

CARBON COUNTY LIBRARY BOARD
MINUTES
April 19, 2023 Sinclair Town Hall

CALL TO ORDER: 11:08 am by Vice Chair Karon Wilson

ROLL CALL: Present: Patti Hays, Adelaide Myers, Karon Wilson & Leigh Nation. Absent: Linda Fleming
Staff: Maria Wenzel

AGENDA: Motion to accept agenda with addition to New Business (Hays/Nation) passed

CUSTOMER COMMENTS AND CORRESPONDENCE: Positive notes from the Rawlins Branch comment book.

APPROVAL OF MINUTES: Approval of the March 2023 regular meeting minutes with the correction in spelling of Medicine Bow (Myers/Nation) passed.

APPROVAL OF EXPENDITURES: Motion to approve the expenditures for March 2023 in the amount of \$19,794.19 in total (Nation/Hays) passed.

DIRECTOR'S REPORT:

- National Library Week will be celebrated April 23-29 with different programs planned around the county.
- The Blood Pressure Cuff program will coordinate with the CC Extension Service for education on high blood pressure
- Staff will meet May 5 so branches will be closed
- Annual report was presented to the Board of Commissioners on April 11
- Becka Evans of Baggs celebrated 1 year with the Library system on April 5
- The Rawlins branch continued with the recurring programming. The Career Fair staff was to attend was cancelled due to weather. Weather closed the branch on April 4th. A very rare book about Kilcrohane was requested by a NYC resident. After research the staff found this is the only book of its kind in circulation in the US. The book is now in a different collection and the NYC resident was very happy with the service she received from the staff.
- Elk Mountain is busy with reoccurring programs and slipping in a Movie Day occasionally.
- Encampment scheduling dominos, Legos, crafts and story time. A new craft club has been added and is really being enjoyed by the community.
- Hanna has business as usual. Recurring programs like Story time and crafts with movie days and adult crafting occasionally are added.
- LSRRV branch was closed in March and April due to staffing.
- Medicine Box enjoys recurring programs with Movie Days and Adult crafting added.
- Saratoga, Wit Knitters, Book Club, Story Time, and Craft kits recurring. Project Reach and FOL programs are added occasionally.
- Sinclair has been closed due to plumbing problems. The town of Sinclair is currently working on the solution.
- Staff computers are being installed around the county.
- Budget proposal is due to county by April 27th with Commissioners hearings June 7th at 12:30pm

FOUNDATION REPORT- Foundation will be meeting scheduled for 4/25

FRIENDS OF THE LIBRARY –

- **Saratoga** scheduled for 4/27. Little Library Funding is available through the Foundation. Web site updates are shared through the Branch Librarian to the Director for posting.
- **Baggs** has no report.

FINANCIALS: Reviewed payroll, budget vs. actual, receipts and expenditures and general ledger.

- **Motion to accept the financials as reviewed and file for audit (Nation/Hays) passed.**

UNFINISHED BUSINESS:

- The Town of Hanna Utilities MOU was the topic of the Commissioners meeting on March 21st. Mayor Ostling was present to clarify the utility billing received for the building occupied by the CC Library Systems Hanna Branch Library. The Mayor was looking for some clarification on who was responsible for the payment and to see if there could be some checking on the heating system and temperature of the building soon as the cost of heating during January and February doubled. The Commissioners and the Mayer came to an agreement on possibly splitting the cost of utilities for the building.

NEW BUSINESS:

- A Review of the Jons Family Trust fund donation. A packet was prepared for each board member to keep in their board book for records. The receipt of the donation by the library was dated September of 2022. The documentation has been signed and notarized. The money will be placed in the Wyo-Star account.
- Monthly average expenditures /reserves were reviewed. **Motion to move \$25,000 from BOC checking into the Wyo-Star Account (Hays/Nation) passed.**
- Discussion of the FY23-24 proposed budget draft included the \$58,400 capital budget for the improvements to county buildings housing libraries. The proposals/improvements will become a part of the County Building and Grounds, but improvements need to come from the Director and the Board. **Motion to adopt the proposed budget FY 23-24 as presented (Myers/Nation) passed.**
- May 12th there will be an open house celebrating the Reopening of the County building now house the courts/justice system. There is a possibility of a visit from Author Judge Gregory Phillips whose pen name is James Chandler. Board member Myers stated if this was the case there could easily be a book signing event within the Open House. 1pm in the Circuit Court area of the building. Plans will be relayed when the date becomes closer.

MOTION TO MOVE INTO EXECUTIVE SESSION AS PER WY Statute 16-4-405(ix & ii) at 12:34 pm (Hays/Nation) passed

MOTION TO MOVE OUT OF EXECUTIVE SESSION, APPROE THE MINUTES OF ESECUTIVE SESSION AS WRITTEN WITH NO ACTION TAKEN at 12:40pm. (Hays/Myers) passed.

COMMENTS FROM THE FLOOR

ADJOURN: 12:41 pm

NEXT MEETING: May 17th, Saratoga Branch Library

PH /ph

Adopted May 17th, 2023 (Nation/Wilson)

