

CARBON COUNTY LIBRARY BOARD
MINUTES
February 15, 2023 Rawlins Branch

CALL TO ORDER: 11:04 am by Vice Chair Karon Wilson

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

Staff: Maria Wenzel

AGENDA: Motion to accept agenda with the addition of Strategic Plan under new business. (Nation/Myers) passed

CUSTOMER COMMENTS AND CORRESPONDENCE: Note from Museum with thanks for the event partnership and the super event. Comments from the Rawlins Branch comment book included a great comment from a long time resident, and the online via Facebook comment regarding the Art class at the Rawlins Branch was very positive.

APPROVAL OF MINUTES: Approval of the January 2023 regular meeting minutes (Nation/Myers) passed.

APPROVAL OF EXPENDITURES: Motion to approve the expenditures for January 2023 in the amount of \$39,378.63 in total (Hays/Nation) passed.

DIRECTOR'S REPORT:

- New year/New You promotion was successful, and many stepped forward into the library again after fines were cleared.
- Winter reading program had some super great prizes which inspired many to record their reading and enter the program. Among the prizes was the "raffle" of tickets to a UW game.
- The libraries are partnering with the Wyoming Center on Aging-University of Wyoming to bring blood pressure cuffs into the libraries for check out. This is just the beginning of the partnership.
- Pi Day will be celebrated with activities promoting math and science. And there will be PIE
- Free Tax Services are available throughout the county libraries. Schedule is posted on the Carbon County Library website calendar.
- Natalie Kirby will celebrate on hear as Library Assistant on the 28th of February
- Rawlins Branch finished the book sale with \$793.00. The Valentine Box crafting was a huge success. Other programs included the Cricut intro program. Storytime is partnering with the Rec Center on Friday at 10:30.
- Elk Mountain showing success with the reoccurring programs but added a Diamond Art Program and Abstract Art program this month. Shelving adjustments have been made opening space in the Elk Mountain library.
- Encampment programs include a book club and rock painting.
- Hanna was visited by director assessing some of the needs. Shelving from Elk Mountain fits better. Programming included a snowman outline and hand penguin. The Mayor of Hanna called concerned about the gas bill for the building. A proposed solution will be addressed.
- LSRV offers slay crafting program and continues to offer the Story time and Lego Club with success. Proposed hours are Tuesday 12-5, Wed. & Thurs. 9-3 and Friday 8-11.
- Medicine Bow Slime making a success and continuing. Mystery date with a book is working well. Proposed new hours: Tuesday 9-2 and Thursday 1-6.

- Saratoga hosted Movie Day, story time, Lego club and the knitter's group for adults.
- Sinclair programs included snowflakes and valentines.
- Facilities and technology replacing staff computers. The building maintenance for the county will be installing a new thermostat in the Hanna building as it is county owned.
- The Grant for \$30,000 in library materials was released by the CCSD#1 Recreation Board.
- Wyoming Humanities grant was completed with around \$15,000 remaining. After consulting with the grant administrator, the money can stay in the system and be used for library materials.
- Legislative recap finds the censorship bill lying unattended.
- Library branches will be closed on Monday the 20th.

FOUNDATION REPORT- Foundation will be meeting 2/28

FRIENDS OF THE LIBRARY –

- **Saratoga** scheduled for 3/2

FINANCIALS: Reviewed payroll, budget vs. actual, receipts and expenditures and general ledger. Contingency budget will be spent out in the next few months on the staff computers. **Motion to accept the financials as reviewed and file for audit (Hays/Nation) passed**

UNFINISHED BUSINESS:

- Carbon County Library Systems Policy Acknowledgement Form was revised then reviewed by the board. Board recommends this form be used with the deaccession of the Director. It was noted the Sinclair library branch, with the afterschool attendance in the facility, will actively use this form to address the youth in the facility. It was strongly advised to give this form to all applying for library cards for youth under age.

NEW BUSINESS:

- Collection and Development Policy was reviewed. **Motion to accept and move to public comment for 45 days. (Hays/Nation) passed.**
- Town of Hanna proposed MOU/Contract for the payment of the gas bill for the building the Hanna Branch Library occupies was brought to the board. This MOU/Contract is the result of the heating bill being very high. After much discussion the board found the county owned the building and maintained the building. The library occupied the building. This is a Carbon County/Town of Hanna issue. **Motion to forward the proposed MOU/Contract and correspondence from the Town of Hanna in its entirety to the County Commissioners and the County Clerk to address. (Myers/Nation) passed.**
- Strategic plan review – board felt biannually was enough of a review. **Motion to change the review of the CCL Strategic Plan to from quarterly to biannually setting review in January and July. (Nation/Myers) passed**

PUBLIC HEARING:

- Public hearing for Patron Privacy and Confidentiality of Library Records Policy was opened at 12:13. Hearing no comments the public hearing was closed at 12:14PM.
- **Motion to accept the Patron Privacy and Confidentiality of Library Records Policy for the CCLS (Hays/Myers) passed.**

EXECUTIVE SESSION:

- **Motion to enter executive session as per WY Statute 16-4-405(ix & ii) at 12:15pm. (Nation/Hays)passed.**
- **Motion to leave executive session with no action by the board taken at 12:25pm (Nation/Hays)**

ADJOURN: 12:25 pm

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

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