

**CARBON COUNTY LIBRARY BOARD**  
**MINUTES**  
January 18, 2023 Rawlins Branch

**CALL TO ORDER:** 11:07 am by Chair Linda Fleming

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

Staff: Maria Wenzel

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

**CUSTOMER COMMENTS AND CORRESPONDENCE:** Big thanks from Rawlins Middle School to the staff at the library for hosting a great event involving all the students. Written comments were positive and complimentary on the staff. Traveler found a great place to be, and staff helped with some fun things for the kids to do.

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

**APPROVAL OF EXPENDITURES: Motion to approve the expenditures for December 2022 in the amount of \$23,528.72 in total (Hays/Nation) passed**

**DIRECTOR'S REPORT:**

- New Year campaign to encourage the payment of fines, collect some of the books that have been missing and get people back to the library began and even with the huge discount (90% off all fines) has been a big success. Old invoices are being cleared.
- Winter Reading Program includes all ages.
- The hours of several libraries have changed. This reduction is due to the funding that was available through a grant. That funding has been used. The Branch Managers have been asked to watch the use during these current hours. Adjustments may still need to be made.
- Rawlins branch has craft club, Lego club, crochet group, & teen group on a regular basis.
- Rawlins Branch has installed the shelf for the Easy Collection and moved the collection into a more visible and accessible area.
- Elk Mountain offers Story time with a craft, Lego club and two movie nights. Hours proposed are Tuesday & Thursday noon to 5pm.
- Encampment branch manager rewarded the community with a small ornament and "reindeer food" during the holiday season. Sewing, beading and yoga are still popular programs.
- Hanna is offering tie-dye totes and a book tree as programs. School visits are coming back.
- LSRV offers story time, Lego club, clay craft, and included a book folding program last month. Hours proposed Tuesday 12-5, Wednesday and Thursday 9-3 and Friday 8-11.
- Medicine Bow Slime making, ornament building, and coloring countdown were featured as kid's programs. Mystery date with a book is new. Proposed new hours: Tuesday 9-2 and Thursday 1-6.
- Saratoga hosted Movie Day, story time, Lego club and the knitters group.
- Sinclair has reevaluated the programs offered with success. A liability waiver for the after-school program was discussed. Continuing discussions on policy vs. waiver will be addressed county wide by the board.
- Facilities and technology had been working to replace staff computers.

- The records for the libraries are slowly being cleaned and cleared. Reports on the old balances will be run at the end of January.
- Approval of a \$30,000 grant from the CCSD#1 Recreation Board with funding released for spending in February was announced.
- Equality Day/Martian Luther King Day will see the libraries in the county closed.
- WLA Legislative reception is the 12<sup>th</sup> with the Director attending. Legislative session will be addressing House Bill 87 addressing obscenity in graphic or cartoon form.

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

**FRIENDS OF THE LIBRARY –**

- **Saratoga** group will be meet on the 5<sup>th</sup> with no attendance from the board,
- LSRV group meets regularly on the 1<sup>st</sup> Wednesday of each month at 10 am. Linda Fleming said she attends regularly. March will be an author visit by Sharon O'Toole

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

**UNFINISHED BUSINESS:**

- Insurance research – Director Wenzel researched the legal aspect of the library offering full time staff Health insurance. Although the library does not legally have to offer the board feels some compensation to the full-time employees should be made so they may choose to have or not to have health insurance. The budget planning for the 2023-24 year may reflect some changes for the compensation.
- Information shared on holiday pay for library Branch Managers that will be closed Monday was proposed for the Hanna Branch. Not a budget change.
- Consideration of the Friends of the Library Policy included a discussion on appointment of a board liaison to each Friends group. Board discussion resulted to the attendance of a board member when schedule allows without formal appointment. **Motion to accept and post for public hearing the Friends of the Library Policy as presented (Hays/Wilson) passed.** The Policy will be posted for 45 days on the Carbon County Library website.
- Friends of the Library bylaws were reviewed. Question on where the funding retained in the Treasury would be released to if the group was dissolved became a point possibly to address in the bylaws. Board was asked to look closer at the bylaws to address them in the coming months.

**NEW BUSINESS:**

- A waiver of liability for programming and events at the libraries mostly for ages 10 and under that by policy are not allowed in the library without an adult are being considered. Proposed waiver was a little long. Board will redirect and focus on a shorter version.
- Strategic plan review presented to the board by Director Wenzel was very positive showing more than 80% of all projects being developed over 80% with many completed. Several of the projects are continuous projects and will never be finished.
- Review of the CCLS statistics presented by Director Wenzel showed circulation and visits up. The extended hours for some facilities saw more visits with around 50,000 visits and 46,000 items checked out county wide.

**PUBLIC HEARING:**

- Public hearing for Public Records Request Policy was opened at 1:06. Hearing no comments the public hearing was closed at 1:07pm.
- **Motion to accept the Public Records Request Policy for the CCLS (Hays/Wilson) passed.**

**COMMENTS FROM THE FLOOR:**

- Board member Nation asked the board to take a look at the dragon in the library that was created by Director Wenzel in celebration of the Chinese New Year.

**ADJOURN:** 1:04 pm

Next meeting February 15th, 2023 11 am at the Rawlins Branch Library.

PH /ph ***Approved February 15, 2023 (Nation/Myers)***