

CARBON COUNTY LIBRARY BOARD MINUTES

March 16, 2022 Rawlins Branch

CALL TO ORDER: 11:03 am by Chair Linda Fleming.

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

AGENDA: (Nation/Wilson) passed with correction to 5.d. Financial Report from December 2022 to February 2022.

CUSTOMER COMMENTS/CORRESPONDENCE: Read two comments from the Comments Book that is in the Rawlins branch library. Dean Howell pointed out that the staff is excellent. Doug Larsen, from out of state, was the first patron to use the business station, and was grateful for the space and helpful staff. It was a very private and professional setting.

APPROVAL OF MINUTES: January 2022 meeting minutes not available. (Nation/Wilson) approved February 2022 minutes with addition of 'No action was taken' under the Executive Session section.

APPROVAL OF EXPENDITURES: Motion to approve the expenditures for March 2022 in the amount of \$17,618.51 (Nation/Goodwin) passed.

DIRECTOR'S REPORT:

- **Makerspace** – Continues to be busy. Furniture has been received and put together over the weekend. Walls painted, last pieces of equipment ordered: T-shirt press, Cricut Maker, 2 Sewing machines. Next step is to set the date for our Grand Opening and spread the word. Maria will set the date. She is working with Kyle to upload the guidelines.
- **Around the county:** Rawlins Lego Club is back up, also started with Dungeons and Dragons club. They will be hosting a literacy night in English and Spanish for kindergarten parents on the 22nd (Project Reach parents will be the first group, following by other facilities). Sandie, Branch Manager from Baggs, got the Rawlins Branch Manager position. Rawlins staff is very excited to have her there. Posting the job opening in Baggs on Facebook and Indeed. Interviews are scheduled for 3/15. Elk Mountain continues story time as usual with craft at every story time (an airplane craft and winter owl craft). They will also start on dominoes club for adults. Asked the branch managers to put things together for older kids and adults. Encampment – “Two years ago we read ‘To Kill a Mockingbird.’ Everyone loved the book so we had a special meeting to watch the movie. Now they’re making plans to go to the Broadway play in Denver next January. The library has brought together people that wouldn’t otherwise necessarily be friends. And created great friendships. Each of my three groups have forged relationships within the group. Not everyone belongs to the same group. I think this is the essence of libraries.” Dawna Hanna continues story time and business as usual. Made sensory jars for the kids. LSRV also business as usual and Sandie is transitioning to the Rawlins branch. Medicine Bow is working on

5D Diamond painting and Dr. Seuss evening with a fun craft planned. They will send pictures. Saratoga is working on March displays. They had the tax people there last week and that brought in a lot of people. Sinclair has a Valentine's cookies program, Valentine's baskets and wild animals pictures program.

- **Facilities and technology:** Encampment's toilets clogged, and the furnace room had two inches of water. Sent emergency request to the county on Monday, 3/14. A locksmith has been scheduled at Hanna on Tuesday, 3/15.
- **Collections:** New items have been sent out to all branches! Board games are catalogued and they are also looking into adding new kids' board games. Also adding Spanish adult books to the collection (about three per month).
- **COVID:** Covid numbers continue to go down. All libraries have in-person programs.
- **Friends/Foundation:** No February meetings.
- **Around Wyoming:** No news
- **Grant Funding:** Received the checks from the Wyoming Humanities Grant and received CCSD#1 Grant of \$20K for materials.

FOUNDATION REPORT:

FRIENDS OF THE LIBRARY REPORT: LSRV will have a chili dinner, cowboy movie and cake to celebrate FOL birthday (April 6).

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 (Nation/Wilson) passed.

UNFINISHED BUSINESS:

- **Makerspace Grand Opening:** Maria to set date.
- **Code of Conduct policy approval:** (Goodwin/Wilson)
- **Permission Request form review:** (Goodwin/Nation)
- **Library bonds update:** (Goodwin/Nation) Maria provided email correspondence from the bond company. Add Treasurer and remove the Director from bond. Only the Accountant and the Treasurer (position) will be listed on the bonds.

NEW BUSINESS:

- **Order of reports:** Maria asked about the order of expenditures and then the financial reports. Need to discuss with Secretary, Patti Hays.
- **Statistical Review:** Maria wants to make goals smart and add results to show achievement of goals. Reviewed goals, how they will be measured and how library is tracking to date.

• **Banking:** Maria will take minutes to the bank showing that she has been named the new Director.

EXECUTIVE SESSION: None

ADJOURN: 12:52 pm

Next scheduled meeting is April 20, 2022, 11 am, Sinclair Branch with Zoom option

Respectfully submitted,
Mandy Goodwin
CCLB Vice-Chair

Approved April 2022 (Nation/Fleming)