

Carbon County Library Board of Directors
Meeting Minutes

September 20, 2023, Little Snake River Valley Branch Library

CALL TO ORDER: 11:10 am by Chair Adelaide Myers

ROLL CALL: Present: Adelaide Myers, Karon Wilson, Leigh Nation, Kenneth Miller, Maria Wenzel, Executive Director; Absent: Patti Hays

AGENDA: Motion to accept Agenda passed with the modification to clarify the review of expenditures does not include items from the entirety of September, 2023, but rather only those outstanding expenditures currently before the Board (Myers/Nation)

PUBLIC COMMENT FOR TECHNOLOGY AND INTERNET USE POLICY AND MEETING POLICY

REVISIONS: Opened at 11:23 am and closed at 11:25 am with no public comment received; Motion to approve said policy revisions passed (Wilson/Nation).

CUSTOMER COMMENTS AND CORRESPONDENCE: August comments received by the Rawlins Branch included compliments on the beautiful facility, helpful staff, and the availability of a study room from a family traveling to Salt Lake City; additional compliments concerning the helpful staff, well-stocked items, and the beautiful facility were received from two other individuals.

CONSENT AGENDA:

MEETING MINUTES: Motion to approve the August 16, 2023, meeting minutes with the request by Karon Wilson to change her title to Vice Chair from Vice President passed. (Wilson/Nation).

APPROVAL OF EXPENDITURES: Motion to approve outstanding expenditures in the amount of \$20,721.77 passed (Nation/Wilson).

EXECUTIVE DIRECTOR'S REPORT:

- **Work anniversaries:** Executive Director Maria Wenzel, three years on September 13
- **Around the County:** September is Library Card Sign-up Month; Interim Program Manager's performance has been excellent; Marketing Coordinator contract services began August 30th.
- **Rawlins Branch:** Business as usual with recurring programs, including Story Time, Lego Club, Art Club, Book Club, D&D, Tech Tuesday, Sit & Stitch, and Maker Space, are well attended and going well.
- **Elk Mountain Branch:** Business as usual with recurring programs being well attended; Branch was closed August 31 due to a family emergency.
- **Encampment Branch:** Business as usual with recurring programs, not busy but a slow; Visiting author Donna Coulson attended the Book Club meeting.
- **Hanna Branch:** Business as usual with recurring programs; foot traffic has been slow during the summer months but it hopes to collaborate with the school to increase visits.

- **Little Snake River Valley Branch:** Back in business with a CPR class held along with a macrame plan hangers activity; Book Club's book of the month is Canary Girls and is meeting back at the Library rather than at the local restaurant.
- **Medicine Bow Branch:** Business as usual with recurring programs; Branch was closed on August 31 and is looking for a new substitute Branch Manager.
- **Saratoga Branch:** Business as usual with recurring programs; in-transit list is in great shape; Sue and Pat do an excellent job keeping the Branch running in pristine condition.
- **Sinclair Branch:** Starting a Sit & Stitch program and is planning a Library Card sign-up celebration on September 21 to boost visits.

LIBRARY FOUNDATION REPORT: Reviewed as submitted by Executive Director

FRIENDS OF THE LIBRARY REPORT: Reviewed as submitted by the Executive Director

FINANCIAL REPORT FOR JULY FY23-24: Reviewed Payroll Summary, Budget vs. Actual, Receipts and Expenditures, Assets, Liabilities, and fund Balance, and General Ledger; Motion to accept said financial reports as submitted and to be filed for audit passed (Nation/Wilson).

UNFINISHED BUSINESS:

- Continued discussion of the WyoStar investment account; Agreed to research and independent financial advisor to meet with the Board Chair Adelaide Myers and Executive Director Maria Wenzel to discuss investment strategies going forward if and when changes need to be made to that account.

NEW BUSINESS:

- Discussed the recent Wyoming Department of Audit public officer Training, specifically as it relates to the oversight of our bank statements and numerous Amazon purchase transactions; Agreed to have Board Treasurer Leigh Nation meet with Executive Director Maria Wenzel on a monthly basis to review those items and report back to the Board accordingly. Additional discussion was held on the burdensome tasks required to meet the demands of the Department's records retention policy.
- Motion to add Board Chair Adelaide Myers as a signatory on our bank accounts passed (Nation/Wilson)
- Discussed edits to the Volunteer Policy and Inter-Library Loan Policy revisions; Motion to accept those changes and to post those policy revisions for public comment passed (Wilson/Nation)
- Executive Director Maria Wenzel distributed the Annual Census Report for FY 2023 as prepared by Hofmann & Ramsey, CPA's, that needs to be reviewed and approved by September 30, 2023.

EXECUTIVE SESSION: Motion to move into Executive Session passed at 1:00 pm (Myers/Wilson); Motion to move out of and accept the minutes of the Executive Session with no action taken passed at 1:08 pm. (Myers/Wilson)

COMMENTS FROM THE BOARD: None

ADJOURN: Motion to adjourn passed at 1:11 pm (Miller/Wilson)

NEXT MEETING: October 18, 2023, Elk Mountain Branch Library

KJM/kjm. **APPROVED OCTOBER 18, 2023 (NATION/WILSON)**