



Carbon County Library System - BOARD OF DIRECTORS: Meeting Minutes

July 19th, 2023 11:00AM

Location: Hanna Branch, WY

1. Call to Order / Roll Call: Karon, VP, called meeting to order at 11:16 AM.

Present: Karon, Adelaide (via Zoom), Leigh, Maria; Patti absent. Welcoming new Board Member: Ken Miller!

2. Approval of Agenda, Additions / Corrections: Nation/Myers

3. Public Comment: Circulation Policy Revision: opened at 11:17 AM.

No public comments or attendance at 11:17 am. Nation moved to approve Circulation Policy Revision as presented/Myers 2nded, Motion passed. Public Comment period closed at 11:18 AM.

4. Customer Comments and Correspondence: there were 4 public comments recorded for May, June, & July: all appreciating the library and staff for helpfulness and hospitality. Board member Myers made the suggestion to expand the comment books to all CC libraries as the current one is only at the Rawlins admin branch.

5. Consent Agenda

a. Meeting Minutes

i. June 21st Regular Meeting Minutes: Nation/Myers moved, 2nded, & all approved Minutes for the June Board meeting with the added correction noted for the correct ending time for the executive session.

b. Approval of expenditures for July 2023: approved as presented by Maria: both bills & credit card expenditures were approved for a total of \$19,113.72. Nation/Myers. Noted by Maria: DNA: Domain Host will begin coverage by July 29!

6. Reports

a. Library Director, Maria presented her report as follows:

• **Around the county:**

- Last couple of weeks of our Summer Reading Program!
- Attendance to different county events with the library booth to promote our services.

• **Work Anniversaries:** Sue Paddock 07/19/16, seven years.

• **Rawlins:**

- Business as usual. Recurring programs (Story time, Lego Club, Art Club, Book Club, D&D, Tech Tuesday, Sit & Stitch) plus one-offs like Movie Days and Fabric Art program for adults (which has been a continuous success).
- We welcomed Ximena Chavez and Sarah Leroux to the team as Library Assistants II.
- We got a new book-drop installed by the front door of the Carbon building! Patrons can now drop off their materials on this side of the building as well. This purchase was funded by the Library Foundation. We are so excited and sincerely grateful.

• **Elk Mountain:**

- Business as usual. Recurring programs (Story Time with a craft, Dominoes, Lego Club) plus one-offs like Movie Days.
- Free Notary Services will also be offered in this branch! Thanks to our fantastic Branch Manager, Jessica Mustard for going above and beyond.

*Supporting Documentation Included

- **Encampment:**
 - Business as usual. Recurring programs (Book Club, Yoga, Quilting) A new Free Little Library will be installed at the Harmony Park up at the town hall by volunteers, they've been working on this project for a while so it is exciting to see its finally installed.
- **Hanna:**
 - Business as usual. Recurring programs (Story Time with a craft) Adult's craft programs and one-offs like Movie Days and Summer Flowers and Marble Paint Art programs.
 - Proposed new hours (Mon 10-3pm, Wed 1-6pm).
- **LSRV:**
 - We got two new substitutes hired at Baggs. Becka has been training them to make sure they are up to speed.
 - Book club and craft kits as well as Lego Club.
 - Proposed summer hours (T 12-6, W 9-4, Th 9-4).
- **Medicine Bow:**
 - Business as usual. Recurring programs (Story Time with a Craft) Adult's craft programs and one-offs like Movie Days and paper plate summer flowers program as well.
The library is in a better shape and we continue to work on its improvement.
- **Saratoga:**
 - Business as usual. Recurring programs (Knitters, Book Club, Story Time and Craft kits) as well as one-off programs like Origami and Japanese Calligraphy, coordinated by the Friends group. Their book club has been going well and they get new members every month.
- **Sinclair:**
 - Business as usual. We are planning new programs for this branch to connect with our patrons in a different way. We received new furniture, 2 couches and a loveseat, funded by the Library Foundation, it is great to be able to offer a good and cozy sitting area for our patrons. Thank you, Foundation!
- **Facilities and Technology:**
 - We have been working with the web designer on the new library website, it's starting to take shape and we are planning for a launch date of 07/29.
 - Saratoga Staff computers will be installed next week.
- **Collections and Circulation:**
 - Business as usual. No news.
- **Grants:**
 - CCSD1 Rec Board application to be submitted before the end of the month.
- **Around Wyoming -**
 - Executive Director will be attending Western Wyoming Director's Workshop 07/28.
- **Friends, Foundation -**
 - Foundation: Upcoming meeting 07/25/23 –
The Library Foundation will be hosting their annual Commissioners meeting on 08/15 at our LSRV branch. ED will also be attending.
 - FOL Saratoga: Upcoming meeting:
 - FOL Baggs: Upcoming meeting:

