

Carbon County Library Board of Directors  
Meeting Minutes

November 13, 2023, Zoom meeting/Saratoga Branch Library

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

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

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

**PUBLIC COMMENT:** Public comment for the Inter-Library Loan Policy was opened at 11:12am by Chair Myers. Being no comments heard or on record the public comment was closed at 11:13am

**CUSTOMER COMMENTS AND CORRESPONDENCE:** Comments from the Rawlins Branch were full of compliments for the staff and the facility. A comment from a young patron from the Snapshot Day program reflected how important it was to be able to loan books and not have to purchase them.

**CONSENT AGENDA:**

**MEETING MINUTES: Motion to approve the October 18, 2023 meeting minutes (Miller/Wilson) passed**

**APPROVAL OF EXPENDITURES: Motion to approve outstanding expenditures including bills to be paid and credit card expenditures in the amount of \$19,440.01. (Hays/Wilson)passed.**

**EXECUTIVE DIRECTOR'S REPORT:**

- **Work anniversaries:** Stefani Flauding celebrates 4 years with the CCLS.
- **Around the County:** Staff will meet via Zoom on November 16<sup>th</sup> to discuss the Winter Reading Program. Jessica Mustard has been selected as the new Program manager. Annual Downtown Trick-or-Treat saw the Library with the support of the Library Foundation handing out over 1000 stickers.
- **Rawlins Branch:** Business as usual with recurring programs. New Sit and Stitch program is starting a new project. Movie day, 10/16 was a success. New Library assistant is being advertised for hire. Signage at the Carbon Building is up and the Library is now visible as an occupant.
- **Elk Mountain Branch:** Business as usual. The annual Hunted library was super. Kids look forward to this every year. Pumpkin bank painting was a hit.

- **Encampment Branch:** Business as usual with recurring programs. The Friends group with staff has installed a new Little Free Library in Harmony Park.
- **Hanna Branch:** Business as usual with recurring programs. Substitute Marie has stepped up and helped tremendously to keep this library open. Staff training sessions and in person sessions have taken place. She has invited the school to begin school days at the library.
- **Little Snake River Valley Branch:** Business as usual. The book discussion group is again meeting at the library.
- **Medicine Bow Branch:** Business as usual. Special handprint leaf program with bingo time and craft and chat featuring pom pom spiders.
- **Saratoga Branch:** Business as usual. The building has been busy with the Friends meetings and sponsored programs, 6<sup>th</sup> graded class visits on Thursdays and the Halloween walk.
- **Sinclair Branch:** Meeting room is beginning to see use again. Relabeling project of the books continues and the furniture is finally in place. Staffing issues closed the library on October 31<sup>st</sup>.
- **Facilities and Technology:** Library Foundation financed DVD drives for the Rawlins, Saratoga and Baggs Libraries. Drinking fountains in Hanna & Medicine Bow were repaired.
- **Collections and Circulations:** An account with Midwest Tape, a different supplier that also collaborates with the State Library and consortium, in response to Ingrams difficulties to supply DVDs. Shipping is slower but all is working.

**LIBRARY FOUNDATION:** Meeting on November 14<sup>th</sup>. Planning a shredding date for November in Rawlins. The Foundation has begun a Sponsorship program.

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

- Saratoga Friends meeting 11/02 celebrated the new kitchen project completion. Director Wenzel presented a thank you letter from the CCLS for their work. Next meeting January 4<sup>th</sup>, 2024.
- LSRV Friends meeting on November 11. Passed an updated version of the Bylaws in compliance with the CCSL Friends Policy resolving any concerns and holes in their bylaws. Collaboration with the Foundation in the future for the purchase of new furniture for the Branch Library in Baggs.
- Director Wenzel has reached out to the Encampment Friends group to coordinate efforts for new furniture at that branch.

**AROUND WYOMING/CLOSURES:** Jamie Markus, State Librarian has resigned after 18 years in that position. Abby Beaver will be the interim. The Carbon County system will be closed November 23 and 24 for Thanksgiving Holiday. Director Maria will be out November 20<sup>th</sup> to the 24<sup>th</sup>.

**FINANCIAL REPORT FOR JULY FY23-24:** Review of financial report as submitted by the firm of Hofmann & Ramsey, CPAs by the board. Budget is on track. Discussion on CPA firm by group ended with the agreement to stay with the present firm. **Motion to accept the financials as presented and reviewed and place them on file for Audit (Hays/Wilson) Passed**

**UNFINISHED BUSINESS:**

- **Bank Signees – Motion to remove Linda Fleming from the Signature card at the Bank of Commerce, retain those that are remaining on the card and add to the card Adelaide Myers (Myers/Miller) passed.**

**NEW BUSINESS:**

- **Investment policy – it was agreed the board needed more time to review the policy before posting for public comment. Motion to table the Investment Policy revision until the December meeting (Myers/Miller) passed.**
- **Purchasing and Procurement Policy – This policy has been revised and the board has reviewed. Motion to place the Purchasing and Procurement Policy out for public comment for 45 days (Hays/Wilson) passed.**
- **Inter Library Loan Policy – This policy has been up for public comment with no comments made. Motion to adopt the Inter Library Loan Policy as revised and place in the CCLS policy manual. (Hays/Wilson) passed.**

**EXECUTIVE SESSION:** Motion to move into Executive Session passed a 12:24 pm (Myers/Miller) passed.

**Motion to move out of and review the minutes of the Executive Session at the December meeting passed at 12:36 pm. (Wilson/Myers) passed.**

**Motion to grant the requested medical leave of absence without pay for Saratoga Librarian Pat Redmond (Myers/Wilson) passed.**

**COMMENTS FROM THE BOARD:** Chair Myers made the board aware of the upcoming appointment of a County Commissioner to fill the recent vacancy. She suggested we do some studying of the candidates that have been announced by the Commissioners as there may be a candidate that has some concerns about the present workings of the libraries in the county and may be a challenge to business as usual.

**ADJOURN:** meeting adjourned 12:45 pm.

**NEXT MEETING:** December 20, 2023, Rawlins Branch Library

PH/ph.

**Approved 12/20/2023 (Nation/Miller)**