

CARBON COUNTY LIBRARY BOARD
MINUTES
November 16, 2022 Rawlins Branch

CALL TO ORDER: 11:03 am by Chair Linda Fleming.

ROLL CALL: Linda Fleming, Patti Hays, Adelaide Myers, Karon Wilson & Leigh Nation

Staff: Maria Wenzel

AGENDA: amended to include election of a Vice Chair under New Business (Wilson/Nation) passed

CUSTOMER COMMENTS AND CORRESPONDENCE: Counter correspondence from the Rawlins branch remains positive. Facebook comments have been encouraging. Correspondence from the Bank of Commerce regarding the request to be the 2023 depository bank for the CC Library Systems.

Letter from Bank of Commerce was presented to the Board by Leigh Nation. The letter addressed the request by the bank to be the designated depositor for the CCLS for the 2023 year. **Motion to accept the Bank of Commerce as the designated depositor for CCLS for 2023 (Hays/Nation) passed.** Ms Nation will send a reply to the Bank from the board.

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

APPROVAL OF EXPENDITURES: Motion to approve the expenditures for October 2022 in the amount of \$17,993.82 in total (Hays/Nation) passed

DIRECTOR'S REPORT:

- Patrons are currently receiving notice when books are due via email. A difference has been noticed by staff. A report is being generated that may help in replacement of items that have not been returned after notice.
- Wyo to Business Grant has purchased a Pod Cast generating station. One for the Rawlins branch and one for the Baggs branch. This was added to the Makers Place.
- Movie license renewal will be taken care of via funding through the Library Foundation. This will keep the Movie Day around the county going another year.
- Available now on the web site is the new catalog from the State library.
- Rawlins branch had many different craft projects for both adults and youth. Annual Book sale in December. Story time has again begun to both travel and remain a weekly event in the library. Downtown Trick-or-Treat the library was well received, and the staff had a great time. Tech 101 program has begun with Kyle being available to help Library patrons with tech questions. Tuesdays in Rawlins with plans to share him with the entire County.
- Elk Mountain branch hosts kids crafting time on Thursdays with a story.
- Encampment sees programs well attended. Volunteers working on the flower beds and friends group planning a free little library with Foundation Funding.
- Hanna has some fun Halloween programs and still host the 2nd grade classes every week. New hours for the branch will be Mon. 11-5, Wed. 12-4, Friday 12-5.
- LSRV Baggs received a Circuit funded by the Foundation for their Makerspace. Movie days & craft time continue. The Friends group struggling with policy internally but maintaining a good working relationship with the Library Staff. Still a concern. Funding from the Jons family generous donation received and deposited to be used as requested, for the Baggs branch only.

- Board discussion on the policies of the Friends of the Library group and the political platform the President of the group has taken as a representative of the group. The board will monitor the situation stressing the Policies of the CCLS are to be maintained by the group. A statement may have to be made by the Board soon reiterating the lack of the endorsement of the personal political stance taken by the current President. The Board will take no action at this time.
- Medicine Bow involves schools in programming creating crafting and story time.
- Saratoga has programs from crafting to Yoga. The facility hosts a meeting for a new group, Sisters of Sobriety and Emotional Support.
- Sinclair programming includes kids and adults . The Sinclair Community Group meets there also.
- New projector for Elk Mountain and Med Bow and the facility at Med Bow was rekeyed.
- Staff updates and closures included: Thanksgiving closure 11/24 and 11/25, staff meeting 11/17 via zoom and the director vacation plans for November.

FOUNDATION REPORT- Foundation will be meeting 11/17

FRIENDS OF THE LIBRARY – Saratoga meeting on 10/27 addressed the kitchen and the plans moving forward for the remodel. It was discussed there may be a need for a Board member to be a liaison to the FOL groups.

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 (Hays/Nation) passed**

UNFINISHED BUSINESS:

- Insurance research – Director Wenzel is having difficulty finding health insurance within a workable cost. She will continue the search.

NEW BUSINESS

- Nomination for Vice Chairman were opened. Karon Wilson was nominated by Leigh Nation, no other nominations were made. **Ms. Wilson was elected as the Vice Chair.**
- Library Card Policy was reviewed and discussed. Updates were made to include the reference to the Governing Policies and the Circulation Policy when using the card. A two month probationary period before checking out the maximum number of items for resident card holders was included. A limit of 75 items to institutional card holders was included. **Motion to accept the Library Card Policy as proposed (Myers/Wilson) passed**
- Children’s Safety Policy review included monitoring of the selection of materials will not be done by staff and the use of Parent/legal guardian in place of parent. **Motion to accept the Children’s Safety Policy as proposed (Wilson/Nation) passed.**
- Friends of the Library Policy revision was tabled until the December 21st, 2022
- Patron Privacy and Confidentiality of Library Records Policy revision was tabled until the December 21st, 2022 meeting
- Public Records Request Policy proposal was tabled until the December 21st, 2022 meeting.
- Friends of the Library Groups bylaws review was tabled until the December 21st, 2022 meeting.
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ADJOURN: 12:34 pm

Next meeting December 21, 2022 11 am at the Rawlins Branch Library.

PH & KW/ph **Approved December 21, 2022 (Nation/Hays)**