

**CARBON COUNTY LIBRARY BOARD**  
**MINUTES**  
**September 16, 2020 Saratoga Branch Library**

**CALL TO ORDER:** 3:04 pm by Chair Linda Fleming

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

**AGENDA: Motion to approve the agenda (Hays/Goodwin) passed**

**MINUTES: August 2020 (Goodwin/Bakken) passed with corrections**

**APPROVAL OF EXPENDITURES: Motion to approve the expenditures for August, 2020 in the amount of \$14,135.29 (Bakken/Goodwin) passed** Expenditures included all accounts for phone service, internet services, accounting services, travel fuel, with the addition of the lost book replacement for the Niobrara County Library.

**DIRECTOR'S REPORT:** Mr. Mickelsen has noted the Rawlins and Saratoga branches are almost back to normal or regular hours. Hanna and Saratoga have meeting rooms that remain restricted or closed. Summer reading program was completed for 2020 with around 200 patrons completing the program successfully. The library will be working with the local 4-H on the Mars STEM programming. A September hike on the CDT is planned on "National Lands Day." In person programming is progressing forward. The library system will continue to explore the Wyoming Overdrive Consortium. The subscription will be Library Foundation funded. This is an E reader app. New periodical subscriptions have been purchased. RBDigital is now moved to the CloudLibrary for eBooks. The Libraries in Carbon County were awarded an incentive grant of \$1000 from the LOR Foundation. This grant pushes those in the community to engage in the census. The City of Rawlins partnered in this promotion. The annual Carbon County Library Foundation ask will be the \$50K for materials and the \$10K for programming for 2021. Director Mickelsen will be assuming the president's position for the coming year with the WLA. Congratulations. Branch manager for Rawlins is Maria Wenzel. Facilities update included the restoration around the Hanna library which is complete and better than before, the Med Bow Library exterior painting by the volunteers in the area, and the parking lot lights at the Bags library which remain nonfunctioning. Rawlins book club will resume.

**FOUNDATION REPORT:** Meeting held on the 15<sup>th</sup> of September to plan the annual fund raising Pumpkin Run. This will be a virtual event during October. Bags with swag will be available for participants at the different Library locations.

**FRIENDS REPORT** LSRV has seen some interest in the free little library funding offered by the Foundation. Joint Powers Board at the Community Center is interested. The trailer that the library has purchased for a "traveling library" is now in Rawlins to be painted. There will be an October meeting and the book club is still meeting. Encampment has not met. Saratoga met at the beginning of the month to toss around several fund raising ideas.

**FINANCIALS:** Payroll summary was not available. The bottom line for the expenditures was incorrect and will be brought to the board corrected in October in the Budget vs. Actual report. **Motion to accept the**

**financials reviewed, excluding the Budget vs. Actual and Payroll summary, and file for audit (Goodwin/Bakken) passed**

**UNFINISHED BUSINESS:**

- STRATEGIC PLAN: review of the summary included goals with anticipated results. The Board agreed the plan was realistic and can easily be used as a guideline for success. This will be presented to staff by the Director at the fall staff meeting. The plan will be released for publication using different avenues to include social media and web sites available to the library.
- Carbon Building Renovation has now included furniture grading to replace or reuse existing. The level for the library has been emptied with demolition beginning. This will be a two year project. A grant for the maker space has come available with the Director applying asap.
- Patron Confidentiality Policy - not updated and still under review by legal
- Board conflict of interest policy revisions – no update and still under legal review

**NEW BUSINESS**

- The Director will have the CCLS closed on October 9<sup>th</sup> for a staff meeting with all area staff in Rawlins. **Motion to approve library closure across the county for October 9<sup>th</sup> staff meeting. (Goodwin/Bakken) passed**
- American Rural Small Library conference will be a virtual event this year. Director Mickelsen is having all employees enroll. \$65 is the cost for this conference.

**ADJORN:** 4:46 PM adjournment with the next meeting October 21 at the Medicine Bow branch library.

PH/ph (Bakken/Goodwin) adopted October 21, 2020