

CARBON COUNTY LIBRARY BOARD
MINUTES
October 21, 2020 Medicine Bow Branch Library

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

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

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

MINUTES: September 2020 (Bakken/Goodwin) passed with corrections Dinero abstaining

APPROVAL OF EXPENDITURES: Motion to approve the expenditures for September, 2020 in the amount of \$14,767.72 (Bakken/Goodwin) passed Expenditures included all accounts for phone service, internet services, accounting services, travel fuel, with the addition of author Hugh Grinnell and the services used to winterize a branch sprinkler system. Subscription renewals for newspapers were included in the APG of the Rockies payment.

DIRECTOR'S REPORT: Mr. Mickelsen has noted has the libraries open to regular hours. Saratoga will close mid-day for sanitizing for ½ hour as recommended by the board. Medicine Bow does a story hour for the school age children during the day with the library closed to other patrons. Meeting rooms are scheduled for one meeting per day. Saratoga Branch meeting room will need some rearranging before they can open it up. The Winter Reading Challenge traditionally begins around the end of December. Continental Divide Trail hike was a success with fall foliage at the best. Programming is progressing with small groups in person. The librarians are successfully reading at the schools and preschools. Story time via Facebook is very successful out of the Rawlins branch. The Overdrive subscription service being sought will need some funding help so research will continue. There was a system transfer between the cloud library and the RB Digital service led to some subscriptions being dropped. The winners for the promotion funded via LOR Foundation were announced. The Library Foundation funding will be used for branch furniture replacement. Grants to the CCSD #1 and #2 have been submitted and vouchers for previous grants will be submitted late October. In WSLA news the Director has taken his place as President for the next 12 months. Zoom retreat and regional gathering will happen late October. Facilities report with winterizing in locations, LSRV parking lot lights becoming a big problem, and the Rawlins branch fidgeting with public computers to make more available and an acceptable distance between them. The annual audit of County books is taking place. Director has met with assigned CPA on procedures and materials needed.

FOUNDATION REPORT: Last meeting, the Director was unable to attend. Pumpkin Run is virtual. Participants can sign up at the library and have the entire month of October to participate.

FRIENDS REPORT LSRV met to begin rejuvenation of membership and activity. No other Friends groups have met.

FINANCIALS: Payroll summary was not correct. The correction is to be made in the Saratoga branch numbers. Note in the Budget vs. Actual report a very large amount of the Tech Services line is spent. This line item sees this type of expenditure twice a year. **Motion to accept the financials reviewed, excluding the Budget vs. Actual and Payroll summary, and file for audit (Bakken/ Goodwin) passed**

CUSTOMER COMMENTS AND/OR CORRESPONDENCE: Director contacted by a market research student doing work for his masters.

UNFINISHED BUSINESS:

- **STRATEGIC PLAN:** compilation complete the strategic plan is ready for publication. The plan was brought to staff for review with no comments. The Board was pleased with final report and asked that sources be sited within the document. The summary will reflect the number of locations. COVID needs to be reflected in the contents. Director has plans to visit with Commissioner Moore, Board Liaison, to educate and inform. The Director will place the plan on the web site for public viewing. The Board will vote on the plan in the November meeting. Board has copy of complete plan.
- Carbon Building Renovation sees the Library move to the Garden Level within 12 months. Sorting and purging is currently the large project with piles of documents ready to be shredded.

NEW BUSINESS

- Funds traditionally low. WSL funds available. **Motion to move \$30,000 from the WSL funds to the General Funds for the Libraries with the funds returning to the WLA funds when County Funds are deposited. (Goodwin/Dinero) passed**
- The present accounting firm of Hofmann and Ramsey was accepted via vote in 2016 @ \$600 per month as reported after research by the Director. After discussion and deliberation the board will wait to hear from Alex Bakken and Jake Mickelsen after a visit to open discussion on deadlines and the timing of document release. The Board will again address the issue in November.

EXECUTIVE SESSION: Motion to move into Executive Session for personal matters at 12:09 pm (Bakken/Hays) passed Motion to move out of Executive Session with no action taken at 12:10pm (Bakken/Hays) passed

ADJORN: 12:13 PM adjournment with the next meeting November 18th at the Rawlins branch library.

PH/ph