*Supporting Documentation Included

- b. **Library Foundation:** meeting scheduled for 7/25/23. See director's notes for details.
- c. **Friends of the Library:** Board Member Myers attended the Saratoga FOL last month & brought the Board up to date on activities: works in progress: a remodel of the meeting room, 2 more free libraries are being or have been created, new paint is needed to be purchased & applied, work continues on the memorial bench, flower pots, and there was a bylaws discussion, and Sue, the branch manager discussed the new web page challenge (upcoming changes effective July 29). In response to Myers's inquiry, Sue, the branch manager stated publication of events on the web page was still a challenge but had gotten easier lately. Myers informed the FOL that the system was getting a new website soon and that might alleviate some concerns.

7. Financial Report for June FY23: Maria discussed and covered all the following monthly financial reports

- i. Payroll Summary: normal: more payroll expended for the Sinclair Library as Rawlins branch manager (& Maria) are revamping that library while it is consistently open on Tuesdays & Thursdays: see director notes for specifics.
- ii. Budget vs. Actual: End of the year 2022 expenses look good. Thanks again to the Jons family for their generous contribution to CCLS at the Baggs branch.
- iii. Receipts and Expenditures: Cash Basis: noted that the CC Commission paid \$30,347.47 to the CCLS coffers in June!
- iv. Assets, Liabilities, and Fund Balance: Reviewed & accepted.
- v. General Ledger: Total of expenditures reviewed and looks "normal".
Financial reports were approved as presented: Nation/Myers

8. Action Items

- a. **Unfinished Business: None.**

b. New Business : Approval of Contract for Services Agreement with Carbon County FY 23-24:

All Board members present reviewed the Services Agreement: Total amount over the 12 month period is not to exceed \$374,000 with 12 monthly payments. The first check from the CC Commission to CCLS is \$31,170.16 was included with the Services Agreement. Approved by Nation/Myers. V-P Wilson signed the agreement with Nation witnessing the signature as required.

- i. Strategic Plan Review" Maria provided 1: an email presentation as well as the colored printed format of the different stages of progress in meeting our 5 goals and discussed the objectives contained with each goal. Great presentation as well as progress towards meeting our goals! On Goal 3, objective A: there was a discussion about contacting the towns to ensure appropriate signage for location of each branch library, rather than DOT. Thank you, Maria! Keep on with the good work!
- ii. CCLS Statistics Review: For the FY 22-23 year, Maria presented stats covering the numbers of digital checkouts, & users by branch and overall total, ILLS: by (cross branch loans) by borrower & lender, computer usage as well as meeting room activity.
She also presented stats and bar graphs for activity comparing 2022 to 2023. The stats confirm our increasing CCLS usage by our communities!

9. Executive Session: Not necessary

10. Comments from the floor: Thanks, Maria for a job really well done. Your work is very much appreciated!

11. Next Scheduled Meeting is August 16th, Encampment Branch Library, WY

12. Adjourn: as 12:26 PM: Nation/Myers

Adopted August 16, 2023 (Myers/Miller)