



Carbon County Library System – Minutes of the Meeting of the BOARD OF DIRECTORS

June 15th, 2022 11:00AM

Location: Medicine Bow Branch

AGENDA

1. **Call to Order / Roll Call: Linda called meeting to order at 11:07.**
Roll call: Linda, Mandy, Karon, Leigh; and Maria presenting, Jo: our Med Bow Librarian Branch Mgr
2. **Approval of Agenda, Additions / Corrections**
Leigh motioned to accept the agenda as presented; Karon 2nded with all approving motion.
3. **Customer Comments and Correspondence: Maria presented 1 written position comment of “very helpful”, and Linda reported that Becka of LSRV had received a verbal positive comment from a patron.**
4. **Consent Agenda**
 - a. **Meeting Minutes**
 - i. April 20th Regular Meeting Minutes: Leigh moved to accept the April minutes; Karon 2nded with all approving.
 - ii. & May 18th Regular Meeting Minutes: Mandy moved to approve the May minutes; Karon 2nded with all approving.
 - b. Approval of expenditures for May 2022: Maria reviewed for all board members: Leigh moved to approve the expenditures; Mandy 2nded with all approving.
5. **Reports**
 - a. **Library Director: listed below for 2nd review of May activities:**
 - **Makerspace** – Up and running. Programs scheduled, patrons reserving machines.
 - **Around the county** Summer Reading Program Started 06/01 and so far we have had a great response from our patrons.
 - **Rawlins** –
 - Laser cut your own earrings adult program in the Makerspace went great
 - Collaborating with the Seniors Citizens Center offering a Tai Chi program, Movie Days and Sewing class in the Makerspace
 - ED, PM and AM attended the WYLD annual conference in Casper 06/02 & 06/03
 - ED attended the Western WY Directors Summit 06/10
 - **Elk Mountain** – Great SRP kickoff party turn out. Decorate your own library bags program
 - **Encampment** – Started Lego club and Dawna enjoyed it very much! Book club always great.
 - **Hanna** – Business as usual.
 - **LSRV** – 2graders library card sign up day, Lego club is starting to pick up. There was an incident on 04/29 where a patron tripped on the cracked sidewalk and fell to the ground. Both Becka and I spoke with the patron. I referred her to our County Clerk, she was given a claim for medical bills and the Maintenance crew is looking into repairing the sidewalk. Note: patron broke her glasses in the fall; did not take ambulance ride offered.
 - **Medicine Bow** – Tie Dye & terrarium programs ; also good numbers for SRP.
 - **Saratoga** – Craft kits to go and Movie night

*Supporting Documentation Included

- **Sinclair** – Spring wreaths program and lots of crafts!
- **Facilities and Technology** - No news.
- **Collections and Circulation** - Business as usual.
- **COVID** - No news. All libraries continue with in-person programs.
- **Friends, Foundation** - Shred Day scheduled for 06/18. Meeting postponed till July
- **Around Wyoming** - No news
- **Grant Funding** - No news
- b. **Library Foundation:** Meeting postponed until July: see director's report.
- c. **Friends of the Library:** LSRV: Linda said changes are being made to the book trailer in LSRV: no shelves, will use baskets to house books, will be painted in the Fall by School students. She indicated worry about how to fasten the trailer doors open to prevent ant kids from becoming stuck in the trailer. Discussion followed with ideas. She will keep working on a solution. More kid's books are needed: Jo said she will save the kids books from Hanna and offer them to LSRV for that book trailer.
- d. **Financial Report for May FY22***
 - i. Payroll Summary
 - ii. Budget Vs. Actual
 - iii. Receipts and Expenditures
 - iv. Assets, Liabilities, and Fund Balance
 - v. General Ledger

Maria reviewed all the financial reports with the Board Members: noting that the County payments have continued to be prompt. Karon moved to accept the financials as presented; Mandy 2nded with all approving for financials be filed for audit.

6. Action Items

a. Unfinished Business

- i. Circulation Policy approval : Maria reviewed the Circulation Policy; and Mandy moved to approve the policy as presented; Karon 2nded with all approving.
- ii. Maria will be gone from work on Monday, June 18.
- iii. LSRV: she is working with Becka to change the library open hours from 1-7pm to 12pm to 6pm as Becka feels that change would benefit the patrons who like to come in earlier.
- iv. Maria noted that the receipts for the newspaper ads had increased as she is recruiting for a new branch manager (Sandy left approximately 2 weeks ago), and for the 2 new part time library desk clerks, who have been hired.

b. New Business

- i. Paid Holidays for FY 22-23 approval : Leigh suggested that we add the Federal Holiday of Juneteenth to the list of paid holidays for FY 22-23; to be celebrated on Mondays. Karon moved to approve the suggestion; Leigh 2nded with all approving.
- ii. Board of Directors meetings calendar approval : Maria reviewed the listing of the Board of Directors Meeting Calendar for FY 22-23: same as previous years: no changes.
- iii. Strategic Plan Review: Maria reviewed all parts of the Strategic Plan: with different colors and percentages indicating the progress or the need for progress in our goals. It was a very comprehensive review; and Maria was commended for all her work. She did say that a Library Director from the Director's Meeting she attended in Pinedale on June 10 wants to borrow her example of tracking and organization!

7. **Executive Session:** If necessary : not necessary.

8. **Comments from the floor:** none

9. **Next Scheduled Meeting is July 20th, Hanna Branch Library, WY**

*Supporting Documentation Included

10. Adjourn at 12:31pm.

Library Board Advance Planning Calendar

Strategic Plan Review	September, December, March, and June
Library Director Review	Annually
Library Financials Detailed review	October, January, April, and May
CCLS Statistics	January and July

Approved June 2022