

**CARBON COUNTY LIBRARY BOARD MINUTES**  
February 16, 2022 Rawlins Branch

**CALL TO ORDER:** 11:08 am by Chair Linda Fleming.

**ROLL CALL:** Linda Fleming, Leigh Nation and Mandy Goodwin on site with Karon Wilson via Zoom. Staff: Maria Wenzel

**AGENDA:** (Nation/Goodwin) passed with addition of statistical review under New Business.

**CUSTOMER COMMENTS/CORRESPONDENCE:** Comments printed from the branch Facebook page and a note from Hanna library patron, Connie Mesa, saying how nice it is to have access to the library one extra day per week.

**APPROVAL OF MINUTES:** January 2022 meeting minutes not available.

**APPROVAL OF EXPENDITURES:** Motion to approve the expenditures for February 2022 in the amount of \$22,805.89 (Nation/Wilson) passed.

**DIRECTOR'S REPORT:**

- **Makerspace** – Glowforge purchased and delivered. They are working on purchasing the remaining equipment and tables. After guidelines are approved, they can allow patrons to use what is currently available.
- **Around the county:** Rawlins has to-go craft kits for Valentine's Day and Book End kits. The Winter Reading Program was extended and will end on 2/25. It's been very popular and has received many positive comments from patrons. Maria purchased a Comment Book for the main branch so that patrons can tell them how they're doing. The Foundation will donate all new public computers for each branch, 34 total. Board to send Thank You to CCLF. Kyle will repurpose the old computers. Maria will attend the Legislative reception at the State Library, 2/17/22. Maria is conducting interviews for the A&R Manager position. Stefani has been sitting in on some trainings with the State Library. The Circulation Desk position has been filled. Elk Mountain has a bird feeders program for the littles and Lego Club. Encampment's FOL group has purchased a Smart TV for the meeting room since they have Yoga classes. Hanna's knitting group and story time have had a good turnout. LSRV's movie night had a good turnout (Clifford). Medicine Bow's adult pull string art program was the most popular this last month. Saratoga is working on Olympic bracelet kits. Sinclair is working on a snowflakes program and painting.
- **Facilities and technology:** The LSRV light has been fixed. Carpet was cleaned in the Encampment branch. Hanna still needs to be re-keyed. ADA monitor assist doors in the Carbon Building have been installed. They are working on a card reader for the exterior door. They have received many appreciative comments about the door openers. Baggs' trailer is in Rawlins and still needs shelves.

- **Collections:** Stefani has attended a couple of Zoom trainings for cataloging and an in-person training that they offered at the State Library yesterday.
- **COVID:** To go craft kits for the month of February are available in Rawlins. Branch libraries have been instructed to operate at their own comfort levels as far as programming.
- **Friends/Foundation:** As previously discussed, CCLF will fund the replacement of public computers in all branches.
- **Around Wyoming:** Annual legislative reception scheduled for 2/17/22 in Cheyenne.
- **Grant Funding:** No news

#### **FOUNDATION REPORT:**

**FRIENDS OF THE LIBRARY REPORT:** LSRV has a luncheon planned for next month. They have a younger crew stepping up to lead this year. Saratoga is still pending installation of the new drinking fountain.

**FINANCIALS:** Reviewed payroll, budget vs. actual, receipts and expenditures, assets, liabilities and fund balance and general ledger. Debit card purchases were available for review. Motion to accept the financials as reviewed and file for audit (Goodwin/Nation) passed.

#### **UNFINISHED BUSINESS:**

- **Makerspace Policy Review:** Motion to adopt policy as presented (Nation/Wilson) passed.

#### **NEW BUSINESS:**

- **Code of Conduct Policy Review:** Motion to accept with the following change under unacceptable behavior: “Bringing animals (except certified service animals) into the library without written permission from the director” (Goodwin/Nation) passed. Maria will prepare a form to be used when patrons would like to request access to the library with their animal that has not been designated as a certified service animal. The form will be kept on file at the library.
- **Sinclair Branch Building Assessment Recap:** Amelia Gilbert and Leigh spoke with Patty McCulough (sp) at Sinclair. She almost has an after-school type program set up for the kids. Amelia will help with suggesting programs. Leigh also spoke with maintenance, Roger, and looked inside and outside of the branch. Appears solid and stable and caulking is in good repair. At this point, the building is fine.
- **Review Library Bonds:** There are two bond charges - \$205 and \$175. Currently the county has over \$100K to remit to us, but only after our Treasurer is bonded. Talked about having Leigh bonded.
- **Statistical Review:** Reviewed 2021 visits and 2020 vs 2021 circulation numbers. Some circulation numbers appear to be duplicates. Maria will review. We’re not back to pre-COVID numbers, but we are tracking in the right direction.

**EXECUTIVE SESSION:** Motion to go into executive session at 12:15pm discuss matters of personnel (Goodwin/Nation) passed. Motion to move out of executive session at 1:01pm (Goodwin/Nation) passed. Motion to accept the minutes of the executive session of February 16, 2022 (Nation/Goodwin) passed. Motion to assign Maria Wenzel as Director for the Carbon County Library Systems at a starting salary of \$53K per year (Goodwin/Nation) passed.

**ADJOURN:** 1:13pm Next meeting March 17, 2022, 11am, Rawlins Branch with Zoom option

Respectfully submitted,  
Mandy Goodwin  
CCLB Vice-Chair