

CARBON COUNTY LIBRARY BOARD
MINUTES
October 19, 2022 Elk Mountain Branch

CALL TO ORDER: 11:07 am by Chair Linda Fleming.

ROLL CALL: Linda Fleming, Patti Hays, Karon Wilson & Leigh Nation Staff: Maria Wenzel

AGENDA: (Nation/Wilson) passed

CUSTOMER COMMENTS AND CORRESPONDENCE: Positive comments about programs and services were presented by Director Wenzel. These comments have come from the comment book at the Rawlins Branch.

APPROVAL OF MINUTES: Approval of the September 2022 regular meeting minutes (Wilson/Nation) passed

APPROVAL OF EXPENDITURES: Motion to approve the expenditures for September 2022 in the amount of \$18,777.79 (Nation/Wilson) passed

DIRECTOR'S REPORT:

- Around 100 patrons came into the libraries for new cards during the new card push. The last week in October the "patron purge" will begin.
- The CCL System is working closely with the state library to create a notice of bill to be sent out to patrons after 60 days overdue. The State Library recognizes that after 60 days the item is lost and plans to replace the item progress forward. Plans for a "New Year, New You" campaign to clear all delinquent accounts are being made. Fall Staff meeting in November.
- Rawlins moved the Juvenile Non Fiction collection into a more comfortable space. A new branch manager, Missi White, was hired. Libraries, along with County, were part of the annual audit in early October. Auditors' expectations were met. Fall Wreath program and Decorate your Trick or Treat Bag craft event were held.
- Elk Mountain participated in a fundraiser for the Library called the "Pumpkin Patch" Branch Librarian, Jessica volunteered time in decorating the hallways, baking for the auction, cooking for the dinner, and hosting lots of kid's activities. She also hosts a Scary house at the library.
- **Encampment** had a good turn out for the book group. "When We Left Cuba" was the book this month. This group meets monthly
- Hanna held fall crafts featuring a spider web sun catcher and pin cone spiders.
- LSRV held Kindergarten Days with good attendance. Book Discussion and movie day were also on the monthly calendar.
 - The concern for the LBGTO+ books in the library continued to be a discussion for the patron. This patron will be reaching out to Senator Hicks in the future. Attendance at a board meeting was also mentioned by this patron.
- Medicine Bow had some great craft projects for the kids with spider web suncatchers and the pine cone spiders.
- Saratoga programming includes yoga, knitters' group, story time, and Lego club. The library is being used as a meeting place by a support group as well.
 - The kitchen project proposed by the Friends group will be revisited with the new County maintenance Superintendent.
- Sinclair hosted crafts for kids & teens featuring magnets, free paint, and fall leaves

- Facilities and technology have completed the installation of the new computers donated by the Library Foundation all around the county. New copier for the Hanna branch. The Medicine Bow Branch building has been rekeyed.

FOUNDATION REPORT- Foundation will be meeting 10/20 with reports on the Pumpkin Run.

FRIENDS OF THE LIBRARY – LSRV holding monthly book discussions. The book trailer is still under construction. A Fall Festival will be held this month.

FINANCIALS: Reviewed payroll, budget vs. actual, receipts and expenditures and general ledger. County deposits have been prompt. **Motion to accept the financials as reviewed and file for audit (Wilson/Nation) passed**

UNFINISHED BUSINESS:

- Insurance research – Health Insurance for the full time staff has again begun to surface with no solutions in the works. The question of insurance has been a concern for other libraries in the state. Director Wenzel will continue her pursuit.
- Director Wenzel presented the board with a proposal to pay employees for the Thanksgiving, Christmas, and Veteran’s Day mandatory closures. With funding available the employees could be paid regular pay for the closed time. In the past staff was not paid for this “lost day.” **Motion to pay Branch Managers for the Thanksgiving, Christmas, and Veteran’s Day Holidays at their regular wage. (Hays/Wilson) passed**

NEW BUSINESS

- Bill of Rights policy revision included clause VII. “All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people’s privacy, safeguarding all library use data, including personally identifiable information. “ **Motion to accept the revision of the Bill of Rights policy for the Carbon County Libraries (Nation/Wilson) passed.** This completed document is on file and available online.
- Freedom to Read policy was reviewed and found that no changes were needed. **Motion to make no changes to the current policy after board review. (Nation/Wilson) passed.** This document is on file and available online.
- The Code of Ethics of the American Library Association was updated as the ALA updated. The format was updated to coordinate with the format of the policies of the Carbon County Library. **Motion to accept the updated format and accept the ALA Code of Ethics as updated as a part of the CCL policies (Nation/Wilson) passed.** This document is on file and available online.
- The Intellectual Freedom and Request for Reconsideration Policy was reviewed by the board. Clarification of the diverse materials and the procedure for addressing concerns, and a Reconsideration Process for materials challenged were added to the policy to update. In addition, an appeal process is now outlined using a Request for Reconsideration of Library Materials form. **Motion to accept the updated format which includes the clarification of diverse materials and add the Reconsideration Process plus the Appeal process adopting the Request for Reconsideration of Library Materials form. (Wilson/Nation)** This document is on file and available online.
- Public Comment protocols new to the Policies for the CC Libraries was introduced. Director Wenzel has been working with the Wyoming Public Library incorporating the Wyoming Open Meeting laws to develop the protocols. The Protocols address the public comment time set aside during the CCLS Board meetings explaining the use of that time and the limitations to this time. Discussion by the board helped define the responsibility of the speaker at the meetings.

The library staff will be able to address patrons more effectively with this tool. **Motion to adopt the Public Comment Protocols as a working document for the CCLS. (Nation/Wilson)** This document is on file and available online.

- **These Updates to policies have been encouraged by the Wyoming Public Library as a goal for local library.**

ADJOURN: 12:34 pm

Next meeting November 16, 2022 Rawlins Branch 11am

PH/ph ***Approved November 16, 2022 (Nation/Wilson)***