.

- Ms. Wenzel discussed concerns with our public accounting firm relating to the accuracy and timing of work provided and a recently discovered matter concerning taxes due with the Internal Revenue Service; Ms. Wenzel and Board Chair Ms. Myers agreed to contact the firm to discuss these issues.

EXECUTIVE SESSION: None.

COMMENTS FROM THE FLOOR: None.

ADJOURN: Meeting adjourned at 1:30 pm.

NEXT SCHEDULED MEETING : April 17, 2024, Sinclair Branch Library

KJM/kjm. **Approved April 17, 2024 (Miller/Wilson)**