

CARBON COUNTY LIBRARY BOARD
MINUTES
June 21, 2023 Saratoga Branch Library

CALL TO ORDER: 11:08 am by Vice Char Karon Wilson.

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

Staff: Maria Wenzel

AGENDA: Motion to accept agenda (Wilson/Myers) passed

CUSTOMER COMMENTS AND CORRESPONDENCE: The Rawlins branch has a comment book. Comments in May included a volunteer that enjoys his time with the library and a patron that worked with staff on technology projects and found the staff to be very helpful.

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

APPROVAL OF EXPENDITURES: Motion to approve the expenditures for May 2023 in the amount of \$31,789.85 in total (Nation/Hays) passed. The expenditures included Sweetwater Tech contracted build the new library web site and Wyoming Sec of State for the Branch Librarian in Elk Mountain for Notary certification.

DIRECTOR'S REPORT:

- Five staff members attended the WYLD conference in Casper on June 2nd and 3rd.
- Summer Reading program kicked off in June. New approach this year. The more you read the more chances for the prizes which are bigger and better than last year. There is a lot of interest.
- Executive Director attended the Commissioners budget hearing on June 7th. Board Member Nation commented the presentation by Director Wenzel was done very well. There were no questions or concerns. Ms. Nation also addressed the Commissioners with several positive comments about the effectiveness of Library Director Wenzel.
- Free online training opportunities for the staff have been effective in several important areas. These will continue.
- Jo Wohl has a 2 year anniversary with the library system May 27th.
- Rawlins is busy with the reoccurring programming. Fabric Art for adults was added and is very successful. Cody Hinman is on staff. Natalie Kirby will be leaving June 10th. Library was represented at the Carbon County Museum event in Rawlins on June 10th.
- Elk Mountain continues with reoccurring programming. Branch Manager Jessica Mustard held a mini art contest. The art was displayed at the Library.
- Encampment book club addressed the Black Swan of Paris by Karen Robards this month along with the regular programming taking place.
- Hanna continues with adult and kids programming. A remote thermostat has been installed to help elevate some of the heat fluctuating that occurred last winter.
- LSRV back up and moving back into the reoccurring programs prior February.
- Medicine Bow library enjoyed a super spring cleaning with staff from Rawlins helping. Regular reoccurring programs remain successful.
- Saratoga branch Librarian enjoyed the conference in Casper.
- Sinclair branch opened with Rawlins Branch Librarian substituting until the Branch Manager can be hired. Thank you to Patty McCulloch for her many years of service.

- The library system has signed a contract for a new web site design with Sweetwater Tech. This was a budgeted expenditure.
- The Library system will be closed July 3 and July 4.

FOUNDATION REPORT- Next meeting Jun 27th in Rawlins at 6:30pm.

FRIENDS OF THE LIBRARY –

- **Saratoga** has next meeting scheduled for July 13th. Friends group sponsoring a sunflower challenge in Saratoga. Seeds are available at the library.

FINANCIALS: Reviewed payroll, budget vs. actual, receipts and expenditures and general ledger. Spending stayed within budget for many of the line items, under budget for many items and over budget for on item that was unpredictable.

- **Motion to accept the financials as reviewed and file for audit (Myers/Nation) passed.**

UNFINISHED BUSINESS:

- The Town of Hanna Utilities MOU is completed. This includes the maximum dollar amount Hanna will be responsible for on the utility bill. This was information given to the board. It is a matter between the County Commissioners and the Town of Hanna.

NEW BUSINESS:

- **Technology and Internet Policy review:** revisions were reviewed by the Board. **Motion to accept the revisions and post them for public comment (Hays/Nation) passed.**
- **Meeting Room Policy Review:** revisions were discussed with possible editing in areas. **Motion to accept the revisions and future editing and post the review for public comment (Hays/Nation) passed**
- **Approval of library closure holidays: Motion to approve of the FY 23-24 Holiday calendar which included July 3 and June 19, 2024 as proposed by Director Wenzel (Hays/Myers) passed**
- **Discussion on library board email address:** Currently the CCLS Board has an email address that has not been used by the board. Director Wenzel proposed repurposing this address as an information seeking address for patrons. Changing the address to info@carbonlibraries.org. The board would like to see if technology can possibly work the address of cclf@carbonlibraries.org to forward into each of the board members personal email. If this can happen the board would like to see the address remain as a direct path for patrons to address the board. Ms. Wenzel will seek another address for the information address and inquire about the board address forwarding.

EXECUTIVE SESSION: Motion to move into executive session for matters of personnel at 12:23pm (Nation/Myers)passed

Motion to move out of executive session at 12:23pm (Nation/Myers) passed

Motion to accept the minutes of the executive session with no action taken (Nation/Hays) passed

COMMENTS FROM THE FLOOR: no comments

ADJOURN: 12:43 pm

NEXT MEETING: July 19th, Hanna Branch Library

PH /ph **Adopted July 19, 2023 (Nation/Myers)**