

CARBON COUNTY LIBRARY SYSTEM

BOARD OF DIRECTORS – MINUTES

January 20th, 2021 Rawlins Library

CALL TO ORDER: 2:07PM by Chair Linda Fleming

ROLL CALL: Linda Fleming via Zoom, Alex Bakken, Leigh Nation, and Mandy Goodwin in person.

Excused: Patti Hays. Staff: Jacob Mickelsen

AGENDA: Motion to approve the agenda (Bakken/Goodwin) passed

Meet CCLS Staff: Presentation by Amelia Gilbert, Programming Manager

MINUTES: October 2020 (Goodwin/Bakken) passed with corrections

APPROVAL OF EXPENDITURES: Motion to approve the expenditures for December 2020 in the amount of \$23,158.39 (Bakken/Goodwin) passed. Expenditures included all accounts for telecom services, travel fuel, accounting services, back windshield for library vehicle, copier lease, payroll and benefit obligations, and to bring current and close out account with the New York Times.

DIRECTOR'S REPORT: Mr. Mickelsen reports that programming is ongoing, adding new craft videos and "grab-and-go" activity bags. Winter Reading is underway, with all prize materials delivered to branches and managers instructed to run their reading program as they see fit. Rawlins book club is resuming. Technical services reports many back-ordered items have arrived. Rawlins library is an inaugural recipient of a "Library 2 Business Station" grant from the Laramie County Library System, to be installed Spring/Summer 2021. Library directors from around the state continue to collaborate in monthly Zoom meetings. Wyoming Library Association annual conference will be held online, October 7-8 of 2021. Board training program made available by WLA and the WSL, board members encouraged to participate. Library director has been paired with a "protégé" for the new state mentorship program. Hired Jim McConahay for snow removal services at the LSRV Library, he is to plow whenever Baggs receives 4+ inches of snow, the library agrees to pay \$50 per plow, payable at the end of the season. No bids received on new vehicle, deadline extended to 2/16/21. Overdrive eBook service is back on the table as a WSL service, will discuss at a public library directors' meeting on 1/25/2021. Telitha Bergeson resigned her position as Library Assistant II in Saratoga, hire Pat Redmond as her replacement. First on staff case of COVID-19, the employee is back at work now and all policies and procedures seemed to work. Circulation and visitation statistics for calendar year 2020 and 2019 were discussed, the CCLS is slowly climbing from about 50% of pre-COVID usage.

FOUNDATION REPORT: Meeting held 1/14/21. Received \$10,000 donation from Rocky Mountain Power, and participated in a check giveaway ceremony on 1/15/21 (covered by Bigfoot99). Dessert Variety Show for 2021 canceled. Tuition disbursements awarded to Valencia Sherman and Jacob Mickelsen. Final Endowment disbursement request made. CCLF reports \$442,078 given to the CCLF since 2013. Received \$825 donation for the Encampment Library Designated fund.

FRIENDS REPORT: LSRV Friends to receive \$500 donation in memory of Ann Dillon, and book discussion group continues. No meeting in Saratoga or Encampment.

FINANCIALS: Motion to accept the financials reviewed and file for audit (Goodwin/Bakken) passed

Presentation from the Library Director about the library's various accounts and what they are used for, as well as support organizations (CCLF and FOL groups).

UNFINISHED BUSINESS:

- Carbon Building Renovation – Continues to be disruptive but is making swift progress. Concrete work almost finished on the ground floor.

NEW BUSINESS:

- Debit Card – Amelia Gilbert **Motion to issue a CCLS debit card to Amelia Gilbert (Goodwin/Bakken) passed**
- FFCRA Policy: **Motion to extend the CCLS “Families First Coronavirus Response Act” Policy to April 1st, 2021 (Goodwin/Bakken) passed**
- Vanguard Bankruptcy Payment: **Motion to pay \$481.86 to the Carbon County Treasurer (Bakken/Goodwin) passed**

ADJORN: 3:45PM adjournment with the next meeting February 17th, 2021 at 11:00AM at the Rawlins Library.

Respectfully submitted, Jacob Mickelsen