

Carbon County Library Board of Directors  
Meeting Minutes

May 15, 2024, Zoom meeting/Saratoga Branch Library

**CALL TO ORDER:** 11:08am by Vice Chair Karon Wilson

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

**AGENDA: Motion to accept Agenda (Hays/Nation) passed.**

**PUBLIC COMMENT:** none

**CUSTOMER COMMENTS/CORRESPONDENCE:** Comments from Rawlins included very positive reaction about the availability and general appearance of the meeting room, the craft classes and the array of materials available to the public.

**CONSENT AGENDA:**

**MEETING MINUTES: Motion to approve the April 17, 2024, meeting minutes (Nation/Hays) passed.**

**APPROVAL OF EXPENDITURES:** Purchases reviewed with invoices. **Motion to approve outstanding expenditures including bills to be paid and credit card expenditures in the amount of \$22,123.63. (Hays/Nation) passed.**

**EXECUTIVE DIRECTOR'S REPORT:**

- **Around the county:**
  - o FY 24-25 budget hearing is scheduled for May 29th 2024, at 12:30pm
  - o We had a great staff meeting on 05/10. We visited the Saratoga and Encampment branches and had team building sessions with a communication consultant and policy review discussions and programs and services review.
  - o We are getting ready to kick-off the Summer Reading Program, 06/03 to 07/26 with fun challenges and prizes for all ages.
- **Rawlins:**
  - o Business as usual. Recurring programs like Story Time, Traveling Story Time, D&D, Craft Club, Lego Club, Sit & Stitch (Needle Felting) and Tech 101. Some really popular programs like pendulum painting were super well received by the public. The Craft & Chat program for adults continues to take off. This month we offered a Macrame

necklace class and glass painting. We had the kindergarten visit on 05/14 with over 100 kiddos stopping by.

- Elk Mountain:
  - Business as usual. Recurring programs like Story Time, Craft Club, Lego Club, Teen Group and Dominoes.
- Encampment:
  - Business as usual. Recurring programs like the Quilting Club, Yoga, Book Club, Craft & Chat and Mahjong.
  - We started a “Share a plant” program as a way to piggy-back on the Seed Libraries offered at some of the other branches.
- Hanna:
  - Business as usual with our recurring programs like Story Time and school visits.
  - We have the possibility to partner with the B&G Club so they can use the library this coming fall. It would be a huge partnership that will benefit both institutions.
- LSRV:
  - Business as usual with our recurring programs like Book Club, and Story Time as well as one-offs.
  - We offered decoupage planters for Mother’s Day, and also have the book sale going on this week thru the end of the month.
- Medicine Bow:
  - Business as usual with our recurring programs like Story Time and school visits which the kids enjoy very much.
- Saratoga:
  - Business as usual. We offer our recurring programs like Knitters, Lego Club, Book Club, Story Time, and Movie Days, as well as the 6 th grade school visits and Take & Make kits.
- Sinclair:
  - Business as usual.
- Facilities and Technology:
  - No news.
- Collections and Circulation:
  - No news.
- Grants:
  - We applied to the CCSD#1 Ongoing Projects grant to fund two bike racks for the Rawlins branch.
- Around Wyoming / Closures: The system will be closed on Monday 05/27 in observance of Memorial Day.

## **FOUNDATION/FRIENDS**

- Foundation: The Foundation, like every year, presented a little staff appreciation gift to every employee during the staff meeting, as well as a delicious appetizer table. Thank you, CC Library Foundation! The next meeting is 05/21.
- FOL Saratoga: During the 05/02 meeting the Friends group discussed several programs to offer, as well as their traditional book sale.
- FOL Baggs: The Friends Group organized a Cardboard car show with a movie night that will take place on 06/07.

**FINANCIAL REPORT FOR APRIL FY23-24:** Review of financial report as submitted by the firm of Hofmann & Ramsey, CPAs by the Board. **Motion to accept the financials as presented and reviewed and place them on file for Audit (Hays/Nation) Passed.**

## **UNFINISHED BUSINESS**

- Personnel & Benefits Manual Revisions- revisions submitted by Director Wenzel included the PTO revisions as discussed in April. **Motion to approve the revisions to the Personnel & Benefits Manual Chapter 5 (Miller/Nation) passed.**
- Board of Directors Bylaws were reviewed. **Motion to table the Board of Directors Bylaws until the June meeting (Miller/Hays) passed.**

## **NEW BUSINESS:**

- ALA Code of Ethics, ALA bill of Rights, and the ALA Freedom to read were read and reviewed by the board. There have been no changes made to these documents. The board acknowledged the review and will review these documents in another two years.

**EXECUTIVE SESSION:** none

**COMMENTS FROM THE BOARD:** Director Wenzel presented a letter from the IRS informing the Board they will continue to move forward reviewing the past taxes due and the submission of such taxes. This is in answerer to their inquiry & our response to their inquiry. Information sharing only, no action needed.

**ADJOURN:** meeting adjourned 12:58pm.

**NEXT MEETING:** June 19, 2024. Medicine Bow Branch Library

PH/ph. ***Adopted June 19, 2024(Nation/Wilson)***