

CARBON COUNTY LIBRARY BOARD
MINUTES
December 16th, 2020 Rawlins Branch Library

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

ROLL CALL: attending via phone or ZOOM. Linda Fleming, Patti Hays, Mandy Goodwin. Excused: Alex Bakken. Staff: Jake Mickelsen Visitors: Jamie Winters, Gwen Bartlett, and Commissioner Espy.

AGENDA: Motion to move unfinished business: i. Carbon Building Renovation, Future Shelving to the front of the agenda. Approve the agenda with changes (Goodwin/ Hays) passed

UNFINISHED BUSINESS: Carbon Building Renovation addressing future shelving issues have become apparent. The shelving current to the collection and present space has too many components to be used in the planned space. Proposal by Jamie Winters, contract liaison for the project, is to put current collection in a smaller portion of the present shelving or to reinforce the flooring and place larger condensed shelving on rollers in the area to consolidate the isles. Board discussion concluded with the present shelving to be used. Library Director Jake Mickelsen led the discussion with the current project of gleaning and consolidating the current collection to make it fit. In the discussion was the fact that most patrons of the library like the shelf to shelf strolling atmosphere as opposed to the option of moving the shelving to accommodate browsing. **The board was in agreement that the current shelving would be the route the Library should go.** In the discussion the children's section and the teen section shelving was touched on with the Director suggesting new shelving for the new areas may need to be considered.

SPECIAL ELECTION: Vice Chair vacated by the resignation of Steven Dinero. **Motion: Nomination of Mandy Goodwin to the office of Vice Chari for the Carbon County Library Board. (Hays/Fleming) passed.**

MINUTES: November 18th regular meeting (Goodwin/Fleming) passed Hays abstained

APPROVAL OF EXPENDITURES: Motion to approve the expenditures for December, 2020 in the amount of \$17,811.07 (Hays/Goodwin) passed Expenditures included all accounts for phone service, internet services, accounting services, travel fuel, and advertising.

DIRECTOR'S REPORT: Mr. Mickelsen reported the continuing challenge of COVID precautions and libraries. Branches are open working with story times on closing due to the social restrictions during the pandemic. December 20th begins the winter reading challenge, Passport to Everywhere. This will run for 6 weeks. International snack baskets and books will be distributed as prizes. Story time from the Rawlins group is virtual and growing in size. The library uses a technical service to recommend new materials for the collections that focus on diverse authors. Laramie County Library Systems offers a "Library to Business Stations" grant the Director will be seeking. This will be used to help small business owners in their technical work providing not only a space but lap top computer, video projector and screen. \$3,000 is max amount awarded for this project. The makers space/ art space funding may be an ask from the Sinclair Refinery of Wyoming. This will be around \$5,000. Wyoming State Library Association conference for 2021 will be online most likely. County audit requesting documentation. Construction continues with contractors considerate and helpful.

FOUNDATION REPORT: December meeting was held with the annual fund raiser envelope stuffing.

FRIENDS REPORT LSRV group is beginning to reform hopefully with the book discussion group that continues to meet. Saratoga Friends sponsored two trees and baskets for the local chamber Festival of Trees.

FINANCIALS: Payroll summary, budget vs. actual, receipts and expenditures and assets, liabilities and fund balance with the general ledger were addressed. The Tech Services manager position includes the maintaining of the collection, research requests for documents and materials, catalogue and insert into software collection for patron use, budget, and will work closely with other staff at all locations. Other information shared was the income from the county is setting now at around 40%. **Motion to accept the financials reviewed and file for audit (Goodwin/Fleming) passed**

NEW BUSINESS

- **Overdrive Consortium, as a potential eBook service.** Overdrive is a vendor. The contract will be around \$3000 which includes \$1000 fee for membership and \$2000 for materials. **Motion to contract with Overdrive for the eBook service at \$3000. (Hays/Goodwin) passed.** A review and update will be on the March Agenda.

ADJORN:

12:14 PM adjournment with the next meeting January 20 at the Rawlins Branch or via phone/zoom.

PH/ph