

CARBON COUNTY LIBRARY BOARD  
MINUTES  
January 19, 2022    Rawlins Branch

**CALL TO ORDER:** 11:04 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, & Leigh Nation    Staff: Maria Wenzel Guest: Gene Sikora

**AGENDA: (Nation/Wilson) passed with adjustments**

**COMMENTS FROM THE FLOOR:** Gene Sikora, a library patron, visited with the board with his concern for the library policy on “service/support animals”. The patron felt there was a lack of respect and courtesy for him when he brought his dog into the library. Mr. Sikora was asked by the Director, Maria Wenzel to remove the animal from the building. He felt the treatment was excessive. Mr. Sikora asked the library board to welcome the animal into the library and to direct Ms. Wenzel to apologize for the actions and words of the incident. Library Director Maria Wenzel spoke on the current library policy, the patrons lack of paperwork on the animal in question, and the tone of the conversation they had when addressing the incident. The Board will address the policy on Service animals in the library buildings.

**APPROVAL OF MINUTES: December 15<sup>th</sup>, 2021 meeting (Nation\ Goodwin) passed**

**APPROVAL OF EXPENDITURES: Motion to approve the expenditures for January 2022 in the amount of \$29,466.41 (Goodwin/Nation) passed** Discussion included the use of the credit card to purchase some of the reading program gifts that appeared on this financial report, the service to the vehicle and the travel expenses by board members to the board meeting that will be given to the county to pay.

**DIRECTOR’S REPORT:**

- Ms. Wenzel was able to visit the Casper facility and gather information on the Makerspace which prompted the review of the policy, guidelines and purchasing. Collection and series completion at the branches is ongoing.
- Around the county – **Rawlins** has reinstated in person story time, winter reading program in full swing, displays and collections moving forward. Front doors to the facility are not ADA compliant but is an IT issue for the county. Job opportunities open in Rawlins. Computers were purchased through the Library Foundation \$10,000 donation in memory of Zane Lew. Library Director will be attending the Legislative reception at the State library. **Elk Mountain** has seen increased traffic with the extended hours. Story time constructed Pom Pom shooters. **Encampment** enjoyed Christmas decorations in the outdoor planters thanks to the local garden club. Raffle was held for a quilt constructed by the local quilting group in honor of the 100<sup>th</sup> anniversary of Women’s suffrage in 2020. Raffle winner donated the quilt to the Heritage Museum in Laramie. **Hanna** library is doing preschool outreach programs learning about space. With keys missing the rekeying of the facility is a necessity. **LSRV** struggling with the parking lot lighting. Temporary lighting has been put in place. **Medicine Bow** holding a contest to win a sled. **Saratoga** cleaning DVDs with new cleaner. Extended hours also showing traffic improvements. **Sinclair** hosting no changes.
- **COVID** addressed individually at each location.

**FOUNDATION REPORT**-grant covering costs of computers for the Rawlins branch was given in Memory of Zane Lew by sister-in-law Carol Lew.

**FRIENDS OF THE LIBRARY** – LSRV trailer needs shelving. Librarian Sandy will decide on the interior development.

Saratoga – Ms. Goodwin reported the plumber has installed the new fountain. There is no kitchen change yet.

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

**UNFINISHED BUSINESS:**

- **Makerspace Policy Review** – Staff did research in Casper. Policy will be developed in the near future by Amelia Gilbert and Maria Wenzel. The policy was addressed page by page with changes in these areas
  - **Supervision - Parent or guardian changed to POA**
  - **Food and Beverages – “Food or Beverages are not allowed in the Makerspace”**
  - **Personal Devices Usage – delete Cricut, 3D printer, and Glowforge and replace with “existing equipment”**
  - **Reservations and Group Usage – delete outside from the phrase and eliminate the examples.**

**NEW BUSINESS**

- Wyoming Humanities Grant for the CC Libraries
  - Award \$45,000 for salaries to increase library hours across the county
  - **Motion to place a budget amendment advancing the \$45,000 Wyoming Humanities grant award to the Board of Commissioners of Carbon County. (Nation/Wilson) passed**
- Hiring recommended to make changes is status of employees. Recommendation of a 40hr employee and a 20hr employee to replace 3 20-hour employees now considered part time. The board agreed to the change.

**EXECUTIVE SESSION – Motion to move into executive session at 12:42pm as per WY Statute 16-4-405 (Goodwin/Nation) passed**

**Motion to move out of Executive Session at 1:35pm as per WY Statute 16-4-405 (Wilson/Hays) passed**

**Motion to approve and accept the minutes from the Executive Session of January 19, 2022. (Wilson/Hays) passed**

**No action taken on Executive Session**

**ADJOURN:** 12:42 pm

Next meeting February 16<sup>th</sup>, 2022 11am Rawlins Branch

PH/ph **Approved April 2022 (Nation/Hays)**