

**CARBON COUNTY LIBRARY BOARD**  
**MINUTES**  
December 21, 2022 Rawlins Branch

**CALL TO ORDER:** 11 am by Vice Chair Karon Wilson

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

Staff: Maria Wenzel

**AGENDA: Motion to accept agenda (Hays/Nation) passed**

**CUSTOMER COMMENTS AND CORRESPONDENCE:** Rawlins Branch book comments are positive. An email was clarified concerning the Makers Space hours. The patron was responded to and the conflict with hours was mediated.

**APPROVAL OF MINUTES: Approval of the November 2022 regular meeting minutes (Nation/Hays) passed**

**APPROVAL OF EXPENDITURES: Motion to approve the expenditures for November 2022 in the amount of \$29,948.53 in total (Hays/Nation) passed**

**DIRECTOR'S REPORT:**

- “New Year, New You” promotion to eradicate the outstanding fines and get patrons back into using the library. 90% all fines County Wide.
- Movie Days around the county will get a boost back.
- The new version of the catalog is complete, and the transition was easy. Staff has offered virtual training.
- Services at the Libraries are being promoted with a flyer at several businesses. Patrons will be exposed to a “Did You Know?” campaign to educate on all the great programs and services the library has.
- Rawlins entertained several adult the children’s programs with the use of the Makers Space, along with the kids crafts and adult clubs.
  - Book sale on going
  - RMS Field trip to the library included around 300 kids. The library incorporated stations: Book talks, Library Tour and Art Station. Just another way to collaborate with the schools.
  - Partnership with the Christmas Open House on the 17<sup>th</sup> at the Museum.
  - Staff potluck on 12/16
  - Care Fair planning coordination with other nonprofit organizations has begun for the April event.
- Elk Mountain has provided a Dominoes Day that is well attended. Kids programs showing success. Movie night is working well. Adult and children’s Christmas programs were well attended.
- Encampment planning group parties for specific groups including the Book Club and the Sewing group. A small power outage closed the library on the first of December.
- Hanna is hunting for the Elf on every shelf in the library. Book sale a success. Library days with the school are still begin pursued by Ms. Jo.
- LSRV held craft day with book folding. Movie day and Book club continue successfully. Planning includes the Clay Art program.

- Conversation with Friends of the Library Secretary during her visit to Rawlins was educational and enlightening on the LGBTQ+ displays at the library. Policies were discussed.
- Medicine Bow engaged patrons with craft projects. Book Sale during November.
- Saratoga crafting, story time and Movie Day.
- Sinclair branch was visited. The cleanliness of the facility was addressed. Policy was discussed and resolved.
- Internet problems in Elk Mountain resolved
- Patron purging continues. All branches are involved. The weeding of collections in Hanna and Sinclair are complete.
- Regular hours will resume at several branches. The generosity of the Wyoming Humanities Grant covered staff salaries and enhanced programs for the Carbon County Libraries.
- Branches closed 12/23 and again 12/30 for the holidays. Director plans to attend the WLA Legislative reception on 1/12

**FOUNDATION REPORT-** Foundation will be meeting 1/23

**FRIENDS OF THE LIBRARY – Saratoga** meeting will be on 1/5.

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

**UNFINISHED BUSINESS:**

- Insurance research – Director Wenzel has come to the conclusion with staff that the Marketplace Insurance for the very few employees will be the best. The Budget will reflect an increase in salaries of these employees so they may enroll as individuals into the insurance of their choice. At that point insurance will not be purchased by the Library.
- Holiday pay for employees not scheduled to work was removed from the schedule for the 2023 year.
- **Motion to remove current COVID policies as working policy from all branches of the Carbon County Library Systems. (Hays/Nation) passed** Employees testing positive for COVID will be expected to respond to the illness as any other illness.
- **Motion to accept the Patron Privacy & Confidentiality of Library Records Policy as reviewed and post for public comment (Myers/Nation) passed**
- **Motion to table the Friends of the Library Policy review (Hays/Nation) passed** This policy will be placed on the January meeting agenda.
- **Motion to table the Friends of the Library Group Bylaws (Wilson/Nation)** The review of the Bylaws will be placed on the January agenda.
- **Motion to table the Strategic Plan review (Wilson/Nation)** This item will be placed on the January agenda.

**PUBLIC HEARING**

- Public hearing open for comments on the Public Comment Protocols Policy. With no comments from the floor & posting of the policy for 45 days the board proceeded. **Motion to adopt the Public Comments Protocols Policy (Hays/Nation) passed**

**ADJOURN:** 1:04 pm

Next meeting January 18, 2023 11 am at the Rawlins Branch Library.

PH /ph Adopted January 18, 2023 (Nation/Myers)