

**CARBON COUNTY LIBRARY BOARD**  
**MINUTES**  
**March 17, 2021 Rawlins Branch Library**

**CALL TO ORDER:** 11:02 am by Chair Linda Fleming.

**ROLL CALL:** attending via phone or ZOOM. Linda Fleming & Patti Hays. . On location: Leigh Nation, Mandy Goodwin, and Alex Bakken. Staff: Jake Mickelsen (on location)

**AGENDA: (Hays/Fleming) passed**

**MINUTES: February 17, 2021 regular meeting & March 8<sup>th</sup>, 2021 special meeting (Goodwin/Bakken) Passed**

**APPROVAL OF EXPENDITURES: Motion to approve the expenditures for March, 2021 in the amount of \$41,111.96 (Bakken/Nation) passed** Expenditures included all accounts for phone service, internet services, accounting services, lost book (cost recouped from patron), travel fuel, vehicle purchase, advertising, and partial payment of WYLD consortium fee.

**DIRECTOR'S REPORT:** Mr. Mickelsen reported the libraries are preparing for in person programming. Seasonal crafting and virtual story time are still moving great. Socially distanced book clubs again with Jake meeting on Tuesday evening. The first weeding of the entire collection is almost complete. Condition of the book as well as circulation history were taking into consideration. Book sale is where most have gone. Children's books and materials will be sent to Uganda where libraries are being newly developed. Overdrive is almost complete. The "Library 2 Business Station" will be installed after the move. The Rec Board Checks have finally arrived and were substantial in size. The Rec Board works on a reimbursement grant. CCLF distribution was also deposited. Wyo. State Library directors meet monthly. \$2M in federal funding will become available for distribution. Cloudlibrary will go offline end of March. WYLD Consortium fees will decrease in FY 22. Demolition/construction continues on the third floor with the conference room now under construction. Furniture for that floor will be moved in April. Purchase of the Jeep Compass was completed. Easing of the area COVID related restrictions on the Libraries within the county. Staff will be eligible for the vaccine on March 17<sup>th</sup>.

**FOUNDATION REPORT:** February meeting was productive with the group agreeing there will be no Dessert Variety Show for 2021 but a paper shredding fund raising event is potentially planned for May 8<sup>th</sup>.

**FRIENDS REPORT** Saratoga Friends group has not met. Encampment is reorganizing. Baggs will meet Friday, March 26<sup>th</sup> for book discussion and have been very successful retaining this group. The rocking chair purchase in memory of a past long time librarian is still in the planning. The trailer for use during the accessible months for the library to get the materials to isolated Carbon County areas will be ready by the summer. Note to group: a bus runs on a weekly basis picking up older residents in Baggs, Dixon and Savory. This bus transports this group to the store and other areas hard to access for the residents on their own. The Library in Baggs is a regular stop. This system has been very valuable to the residents.

**FINANCIALS:** Addressing the Budget vs. Actual the Technical Services line item was further defined as services not to technical equipment such as computers and printers but rather services and materials that are library "technical " or specific to library functions i.e. book supplies. It was noted that McFarland

and Co. is a book vendor. The office supply order placed last month was large but hopefully will be the last purchased for the fiscal budget year. **Motion to accept the financials reviewed and file for audit (Goodwin/Bakken) passed**

**CUSTOMER COMMENTS AND CORRESPONDANCE:** Rumors of closing the Encampment library have filtered into the school system. There has been no discussion by the board on this subject. Ms. Fleming will be contacting the school principal on this matter. A formal thank you will be sent to the Foundation by the Board for the purchase of the vehicle. Ms. Hays will take on the task. Mr. Mickelsen volunteered to head off the speculation that ALL the books in the Rawlins Library are being replaced. He will make sure this is squelched.

**MEET CCLS STAFF:** Mr. Kyle Skelley. Kyle is the IT Manager for all the county libraries. He is the courier which he finds very convenient as he is visiting each library once a week. As the It Manager, Kyle has around 90 plus computer systems he maintains and updates. He is the point of contact for the software agreements. Kyle will enjoy driving the new vehicle.

**UNFINISHED BUSINESS:**

- Carbon Building Renovation included a quick tour of the future library. Progression is good with the snow placing a delay on the outdoor project completion. The elevator did not get installed on the projected time line. June is still the move in/completion date. With the renovation there was a few discoveries. A large amount of self-contained MP3 players were donated to the CC Senior Center. They are not used any more with all the new devices.

**NEW BUSINESS**

- LGLP (Local Government Liability Pool Insurance) renewal cost will be \$2,071.00 for the fiscal year 2020. **Motion made renew LGLP dues for the fiscal year 2021-22 for the estimated cost of \$1,000.00 (Hays/Goodwin) passed**
- Jeep Compass is the new vehicle purchased using funding donated by the Library Foundation. The transfer of the title to the Ford Excursion to Carbon County officials will need to be done. **Motion made to transfer the Ford Excursion ownership to Carbon County (Hays/Bakken) passed** Mr. Bakken will arrange for signatures and notary for the transfer. Lisa Engstrom, CC Senior Center, has shown some interest in the old vehicle.
- Strategic Plan Review – the plan is moving forward. New programing and signage at the libraries shows this progress. Community partnership with the CDT (Continental Divide Trail) involvement. The Web site was also a part of the Strategic Plan.
- Executive Director Performance review by the board will include input to include goals from the board individually. Compilation of this input will be done by the Chair, Ms. Fleming and she will meet with Mr. Mickelsen for the review.
- Possible budget workshop in the next month for the 2021-22 year can be expected.

12:16 PM adjournment with the next meeting April 21<sup>st</sup> at the Rawlins Branch

PH/ph **Adopted April 2021 (Nation/Goodwin) passed**