

Carbon County Library Board of Directors
Meeting Minutes

September 17, 2025 Rawlins Branch Library

CALL TO ORDER: 11:03 am by Chairman Adelaide Myers

ROLL CALL: Present: Deb Riker, Lindy Glode, Adelaide Myers, Patti Hays & Maria Wenzel, Executive Director. Absent: Karon Wilson. Guests: Jenita Calton, Janice Sigirst, Marcie Cozzens, Dawn Bailey, Jessica Mustard.

AGENDA: Motion to accept Agenda as amended adding three New Business items. (Riker/Glode) Passed

PUBLIC COMMENT: Public comment was opened at 11:30pm on posted Fee policy. Public comment closed at 11:33pm showing no comments made. No online comments were noted.

CUSTOMER COMMENTS/CORRESPONDENCE: Written comments from the Rawlins Branch taken from desk records expressed support for the libraries and the need to have the library in Rawlins restored to opening on Fridays.

CONSENT AGENDA:

MEETING MINUTES: Motion to approve the August 20, 2025, meeting minutes (Riker/Hays) 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 \$9,143.37. (Hays/Glode) passed.**

REPORTS

LIBRARY DIRECTOR:

- **Work Anniversaries:** Maria Wenzel / 5 years
- **Around the county:**
 - o September is Library Sign up month! Visit your local library to update your information, get a library card or bring a friend to get a library card and get a ticket to enter our raffle, we are raffling a telescope!
- **Rawlins:**
 - o Business as usual. Recurring programs like Story Time, Traveling Story Time, D&D, Craft Club for kids, Lego Club, Sit & Stitch, Tech 101, Book Club and Craft & Chat for adults.
- **Elk Mountain:**
 - o 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:**
 - o Business as usual. Recurring programs such as Quilting Club, Yoga, Book Club, Craft & Chat and Mahjong.
- **Hanna:**

- o 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:**
 - o 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 one-off's.
- **Medicine Bow:**
 - o 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:**
 - o 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.
- **Facilities and Technology:** No news.
- **Collections and Circulation:** No news
- **Grants:**
 - o Our Intertie grant application has been approved. Special thanks to the Intertie Community Foundation as well as the CCLF which will match the \$9,000 from the grant towards the Med Bow and Hanna operational expenditures.
 - o The hearing for the CCSD#1 grant for library materials for the upcoming year is scheduled for 10/13 at 6pm.

Friends & Foundation:

1. **Foundation:** During their last meeting, the Foundation voted to allocate additional funding for staff to attend the WLA conference this coming September 25th and 26th. They also voted to formally take over the planning of the centennial celebration, which has been a huge help to contact vendors to collaborate and participate.
 2. **FOL Saratoga:** met to discuss the donations received and distribution. Book sale now in progress. Discussion of options and opportunities for future programming.
 3. **FOL Baggs:** During the September 3rd meeting we discussed the library's funding challenges as they continue to brainstorm for fundraising ideas. An article to be published in the local paper will bring awareness to the library funding. Participation in the Fall and Christmas local events is planned. Bringing back the book club and featuring local authors as a highlight.
 4. the internet in their branch with the donation they received from the town and to cover the cost of postage. October 2nd will be a fundraising opportunity. Possibilities on participation in upcoming Centennial Celebration.
- **Centennial Celebration:**

- o We have made huge progress on the planning of the Centennial celebration after the Foundation took over the planning of the event. As official sponsors they have contacted numerous vendors for the author events and continue to refine more details for such events. Seems like everything is still on track to launch the Centennial promos on October 1st.
- **Around Wyoming / Closures**
 - o Staff from different branches will be attending the WLA conference in Casper on 10/25 and 10/26. Thank you, Foundation!
 - o The system will be closed on 10/13 in observance of Indigenous Peoples Day.
- Utility contributions: This chart shows the utility contributions agreed upon and whether or nor we have received the funds for these expenditures.

	Saratoga	Encamp	Baggs	Elk Mountain
Internet	Town of S	FOL	n/a	Town of E. M.
Received	No	No	n/a	Yes
Postage	FOL	FOL	FOL	Town of E. M.
Received	Yes	No	Yes	Yes

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/Riker) Passed.**
- Investment account materials will be reviewed next month.

NEW BUSINESS

- **Children's Library System Policy review.** The board reviewed the current policy with additions reflecting the recent rise in parental responsibility. **Motion to place policy with changes for public review for 45 days as required. (Riker/Glode) passed.**
- **Request for Debit Card. Motion to approve issuing Debit Card to Branch Manager Marcy Cozzens. (Hays/Riker) passed**
- **Printed Postcards.** Chair Myers reported on the postcards available to patrons at each library. The comment card will be constructed to reflect the need for libraries in Carbon County. It was suggested the postcard is to be displayed with an instruction poster to make it easier for the submission of the card. Opportunity to mail this card to Legislators is the object of this promotion. Cards and printing have been donated by Adilaide Myers.
- **Board Scheduled Workshop.** The next workshop will be in Encampment on October 15 immediately following the regular board meeting. An agenda will be available. A flyer will be prepared to announce this workshop. There will be a zoom meeting

address available. Comments prior to the workshop will be addressed during the workshop.

- **Election of Treasurer. Motion to accept the nomination of Lindy Glode as treasurer and adding her to the bank signature card at the BOC. (Riker/Hays) passed**
- **Library Closure changes.** Addressing an emergency email vote. The change in financial restraints to temporarily close the libraries September 10th was lifted due to grant funds acquired by the Director. The possibility of a mobile book distribution system was discussed. **Motion to ratify the emergency email vote to not close the Medicine Bow and Hanna Libraries. Myers/Riker) Passed**
- **Budget Review.** With the current donations in the Saratoga/Encampment area the budget was addressed. Board will keep current hours until donations from the Embrace the Valley event are made available to the Library Systems. 2026-27 will be closer scrutinized in the assessment of the current funds available for operation this year. No change in the current budget was made.

OLD BUSINESS

- **Volunteer Policy: Motion to table the volunteer Policy until October (Myers/Hays) passed**
- **Fee Policy. Motion to adopt the Fee policy as amended (Glode/Riker) passed**

EXECUTIVE SESSION: no session was required

COMMENTS FROM THE FLOOR:

- Jenita Calton, representing the Library Foundation announced the gift of \$60,000 additional funds available for capital needs.
- Jessica Muster presented a letter addressing volunteer policy for the boards consideration.

MEETING ADJOURNED: 1:48 pm. Next meeting October 15, 2025, at the Elk Mountain Branch Library

PH/ph. ***Adopted October 15, 2025 (Glode/Riker)***