

**CARBON COUNTY LIBRARY BOARD**  
**MINUTES**  
May 17th, 2023 Saratoga Branch Library

**CALL TO ORDER:** 11:12 am by Chair Linda Fleming

**ROLL CALL:** Present: Linda Fleming, Patti Hays, Adelaide Myers, Karon Wilson & Leigh Nation.

Staff: Maria Wenzel

**AGENDA: Motion to accept agenda (Wilson/Myers) passed**

**CUSTOMER COMMENTS AND CORRESPONDENCE:** Interesting note from a Rawlins patron on not having enough books. Staff seems to get a lot of positive comments from the Rawlins patrons.

**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 April 2023 in the amount of \$20,664.96 in total (Nation/Wilson) passed.** The Saratoga branch has a Notary on staff now for the community. The board asked Director Wenzel to investigate have access to the checking account. The Director currently only gets information on our checking from the accounting firm.

**DIRECTOR'S REPORT:**

- All staff meeting was held on 5/5 at the Rawlins Branch Library.
- Carbon Building street sign will be located at the southwest corner of the building and will include the library on the listing. Efforts are being made to coordinate the wording of the sign with Director Wenzel. The Blood Pressure Education program has been put on hold until another source can be found to partner with. The cuffs will still be available for check out.
- Ms. Lori Blair will celebrate a one-year anniversary. Ms. Amelia Gilbert will celebrate 4 years with the library. Ms. Liz Greenwood's last day will be May 16<sup>th</sup>.
- Rawlins' library saw business as usual with clubs, groups, and movie goers. Participation in the Care Fair event in April, "May the 4<sup>th</sup>" programs in the makers space and a movie marathon, and a Kindergarten visit on May 11 with 120 students were all a part of the fun. Partnership with Wyo Parks and the Latino outdoor group on a Semilitas event on April 24<sup>th</sup>. Attended the WYO-Reads program for first grade students throughout the county.
- Elk Mountain is busy with reoccurring programs with a movie day. Craft club is forming.
- Encampment scheduling dominos, Legos, crafts, and story time. Craft club gaining momentum.
- Hanna has business as usual. Recurring programs like Story time with a craft, & movie day. Adult crafting dates are added occasionally.
- LSRRV branch is trying hard to catch up after several closures.
- Medicine Box enjoys recurring programs with Movie Days and Adult crafting added. Story time with a craft enjoyed by the youth. Elementary school visit with story time and a craft for Mother's Day.
- Saratoga programs for knitters, Book Club, Story Time, and Craft kits are recurring. Seeds are still available from the Friends seed library.
- Sinclair has opened again after extensive repair to the sewer line. Ms. McCulloch back on staff for only a short time retiring May 25<sup>th</sup>. Library temporary staff will be filling until hiring can be finalized.

- Staff computers continue to be installed throughout the county. Security of the patron computers still has complications.
- Budget hearing on June 7<sup>th</sup> at 12:30pm. Lea Nation will be attending with Director Wenzel. Board member Myers noted, hopefully, the board review of the Director can be reflected in salary.
- All Branches will be closed May 29<sup>th</sup>, Monday, for the Memorial Day holiday.

**FOUNDATION REPORT-** Foundation provided a super nacho snack for the Library Staff meeting on 5/5. Shredding fund raiser will be held June 3<sup>rd</sup> in the Jeffrey center parking lot.

**FRIENDS OF THE LIBRARY –**

- **Saratoga** has been working towards a sunflower seed growing challenge. Book sale was in April.
- **Baggs** early May meeting included a book signing and luncheon.

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

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

**UNFINISHED BUSINESS:**

- The Town of Hanna Utilities MOU is being reviewed by the Carbon County Attorney's office and will be further handled by the Carbon County Commissioners and the City of Hanna. Ms. Wenzel will keep the board informed but the

**NEW BUSINESS:**

- **Circulation Policy:** revisions were reviewed by the Board. **Motion to accept the revisions and post them for public comment (Hays/Wilson) passed.**
- **Personnel Manual Review:** Chapter 5, Section 1c and 1e have been updated to reflect the payment of an employee for Holidays worked. This update/review also reflects the payment of payment to an employee for regular hours scheduled if closed for a Holiday. **Motion to accept the changes to the Personnel Manual Chapter 5, Section 1c and 1e (Wilson/Nation) passed.**

**EXECUTIVE SESSION:** None

**COMMENTS FROM THE FLOOR:** Letter from the Library Board composed by the Director to the Town of Saratoga was read to the group for approval. This was a letter of thanks for the repairs done on the sewer line into the building housing the Sinclair Branch Library making it possible to open the library. Presentation of this letter will be Thursday, May 18<sup>th</sup> at the Council Meeting. Leigh Nation will make sure the letter reaches the council.

**ADJOURN:** 12:15 pm

**NEXT MEETING:** June 21<sup>st</sup>, Medicine Bow Branch Library

PH /ph Approved June 21<sup>st</sup>, 2023 (Nation/Myers)