

CARBON COUNTY LIBRARY BOARD
MINUTES
August 19, 2020 Rawlins Branch Library

CALL TO ORDER: 11:02 am by Chair Linda Fleming

ROLL CALL: All attending by phone or ZOOM. Linda Fleming, Patti Hays, Steven Dinero, Mandy Goodwin & Alex Bakken Staff: Jake Mickelsen

AGENDA: Motion to approve the agenda (Bakken\ Goodwin) passed

MINUTES: May 20th (Dinero/Bakken) passed July 15th (Goodwin\Bakken) passed

APPROVAL OF EXPENDITURES: Motion to approve the expenditures for August 2020 in the amount of \$14,515.60. (Bakken/Goodwin) passed Expenditures included special presenter at the LSRV Branch and book purchases.

DIRECTOR'S REPORT: Mr. Mickelsen has noted a 60% usage of the library retuning from the spring and early summer closures of libraries in the county. August 1st there was a small incident that closed the Rawlins Branch for an afternoon. Outdoor programs have been successful throughout the county. The Summer Reading Program has been extended. The digital programming has become very successful reaching far beyond our county lines. Although programming in person has not resumed there is some limited programming in the plans. RB is another digital option for readers now. Grant funds are being vouchered out from the Recreation Board. Applications from the Board will give the library program and books funding for 2021. The Wyoming State conference will be virtual. Windows 10 is in all the computers. Medicine Bow building maintenance is needed. Hanna has their parking lot back. Baggs numbers are down probably due to the lack of programs within the building.

FOUNDATION REPORT: Meeting held to determine Annual Fund raising event. Pumpkin Run will remain in place being virtual this year.

FRIENDS REPORT LSRV< report by Linda Fleming continues with the Hemingway Book Club.

FINANCIALS: Payroll summary and Budget vx. Actual were assessed. The County payment is already reflected in the totals. The advertising line item will be adjusted as the recorded amount is not correct
Motion to accept the financials reviewed and file for audit (Bakken/ Dinero) passed

CUSTOMER COMMENTS AND/OR CORRESPONDENCE: Director Mickelsen noted a Saratoga patron was very pleased with the safety of the library. Online programming receives very positive comments via Facebook.

UNFINISHED BUSINESS:

- **STRATEGIC PLAN:** The group tabled the plan. Moving forward the plan will address the anticipated goal results.
- Carbon Building Renovation progressing with major occupant moves within the building. Public Health and the Attorney's office relocated. September begins major building work. Furniture is now being discussed.
- Patron Confidentiality Policy – not updated and still under review by legal

- Board conflict of interest policy revisions – no update and still under legal review
- FY21 Budget – The bottom line was reduced by \$30,000 when finalized by the Commissioners. The Director assured the board that was easily workable
- Director asked to move forward with the application for the SLIB Coronavirus Relief Grant.
Motion to authorize submission of the application for the SLIB Coronavirus Relief Grant. (Bakken/Goodwin) passed

NEW BUSINESS

- Annual report will be presented at the next scheduled Commissioners meeting. The meeting is to be held in Saratoga possibly on the 25th. Director Mickelson asked for board support. The time and location of the meeting have not been made clear. The director will email the event notice to the board.
- Federal Payroll Tax Holiday was addressed. This would allow the library to waive payment of federal payroll taxes until December 2020. The consensus of the board was to continue to pay on the regular basis as it would be easier than to defer the payments until December. No gain could be found.
- Pay for substitute librarians is currently \$9.50 per hour. The Director would like to start salary to be set at \$11.15 an hour. The application pool may become larger with the salary offered competitive. **Motion to hire substitute librarians at \$11.15 per hour. (Goodwin/Bakken) passed**

ADJORN: 11:47 AM adjournment with the next meeting September 16th at the Saratoga branch library.

PH/ph