

Carbon County Library Board of Directors

Meeting Minutes

May 21, 2025, 2025 Saratoga Branch Library

CALL TO ORDER: 11:03 am by Board member Adelaide Myers

ROLL CALL: Present: Leigh Nation, Karon Wilson, Adelaide Myers, Patti Hays & Maria Wenzel, Executive Director. Absent: Kenneth Miller. Guest Dawn Bailey and Branch Manager Kyla Arnold.

AGENDA: Motion to accept the agenda as presented (Hays/Wilson) passed

PUBLIC COMMENT:

- Guest Dawn Bailey has some questions for the Board on the budget and funding for the library. Clarification on what the tax cuts and the low revenue from energy industries in Wyoming will affect the libraries. Director Wenzel was complete in her explanation of the budget process for the county and the amount of money allocated to the libraries will not be clear until the county budget is passed. At that point there will be a reassessment of budget distribution within the library system which will then be readdressed by the Library Board.
- Board Member Myers attended the Saratoga Town council meeting early in May. The Council was asking for more specific financial needs that could be funded and an actual dollar amount for the request. Ms. Myers will return to council with these specifications after meeting with Director Wenzel. Ms. Myers was very positive in the reception she received. Saratoga and possibly other municipalities are waiting to hear from us after our budget is finalized by the County.

CUSTOMER COMMENTS/CORRESPONDENCE:

- The Board received two positive comments from the Rawlins Branch comment book.
- Correspondence was read which included a donation to the CC Library Systems.
- Thank you notes from Sue Paddock as the past Branch Manager in Saratoga.

CONSENT AGENDA

MEETING MINUTES: Motion to approve the April 16, 2025, minutes as presented.
(Nation/Wilson) passed

APPROVAL OF EXPENDITURES: Motion to approve outstanding expenditures including bills to be paid and credit card expenditures in the amount of \$29,546.83. (Hays/Wilson) passed

REPORTS

LIBRARY DIRECTOR:

- **Work Anniversaries:** n/a
- **Around the county:**
 - We had our staff training day on Friday May 9th, this time we had the opportunity to visit the LCL, WSL and WY Law Library. We had the chance to learn about their processes and procedures, take backstage tours, and learn in more depth about the services the State Library and Law Library offer.

- The system participated in WyoReads on 05/20, an amazing day to promote literature throughout the state, all Carbon County first-graders get together at the Jeffrey center.
- **Rawlins:**
 - 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.
 - We have been working on setting up a book sale room, this will allow us to have a book sale year-round while also using staff's time in amore effective way.
 - The Rawlins branch participated in the Kindergarten Day 05/07, welcoming all little ones at the library.
 - We have been working on a Donor wall so we can finally have a way to acknowledge the community's support. This will be a fantastic way to show our gratitude.
- **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. The Encampment Gardening Club donated \$1,000 through the Foundation towards supplies for the Encampment branch.
- **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 one-off's as well as Take & Make kits for families.
 - Sadly, our Branch Manger put her resignation notice effective 05/02. We have started the process of filling that position.
- **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.
- **Facilities and Technology:** No news
- **Collections and Circulation:**
 - We've been notified by the State Library that they will be switching the program we use for Inter-Library Loans, we expect to migrate to the new software by this fall.

- **Grants:** No news
- **Centennial Celebration:**
 - We have reached out to vendors for possible sponsorships and couple of authors for book signing events. We continue to work on the exhibits and display ideas as well as programs and handouts. I've sent the save the date to the Commissioners and other outside agencies for possible collaboration opportunities.
- **Around Wyoming / Closures**
 - The system will be closed on 05/26 in observance of Memorial Day.

FRIENDS AND FOUNDATION:

- **Foundation:** During the last meeting on 04/29, the Foundation planned an employee appreciation initiative to acknowledge the fantastic work our employee's do. They also provided snacks for our field trip.
We discussed their sponsorship program and sponsor spotlight ideas.
Next meeting is scheduled for May 27th.
- **FOL Saratoga:** During the last meeting on 05/01, the Friends group discussed the library's budget cuts and voted to donate \$1,000 towards general expenditures. They have proposed to cover the expenditures of replacing the carpet in the meeting room and have put a lot of time and effort into this initiative.
- **FOL Baggs:** Next meeting is September 3rd at 1pm.

FINANCIAL REPORT FOR April FY24-25: 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 (Myers/Nation) passed.**

NEW BUSINESS:

- Fee policy for the CC Library System was reviewed. Changes to the cost of a fax, lamination were discussed. Patron responsibility for lost or damaged items was clarified. **Motion to place changes to the CC Library System Fee Policy on line for public review for 45 days. (Myers/Nation) passed**
- Request by Director Wenzel for a debit card for the new Saratoga Branch manager Kayla Arnold was made. **Motion to acquire debit card for Kayla Arnold as the Saratoga Library Branch Manager (Hays/Nation) passed**

UNFINISHED BUSINESS:

- Budget discussion continued with Director Wenzel sharing the results of the Commission initial hearing in early May. There will be no commitment to amount received until early July when money is awarded.
- Employee manual review of the Safety and emergency protocols was reexamined with the additions requested by the Board included. **Motion to accept and move into the**

Employee Manual the following sections: 2.18 Employee Safety, 2.19 Patron Safety, 2.20 Emergencies, 2.21 Incident Report Protocol, 5.10 Absence Due to Inclement Weather and 5.11 Excessive Absenteeism. (Myers/Nation) passed

MEETING ADJOURNED: 12:23 pm. Next meeting June 18, 2025 at the Medicine Bow Branch.

PH/ph **Adopted June 18, 2025 (Nation/Wilson)**