

CARBON COUNTY LIBRARY SYSTEM

BOARD OF DIRECTORS – MINUTES

November 18th, 2020 Rawlins Library

CALL TO ORDER: 2:04PM by Chair Linda Fleming

ROLL CALL: Linda Fleming, Alex Bakken, Steven Dinero via Zoom. Mandy Goodwin joined at 2:08.
Excused: Patti Hays. Staff: Jacob Mickelsen

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

MINUTES: October 2020 (Dinero/Bakken) passed with corrections

APPROVAL OF EXPENDITURES: Motion to approve the expenditures for October 2020 in the amount of \$18,867.89 (Bakken/Goodwin) passed. Expenditures included all accounts for telecom services, travel fuel, accounting services, and materials processing supplies for technical services.

DIRECTOR'S REPORT: Mr. Mickelsen reports that all locations are open regularly scheduled hours, and all meeting rooms are open except Saratoga, to which a creative solution is being sought. Winter Reading Challenge will be held beginning the week of 12/20, with the theme "Passport to Everywhere". All in person and outreach programming on hiatus. Virtual story-times continue. Statistics show a 39% decrease in unreturned items over the same period last year, which is a success for having gone "fine free". New periodical subscriptions are being delivered and are available to patrons. \$50,000 in CCLF funding to be sent to WSL account. School District Rec Board Grants have been submitted for payment. Director is working with the CCLF to apply for a makerspace grant from Sinclair Refining Company. Director attended the directors' retreat, much productive discussion. Annual conference was a financial success. Director will participate in new mentorship program. Facility winterizing complete, lighting issue in LSRV seeing progress. Rawlins having issues with lighting at East entrance and will close at 5:00PM until it is resolved (public safety issue). All requested documents sent to Jones Simkins for annual County Audit

FOUNDATION REPORT: Meeting held 11/12 to review Pumpkin Run and work on annual report / brochure. Pumpkin Run had three participants.

FRIENDS REPORT: Saratoga Friends are working on fundraising opportunities. LSRV will hold a "friendraiser" after the holidays.

FINANCIALS: Financials available Friday preceding meeting, with the caveat that the board may want to wait until the Monday preceding the December meeting as it is an earlier than usual date. **Motion to accept the financials reviewed and file for audit (Goodwin/Bakken) passed**

UNFINISHED BUSINESS:

- **STRATEGIC PLAN:** After final review with Commissioner Liaison Moore, the Strategic Plan is complete. Relevant statistics page will be updated after 2020 Census results are available. **Motion to adopt the 2021 – 2024 Strategic Plan (Goodwin/Bakken) passed**

- Carbon Building Renovation: Demolition well under way, contractors have been considerate and helpful.
- Accounting Services: Director discussed timelines and expectations with Kasandra Ramsey of Hofmann and Ramsey.

NEW BUSINESS:

- Vehicle Purchase: Reviewed proposed bid requirements. **Motion to put out to bid for a new library vehicle (Goodwin/Bakken) passed**
- COVID-19 Restrictions: Director presented a proposed policy on when to restrict what services, discussion was held. **Motion to adopt the director's proposed policy as guidelines (Goodwin/Bakken) passed 3-0, Dinero abstaining**
- Designate Depository Bank: **Motion to designate Bank of Commerce of Rawlins, Wyoming as the Library's Depository for 2021 (Bakken/Goodwin) passed**

ADJORN: 3:02PM adjournment with the next meeting December 16th at 11:00AM at the Rawlins Library.

Respectfully submitted, Jacob Mickelsen