

CARBON COUNTY LIBRARY BOARD  
MINUTES  
September 15, 2021 LSRV Branch Library

**CALL TO ORDER:** 11:05 am by Chair Linda Fleming.

**ROLL CALL:** Linda Fleming, Patti Hays, Leigh Nation, & Mandy Goodwin. Staff: Jake Mickelsen

**AGENDA: (Goodwin, Nation) passed with the removal of the election of officers as they were done at the last meeting.**

**MINUTES: June 16<sup>th</sup> meeting (Nation/Goodwin) passed  
August 18 meeting correcting spelling of Ms. Nation's first name (Goodwin/Nation) passed**

**APPROVAL OF EXPENDITURES: Motion to approve the expenditures for September 2021 in the amount of \$18,827.03 (Goodwin/Hays) passed** Debit card was corrected to be issued correctly. The Sweet Pickle and Walmart charges are new because of the debit card issue. These were foundation purchases. Expenditures included normal operating expenses with nothing out of the normal budgeted expenses.

**DIRECTOR'S REPORT:** Mr. Mickelsen reported monthly. Parking remains inconvenient for the staff. The County Clerk was reminded to move forward with an all-inclusive meeting room policy so the library can move forward. Makerspace Policy being developed using Natrona County as an example. Masks strongly advised is the current COVID policy. A paid Holiday "Indigenous People's Day" will be included as it was in 2020 for county wide staff. Hanna needs a new printer. Disk cleaner sent away for repairs and had not returned. Water leakage in the Main Branch library caused a shutdown/clean up for that facility. 206 titles were added to the collections in August. Processing orders for supplies which will include DVD cases again. A report to the foundation will be given which will include the FY 22 ask as well as the reports on the FY 20/21 spending.

**FOUNDATION REPORT:** Foundation met at the annual Old Baldy restaurant thanks to Ms. Glode. The meeting covered the final plans for the Pumpkin Run to be held at the Rochelle Ranch Golf Course on September 25<sup>th</sup>. Foundation members have gotten sponsorship donations for this event. Pumpkins will be available. There is a 2K and an 5K with 3D printed trophies for the winners. The meeting included the report from the Director on the spending in 2020/2021 with the \$56,944.53 spent. This left some \$17,060.47 to roll into 2021 which has a total of \$74,005 available. The FT 22 budget ask was for \$81,700 to include additional pieces of equipment for the Makers Space and furniture. The Budget was awarded.

**FRIENDS REPORT** Saratoga Friends report given by Mandy Goodwin included the Festival of Trees during the holiday celebration in Saratoga they will be a part of and the Kelly Grant that the group uses for capital projects, special guest speakers and materials. LSRV Friends group has checked in on the trailer and finds it almost ready to roll. They are also continuing their book discussion group. Medicine Bow is forming their group. Encampment has not met.

**FINANCIALS:** Reviewed payroll, budget vs. actual, receipts and expenditures and general ledger and finding no changes/questions a **Motion to accept the financials reviewed and file for audit (Goodwin/Nation) passed**

**CUSTOMER COMMENTS AND CORRESPONDANCE:** none

**UNFINISHED BUSINESS:**

- **Carbon Building Renovation-** still some things are getting worked out. The parking lot to the north of the building is getting a makeover now. The library is open with the only way to get to any place in the building right through the front door of the Library.
- **Meeting Room Policy** – remains an issue to be addressed by the County Clerk as development for a County wide policy will lead the way to the policy for the library. Stuck in construction.

**NEW BUSINESS**

- Makers space policy development will be developed using the Natrona County policy as a model.
- COVID 19 precautions – moving forward with programing still limited. Doors of libraries county wide hold the face mask ask.
- Indigenous People’s Day being October 15 was overlooked in the planning of paid holidays for staff. This has traditionally been Columbus Day. It was included as Columbus Day on the 2021 Calendar. **Motion of include October 15, Indigenous People’s Day, in the staff paid holiday calendar for the 2022 year. (Hays/Goodwin) passed**
- Health Insurance – October 1 is final day for coverage for the library employees. The board agreed to authorize the Director to explore options for health coverage.
- September 24<sup>th</sup> – partial closure of the libraries in the county was requested by Director Mickelson for a staff meeting.

**EXECUTIVE SESSION:** No executive session was called. **Motion to accept the minutes of the August 18<sup>th</sup> executive session as presented (Hays/Nation) passed**

**COMMENTS FROM THE FLOOR**

Board Secretary complimented Director Jake for his great leadership in moving forward with the building design and renovation, the library move, the opening of the Library to the public along with his Chairmanship of the Wyoming Library Association. He has moved the CC libraries forward with success and with his serving on the state board has given Rawlins some great PR. Thanks also for bringing the Library Directors to Rawlins. Jake has worked successfully through the COVID. Thank you!

12:50pm Next meeting October 20, 2021, 11am Elk Mountain, WY

PH/ph Approved 10/20/2021 (Nation/Goodwin)