

CARBON COUNTY LIBRARY BOARD  
MINUTES  
November 17, 2021 Rawlins Branch

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

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

**AGENDA: (Goodwin, Nation) passed with the addition of "Employee leave of absence to New Business.**

**APPROVAL OF MINUTES: October 20th meeting (Goodwin/Nation) passed with corrections**

**APPROVAL OF EXPENDITURES: Motion to approve the expenditures for November 2021 in the amount of \$18,398.34 (Nation/Goodwin) passed** Expenses for operations included phone, leasing of machines, accounting, and retirement. The reimbursement to the library foundation for the fees collected for the Pumpkin Run using the Libraries Square Account were listed. Janitorial fees for the Sinclair building were also listed.

**EXECUTIVE SESSION: Motion to move into executive session at 11:26am for matters of personnel (Goodwin/Nation) passed**

**Motion to move out of executive session at 11:48am and accept the minutes of the executive session (Goodwin/Nation) passed**

**DIRECTOR'S REPORT:** Mr. Mickelsen reported staff met and covered several of the issues the state was addressing with the State President elect and the issue of select books being targeted for removal from the libraries in Wyoming. Winter reading program is being prepared for release in December. Take home kits for crafts and fun will again be distributed. There are some stem learning kits available also to take. The collection for the County continues to be attended to. The library will work with the Wyoming Virtual Library Consortium to spend CCLS ARPA funds on the purchase of E-content. A recent complaint focused on the book on the shelf in Saratoga called "Story of Harvey Milk and the Rainbow Flag". This was addressed by the director. Saratoga shelving project is complete. Hanna and Medicine Bow will receive shelving also in the near future. Elk Mountain reported a successful Haunted House program. Encampment continues with the "in person" programming. Hanna book sale raided some Friends money. Online story time at the LSRV library branch. Medicine Bow is reworking the children's section. Sinclair and Rawlins are struggling with staff and absences to fill the open hours. Library Directors retreat was held with Rawlins hosting. 20 directors were in attendance. (Rawlins Library Director, Jake Mickelson, was the organizer for this great retreat) Grant funding was applied for through the Wyoming Humanities for operating support. \$5K is available which will be used to enhance library open hours and services in general.

**FOUNDATION REPORT:** Foundation will meet on Wednesday the 18<sup>th</sup> this month.

**FRIENDS REPORT** Saratoga Friends meet on Wednesday the 18<sup>th</sup> with plans to approve the RFP for the kitchenette remodel project and address the festival of trees event also. LSRV Friends group is reorganizing their nonprofit status.

**FINANCIALS:** Reviewed payroll, budget vs. actual, receipts and expenditures and general ledger. Our budget appears on track with the annual expenditures. With no questions or further discussion.

**Motion to accept the financials as reviewed and file for audit (Goodwin/Nation) passed**

**CUSTOMER COMMENTS AND CORRESPONDANCE:** none

**UNFINISHED BUSINESS:**

- **Carbon Building Renovation-** elevator is up and running. Lobby is almost complete. More moving into and around the upper floors of the building in December.
- **Meeting Room Policy** – policy is being addressed on a county level. The policy will not be isolated to library meeting room but all county buildings and the meeting rooms available. The County Clerk is moving this policy forward.
- **COVID PRECAUTIONS** – programming is being done via Facebook live. Some very small gatherings at the branches are happening.
- **Makerspace Policy Development** – Some staff will travel to Casper to investigate and learn from their developed space. The Library Foundation has generously financed this space in the Rawlins Branch.
- **Collection Development and Request policy** – The Collection Development and Maintenance Policy was presented to the board. Review and discussion clarified the objective and the need for the policy. **Motion to accept the Collection Development and Maintenance Policy as presented (Nation/Goodwin) passed.** The newly adopted policy covers censorship, selection of materials, formats of materials, and material donations to mention a few topics. The Director will develop a request form for additions to the collection or removal of an item from the collection.

**NEW BUSINESS**

- Employee Leave of Absence - Motion **to approve unpaid leave for Savannah Cherry beginning November 19<sup>th</sup> and extending to December 28<sup>th</sup>. (Goodwin/Nation) passed**

**COMMENTS FROM THE FLOOR:**

**ADJOURN:** 12:34 am

12:08pm Next meeting December 15th, 2021, 11am Rawlins Branch with Zoom option

PH/ph **adopted 12/15/2021 (Goodwin/Nation)**