

Carbon County Library Board of Directors
Meeting Minutes

MARCH 19, 2025 Rawlins Branch Library

CALL TO ORDER: 11:03 am by Chairman Kenneth Miller

ROLL CALL: Present: Leigh Nation, Kenneth Miller, Karon Wilson (Via internet), Adelaide Myers, Patti Hays & Maria Wenzel, Executive Director.

AGENDA: Motion to accept Agenda as amended to include New Business item MOU town of Hanna. (Hays/Nation) passed

PUBLIC COMMENT: no public comment noted

CUSTOMER COMMENTS/CORRESPONDECE: Written comments from the Rawlins Branch reflected Staff success when assisting the patrons.

CONSENT AGENDA:

MEETING MINUTES: Motion to approve the February 19, 2025, meeting minutes (Nation/Miller) passed.

APPROVAL OF EXPENDITURES: Invoices and statements were reviewed by Board. **Motion to approve outstanding expenditures including bills to be paid and credit card expenditures in the amount of \$20,906.86 (Hays/Nation) passed.**

REPORTS

LIBRARY DIRECTOR:

- **Work Anniversaries:** March 31st, Jessica Mustard – 9 years
- **Around the county:**
 - April 6 to 12 we will be celebrating National Library Week. We will have different programs at all seven branches. We will also use this as an opportunity to offer a 50% sale on outstanding fines for the month of April.
 - We celebrated PI Day during the week of 3/10 to 3/14 with different activities and with our signature PI Recitation contest.
 - Our budget presentation to the BOCC is scheduled for Wednesday May 7th at 12:30pm
- **Rawlins:**
 - Business as usual. Recurring programs like Story Time, Traveling Story Time, D&D, Craft Club, Lego Club, Sit & Stitch, Tech 101, Book Club and Craft & Chat.
 - After nearly 4 years, the front doors to the library have been finally fixed. We can now lock our front doors!!

- **Elk Mountain:**
 - Business as usual, we continue to offer our services and recurring programs such as Story Time, Craft Club, Lego Club, Dominoes, and our Teen Group.
- **Encampment:**
 - Business as usual. Recurring programs such as Quilting Club, Yoga, Book Club, Craft & Chat and Mahjong.
- **Hanna:**
 - Business as usual, we continue to offer our Craft & Chat program for adults and programs for kids as well as Take & Make kits for families.
- **LSRV:**
 - Business as usual, we continue to offer our services and recurring programs such as Story Time and Lego Club for kids, and adult programs such as Book Club and Craft & Chat.
 - We got an update from Mr. Miller on the sign, it is being fabricated and coming along nicely.
- **Medicine Bow:**
 - Business as usual, we continue to offer our Craft & Chat program for adults and programs for kids as well as Take & Make kits for families.
- **Saratoga:**
 - Business as usual, we continue to offer our services and programs such as Knitters Group, Lego Club, Book Club, Story Time and one-offs like Movie Days.
 - As mentioned via email, Sue Paddock's last day is 3/28/25 after being with the system for almost 24 years. We will have a Farewell party on 3/21 from 3-5pm. The system will close early so all staff can attend; everyone is invited, and it is also open to the public.
- **Facilities and Technology:**
 - No news.
- **Collections and Circulation:**
 - We have been working with all BMs, Acquisitions and the State Library on implementing an invoicing process so we can send old bill notifications via email (currently we only send out new bill notifications). We have purged accounts with old bills (older than 2020) and we will be focusing on reaching out to patrons with new bills. At the same time, we will be offering a 50% off bills for Library Week.
- **Grants:**

We submitted the application for the CCSD#1 Ongoing Projects Grant requesting funds to replace the old learning station we have at the Baggs branch. The grant hearing was on 2/10. We are awaiting to hear the results.
- **Around Wyoming / Closures:** Executive Director will be out from 3/25 to 3/28.

1. **LIBRARY FOUNDATION AND FRIENDS Foundation:** The next meeting is scheduled for 3/18.
2. **FOL Saratoga:** During the meeting on 3/05 they celebrated their new Free Little Library. We discussed the budget deficit and I asked the friends for their support with the Council as well as advocating efforts. Their next meeting is Thursday May 1st at 5pm.
3. **FOL Baggs:** During the meeting on 2/05 they discussed hosting a “Healthy foods program” they will also have a “Read To Your Pet” challenge during the month of March. Lastly, they have a luncheon and movie set for 3/19.

FINANCIAL REPORT FOR March FY24-25: The Board reviewed the financial report as submitted by the firm of Hofmann & Ramsey, CPAs. **Motion to accept the financials as presented and reviewed and place them on file for Audit (Hays/Nation) Passed.**

NEW BUSINESS

- **CCLS Centennial Celebration** is in the process of planning. The Celebration will be celebrated during the month of December. The Library Foundation is contributing to the planning as well as staff. The focus of the planning is in several areas. Events, marketing, timeline display and exhibits, 100 voices display, and a float in the December parade of lights in Rawlins. There will be a reception/party planned for each Branch during December. Logo has been built for this event. All special events will be celebrated on the Library System web site.
- **MOU with Town of Hanna.** The Director received and signed an MOU with the Town of Hanna stating the Town will pay for the utilities the library building incurs during the 25-26 fiscal year. These include gas, electricity, and water. We thank them for their contribution and support.

UNFINISHED BUSINESS

- **Budget submission to Commission April 2025.** The Board discussed at length the budget proposed by Director Wenzel. The document includes the income expected from grants, possible donations and Foundation as well as proposed salaries and general operating expenses. The proposed budget for the 2025-26 fiscal year will reflect the reduction as requested by the Commission. Director Wenzel will submit the discussed document to County Clerk Liza Smith for processing as requested April 11. Budget hearing for the Library Systems will be May 7th.
- In an effort to understand the Budget reduction as directed by the Commissioners, Director Wenzel and Board Member Nation met with Commissioner Moore. The Commissioner reinforced the idea of approaching the library communities with questions on ways to improve or provide services to the communities recognizing each community separately.

- **Motion to submit a Budget proposal to the Carbon County Commissioners in the amount of \$317,817.45. (Hays/Nation) passed**

EXECUTIVE SESSION: no session was required

COMMENTS FROM THE FLOOR: Board Member Hays asked about donations to the libraries. Director Wenzel suggested in-kind donations of materials that possibly could be used in the crafting or game events. Yarn, glue, crafting paper, etc. were among the suggested items that are frequently used. She suggested to possibly call or email prior to purchasing as the staff may have a need for a more specific item.

MEETING ADJOURNED: 12:44 pm. Next meeting April 16, 2025 at the Rawlins Branch Library

PH/ph. ***Adopted April 16, 2025 (Nation/Myers)***