

**CARBON COUNTY LIBRARY BOARD**  
**MINUTES**  
**March 15, 2023 Rawlins Branch**

**CALL TO ORDER:** 11:10 am by Chair Linda Fleming

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

Staff: Maria Wenzel

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

**CUSTOMER COMMENTS AND CORRESPONDENCE:** Notes from the Rawlins Branch comment book.  
Invitation to the Board for the Court House Open House in April.

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

**APPROVAL OF EXPENDITURES: Motion to approve the expenditures for February 2023 in the amount of \$35,937.95 in total (Meyers/Nation) passed.**

**DIRECTOR'S REPORT:**

- Jessica Mustard of Elk Mountain celebrates 7 years with the Library System
- The 20 Pressure cuff kits were received from the Wy Center on Aging at UW. These will be distributed to the 8 libraries for patron check out.
- Pi Day celebrating on Marcy 14<sup>th</sup> promotion Math and Science was throughout the system
- Free Tax Service program continues until the end of March.
- April 7<sup>th</sup> is a tentative date for a full staff meeting.
- Rawlins branch – card making and regular programming. March 10<sup>th</sup> was literacy night partnering with Head Start. 40 parents were in attendance.
- Elk Mountain – Movie day featuring Onward. Programming continues.
- Encampment – Program attendance is good with the Life of Pi as the book of the month.
- Hanna – The library is showing better numbers now that the snow is melting. 2<sup>nd</sup> grade classes visited the library for a pom pom cactus project. Gas bill has become a discussion point for the Commissioners and the Town of Hanna as the cost for gas exploded during this winter. History shows the bill is substantially higher. Staff has been asked to keep the heat lower when leaving the building and Wi-Fi thermostats to be installed by the county. The conversation with the Commissioners and the Town is continuing.
- LSRV – Celebration of Dr Suess birthday with crafts and cupcakes
- Medicine Bow – good attendance to the Tax Service date
- Saratoga – adult programming and children's programming are well attended.
- Sinclair library has been closed due to a HUGE plumbing problem.
- Facility & Tec report showed closures due to weather throughout the system in February, plumbing closures in March for Baggs and Sinclair remains closed due to plumbing. Baggs has furnace issues. This may be bigger than just thermostats. The board advised to approach the county with the possible need to replace the furnace in the coming year.
- The Library Web site is being looked at. Expansion may be necessary. Individuality of libraries and programs is not clear on the present site. This will continue.

**FOUNDATION REPORT-** Foundation will be meeting 3/27

**FRIENDS OF THE LIBRARY –**

- **Saratoga** scheduled for 4/27
  - Board member Myers was in attendance of the last FOL meeting in Saratoga reporting the kitchenette remake is still on the agenda. Policy updates were presented to the board, the large fundraising book sale is beginning, and a web update is suggested.
- **Baggs** scheduled for 4/5 with the annual luncheon at 11am and a book signing.

**FINANCIALS:** Reviewed payroll, budget vs. actual, receipts and expenditures and general ledger. The \$20,000 donation designated to the Baggs branch library was under discussion.

- **Motion to place the \$20,000 donation designated for the Baggs Branch Library into the Wyo-Star account (10400 accounting line item) from Donations and Contributions (18000 accounting line item) with the designation within that account for the Baggs Branch. (Nation/Hays) passed with Linda Fleming voting no.**
- **Motion to accept the financials as reviewed and file for audit (Hays/Nation) passed.**

**UNFINISHED BUSINESS:**

- Town of Hanna Utilities MOU update included the information shared between the Town of Hanna Clerk and the Carbon County Clerk. Discussion on the cost of heating the library which is paid for by the Town of Hanna. The Commissioners addressed the high utility bill at the 2/28 meeting with Mr. Newbrough, County building manager, stating a change in the thermostat system, a suggestion of a different temperature setting while the building is empty and the closer monitoring of the system will take place. The matter will be addressed again at the next meeting. Relocation of the Library in Hanna was also mentioned by the Town Clerk. This has not been addressed.

**NEW BUSINESS:**

- Employee Holiday accrual rate revision. Chapter V Employee Leave and Holiday changes to section 5.1 excluding e., f., and g. Replacing with “e. Eligible employees for holiday pay will be paid for regular hours worked.” The change will place all part time employees on one pay level for Holiday pay. **Motion to accept the changes in Chapter V, Employee Leave and Holiday, 5.1 Paid Time Off (PTO) by eliminating e, f, and g and instating e as “Eligible employees for holiday pay will be paid for regular hours only.” (Hays/Nation) passed**
- Proposed budget review noted increased budget for 4% COLA and changes in the PTO resulting in only a slight raise in the Salary budget proposed for the coming fiscal year.
- Proposal of 20 hours PTO during the fiscal year for part time employees will cushion the budget for substitute pay. Discussion on budget will continue.

**PUBLIC COMMENT:** Friends of the Library Policy was not ready for discussion. Plan for review at the April meeting.

**COMMENTS FROM THE FLOOR:** Board was asked to look at the Library Director Review and plan. A job description as asked for from the board.

**ADJOURN:** 12:47 pm

Next meeting April 19, 2023 11 am at the Sinclair Branch Library (may need relocation due to plumbing)

PH /ph

***Adopted April 19, 2023 (Myers/Nation)***