

CARBON COUNTY LIBRARY BOARD
MINUTES
October 20, 2021 Rawlins Branch

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

ROLL CALL: Linda Fleming, & Mandy Goodwin via zoom, Patti Hays & Leigh Nation on site. Staff: Jake Mickelsen.

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

APPROVAL OF MINUTES: September 15th meeting (Goodwin/Nation) passed with corrections to spelling of Ms. Goodwin's name and the addition of "The Budget was awarded." to the Foundation Report.

APPROVAL OF EXPENDITURES: Motion to approve the expenditures for October 2021 in the amount of \$17,560.06 (Hays/Nation) passed Expenses for operations included phone, leasing of machines, accounting, and retirement. Current accountant fee higher than usual due to the audit information provided by them.

DIRECTOR'S REPORT: Mr. Mickelsen reported the Rawlins branch is seeing some shortage of staff due to health issues. Elk Mountain shows circulation is slightly up. Encampment is still not holding in-person programming. Hanna has dumpster issues. Sharing with the schools worked out for years because of the amount of trash not generated by the library. The dumpster has a lock on it. Director hoping to get a key and continue the sharing. LSRV has ongoing virtual story times. Med Bow is cleaning out storage area. Saratoga is placing additional shelving and refreshing the reading area. Sinclair has resolved the issue of minors in the library.

New printer purchased for Hanna was returned and a replacement will be made. USPS lost the disc cleaner, and a claim has been filed. The Friends of the Library group in Saratoga has had several projects approved by the County Building and Grounds Dept. The water fountain will be replaced. The kitchenette area is still being assessed. September saw 299 titles added to the library collection. There is still some difficulty in getting supplies and materials. The director will be attending the CCSD#1 Recreation Board grant hearing asking for a grant for program materials. COVID precautions continue with staff meetings online and programming back to cancellations. WLA conference attended on 10/7-8, electing a new President-elect, Jeff Collins. Library Directors retreat will be in Rawlins November 3-5.

FOUNDATION REPORT: Foundation awarded CCLS \$81,700 in endowment funding for the 2021-2022 fiscal year. The commissioner's luncheon planned for 10/19 was cancelled due to the weather but the employees of the Carbon Building enjoyed the food.

FRIENDS REPORT Saratoga Friends has not met. LSRV continue with book club in October but nothing for November and December.

FINANCIALS: Reviewed payroll, budget vs. actual, receipts and expenditures and general ledger. It was noted the mill levy is now deposited monthly directly. Foundation funding deposited into the 12100 assets account. Finding no changes/questions a **Motion to accept the financials as reviewed and file for audit (Goodwin/Nation) passed**

CUSTOMER COMMENTS AND CORRESPONDANCE: none

UNFINISHED BUSINESS:

- **Carbon Building Renovation-** Parking lot is open. Interior wayfinding signs are installed. Lobby flooring and elevator not quite in. Interruptions include electrical outages, noise, and internet interruptions. There is still construction at the entrance. Landscaping is going in.
- **Meeting Room Policy** – the new meeting rooms are being used. New policy has not been addressed by the Commissioners. Rooms remain under old policy until policy is changed.
- **COVID PRECAUTIONS** – Large gatherings have been preempted temporarily. Reassess the need in November.
- **Health Insurance** – employees currently enrolled in United Health. Wyoming Educator’s Benefit Trust will take hold in November. This insurance requires all covered to have a life insurance policy. Budget can handle the cost. Enrollment encouraged by board.
- **Makerspace Policy Development** – moving forward developing the Makerspace in the library. Casper policy is being used as a template for Rawlins.

NEW BUSINESS

- **Collection and Development requests** – the current policy is lacking, and an update is needed. An effective citizen’s request for reconsideration of library materials is needed. Update of the policy may include an update to the censorship statement in the current policy. This will be emailed during November to be reviewed prior to the November 17th board meeting. Legal will also review the policy before final draft and consideration is made.
- **Annual meeting closure** – dates for the annual staff meeting are to be October 29th. **Motion to close all the CC libraries for annual staff meeting on October 29th. (Nation/Goodwin) passed.**
- **FY21** – the audit of the finances for the 2021 year is now underway. The company doing the financial audit is hired by the County. State Library funding source needed more explanation.
- **LSRV Hours** – **Motion to have the Little Snake River Library open Tuesday, 4-7pm, Wednesday, 9-5pm, Thursday 9-3pm and Friday 8-11am with November 2nd the first day for the new hours. (Goodwin/Nation) passed.**

COMMENTS FROM THE FLOOR: none

12:08pm Next meeting November 17, 2021, 11am Rawlins Branch with Zoom option

PH/ph ***adopted 11/17/2021 (Goodwin/Nation)***