

CARBON COUNTY LIBRARY BOARD
MINUTES
December 15th, 2021 Rawlins Branch

CALL TO ORDER: 11:03 am by Chair Linda Fleming. Chair Fleming welcomed the newest member of the board Karon Wilson.

ROLL CALL: Linda Fleming, Mandy Goodwin, Patti Hay, Karon Wilson via zoom. Leigh Nation on site.
Staff: Jake Mickelsen.

AGENDA: (Goodwin, Nation) passed

APPROVAL OF MINUTES: November 17th meeting (Goodwin/Nation) passed with corrections

APPROVAL OF EXPENDITURES: Motion to approve the expenditures for December 2021 in the amount of \$,978.43 (Nation/Goodwin) passed Discussion included the possible listing of the expenditure listed in the statement of Receipts and expenditures-cash basis that are purchased via debit card or are reoccurring via debit card. Those payments will be included in the future. Listed for payment were phone, payroll, telecommunications, fuel.

DIRECTOR'S REPORT:

- Around the county: Rawlins has resumed in person story time. There are activities kits available for take home. Library 2 Business station officially open. Elk Mountain has the Lego club back in action. Encampment has a historic quilt project in process with summer reading shirts from the past incorporated in the construction. LSRV participated in a craft fair with \$200 earned. Medicine Bow has the shelving project completed. Saratoga finishing some projects. Sinclair is expanding their collection and working to move forward with programs.
- Facilities and technology: Furnace in Medicine Bow was serviced, parking lot light in Baggs out with a replacement/temporary light purchased, and the County IT working on some ADA issues in Rawlins on the doors to the facility.
- Collections: Packets containing policies and forms were distributed to all branches. All libraries have a complete and current set. The annual deposit from the CC Library Foundation, \$35,000 was received by the State Library for materials purchases. Books and materials targeting dyslexic individuals have been found and will soon be placed in CC libraries.
- Around Wyoming: Annual legislative reception scheduled in Cheyenne for February. The Wyoming state library is celebrating 150th birthday on December 16th. They have issued commemorative stickers available at the library.
- Health insurance: There are not many options for insurance for one employee. The insurance issue will be revisited.

FOUNDATION REPORT: December meeting for the foundation, December 17th

FRIENDS REPORT Saratoga Friends approved the RFP for the kitchenette project. The new water fountain was delivered and installation awaiting a plumber. LSRV friends correspondence regarding the trailer completion was shared.

FINANCIALS: Reviewed payroll, budget vs. actual, receipts and expenditures and general ledger. December County deposit was noted. **Motion to accept the financials as reviewed and file for audit (Nation/Goodwin) passed**

UNFINISHED BUSINESS:

- **Carbon Building Renovation-** project complete with a list of small items that need to be addressed being compiled for completion.
- **Meeting Room Policy** – the item will be removed from the agenda. A policy is in place.
- **Makerspace Policy Development** – Staff did research in Casper. Policy will be developed in the near future by Amelia Gilbert and Maria Wenzel.

NEW BUSINESS

- Interim Director
 - Letter of resignation presented by Current Director Mickelsen. **Motion to accept the resignation of Director Mickelsen (Nation/Goodwin) passed**
 - **Motion to go into executive session at 11:15am to discuss matters of personnel (Goodwin/Nation) passed**
 - **Motion to move out of executive session at 12:16 (Goodwin/Nation) passed**
 - **Motion to accept the minutes of the executive session of December 15th, 2021 (Nation/Goodwin) passed**
 - **Motion to assign Maria Wenzel as interim Director for the Carbon County Library Systems. (Hays/Nation) passed**
- Director search –
 - Job postings will be done on web sites with the National Library Assoc, the Wyoming Library Assoc, and the Mountain Plains Library Assoc to name a few. Indeed.com will also be used in the search. Application via email to Chairman Fleming.
 - **Motion to appoint the Interim Director Ms. Weitzel effective January 1, 2022, with a salary of \$52,000 per year (Hays/Nation) passed**
 - **Motion to allow Director Mickelsen to write advertisement for new director to be reviewed prior to posting by the CC Library Board with the salary of \$50,000 to \$55,000 on relevant sites. Application Deadline posted will be January 18, 2022. (Hays/Goodwin) passed**
 - Job description was reviewed by board. **Motion to change minimum requirements of job to read bachelor's degree in library science or related field from an accredited ALA college preferred. (Hays/Nation)**
- Designated depository – **Motion to approve the Bank of Commerce as the CC Library designated depository for the 2022 calendar year. (Goodwin/Nation) passed**
- Strategic Plan Review was not addressed
- Wyoming Humanities Grant for the CC Libraries
 - Award \$45,000 for salaries to increase library hours across the county
 - **Motion authorizing Director Mickelsen to make changes to comply with the Wyoming Humanities Grant increasing open hours with compensation of wages expending the 2022 funding aware this salary compensation and hours changes may not remain when funding is depleted. (Goodwin/Nation) passed**

ADJOURN: 12:52 pm

Next meeting January 19, 2022, 11am Rawlins Branch with Zoom option

PH/ph

Adopted January 2022 (Nation/Goodwin)