Carbon County Library Board of Directors Meeting Minutes
September 16, 2026 Encampment Branch Library

CALL TO ORDER: 4:05pm by Board Member Deb Riker

ROLL CALL: Present:, Patti Hays, Deb Riker, Dana Mc Creary, Stephanie Anderson-Weimer, & Jenita Calton, Executive Director. Guest Dawn Baily. Absent : Kathy Beck.

AGENDA: Motion to accept the agenda (McCreary/Riker) passed

PUBLIC COMMENT: none

CUSTOMER COMMENTS AND CORRESPONDENCE: none

MEETING MINUTES: Motion to approve the August 19, 2026, minutes with the corrections to the Jon's Family trust. (Hays/Riker) passed

APPROVAL OF EXPENDITURES: Motion to approve outstanding expenditures including bills to be paid and credit card expenditures in the amount of $26,627.87. (McCreary//Riker) passed

REPORTS:
FINANCIAL REPORT FOR August FY 25-26: Board reviewed the financial report as submitted by the firm of Hofmann & Ramsey, CPAs. General questions were addressed and the System is on track with the budget. **Motion to accept the financials as presented and reviewed and to place them on file for Audit (Hays/McCreary) passed.**

DIRECTORS REPORT: Jenita Calton, Director.

- We did not receive the Wyoming Intertie Community Investment Program grant that Jacob Ray submitted.
- I have hired the following librarians: Kenzie Strauch as a substitute in Medicine Bow and Hanna, Lindsey Miller as a Branch Manager in Saratoga, I am in the process of hiring an Assistant Librarian in Rawlins for when Mackenzie leaves on maternity leave.Garrett Parker was hired as assistant in Rawlins. All positions were hired with the assistance of the position's closest fellow staff member.
- I will be attending the WLA conference on Thursday, October 1.
- I am also planning on attending the Director's Retreat November 4—6.
- I will be gone October 12 – 16. As timesheets are due on the 12 th , I will ask staff to have them to me by the Friday before.
- We will be having a staff meeting on September 25 th . It has been over a year since the staff had a meeting all together. The agenda will be 'light' and includes the following: great bulletin boards, tough library problems, mental illness training by Kari Bowker. We have time for additional training and am

looking for suggestions.
- UW Libraries has put together a Natural Science Exhibit. 3 libraries (LSRV, Encampment, and Rawlins) have shown an interest in having it visit their library.
- The Steamboat Exhibit will be visiting the Encampment library.
- I have completed the process of signing us up for Wyoming Unemployment Insurance. It was cancelled for 2025 to save money, and will not be reinstated until January 2027
- KRAW-LP is offering us the opportunity to have Public Service Announcements on their radio station free of charge, I have a very hard time with this and would like Board feedback.
- I submitted the Wyoming County Library Budget Survey FY27. I bragged quite a bit about our Partners program.
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- $20,000 has been received from the State Library for resources. If this money remains unused it can be put into the State Library account.
- The 'Rawlins Roundup' has offered us space, free of charge, to highlight our collection. I have sent over the first column and hope to do it about every 2 weeks. Our first column will run in the September 19th paper

FOUNDATION AND FRIENDS REPORTS:
- Foundation Meeting date 25th.
- Encampment Friends group wants to support open hours on Friday during the month of November for a special read with a dog program for the community. Friends will take responsibility for the extra hours salary for the Library employees. They also would like to have the Book Club reunited which will be extra employee hours also covered by the Friends group.

UNFINISHED BUSINESS:

- The recording of meetings was discussed at length. Conclusion by the board this would not be beneficial to the board at this time.

NEW BUSINESS

- The Institutional WLS Membership for the CCLS will be further investigated by the Director. Dues are $150.00 annually. These dues give board members non-voting memberships. Questions from the board included is this a necessary or beneficial membership. This will be revisited in October.

- Hiring of a Library Director will begin asap. The job description may need to be revisited. It was suggested a hiring package be assembled. The conditions of employment including hours per week, business skills, & education will be among the possible targeted areas of the job description to be addressed. Placed on October agenda under unfinished business.

- The CCLS has no social media policy at this time. This will be revisited with a policy presented to the board.

● The Saratoga Branch library is in need of an Assistant Librarian. The Friends group has generously volunteered to cover the salary for this position. The assistant will be hired at $14.50 per hour with no more than 16 hours per week. This will be relayed to the Friends group for agreement.

● **ADJOURNMENT:** Meeting adjourned at 5:40pm. Next meeting October 21, 2026 at 4pm at the Hanna Branch Library.

PH/ph ***Adopted October 21,2026 (McCreary/Anderson-Weimer)***