Carbon County Library Board of Directors
Meeting Minutes
December 17, 2025 Rawlins Branch Library

CALL TO ORDER: By Chairman Adelaide Myers at 11:30am

ROLL CALL: Adelaide Myers, Patti Hays, Deb Riker, & Lindy Glode. Interim Director Jenita Calton. Guests: Mira Miller and leigh Nation. Online Dawn Bailey and Layla Arnold.

AGENDA: Motion to accept Agenda as presented (Riker/Glode) passed

PUBLIC COMMENT: no comments

CUSTOMER COMMENTS/CORRESPONDECE: A letter to the Carbon County Commissioners from the Town Clerk of Medicine Bow was read. This letter was asking for clarification on several budgeted items for the library in Medicine Bow that are paid for by the town currently. The Clerk, Karen Heath was asking for recognition by the Commissioners for the Town of Medicine Bow supporting financially this Branch Library. The Library Board of Directors after research will need clarification on the documentation of the numbers sited in the letter. Board Chairman Myers will get matters cleared.
No Action Was taken.

CONSENT AGENDA:

MEETING MINUTES: Motion to approve the November 20, 2025, regular meeting minutes (Riker/Glode) 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 $14,153.29 (Myers /Hays) passed.**

FINANCIAL REPORT:

- **Motion to accept the Financials as presented and reviewed and to place them on file for Audit (Hays/Riker) passed**

NEW BUSINESS:

- The current budget was reviewed. The Friends of the Library in Encampment and the Friends group in Saratoga are looking for a solid number reflecting the cost to cover the open hours reduced in the early fall. A formula was devised, and budget estimates were made. The Director will present the Friends groups with a dollar amount.
- Grants and donations for the Medicine Bow/Hanna Branches are recorded as such:
    - Pacific Corp grant and additional funding from the Library Foundation amounted to $25,550.

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    - A donation received from the Med Bow Methodist Church in the amount of $3,000.
- Christmas Eve closures for the Branch Libraries. **Motion to let the Branch Managers determine the time of closure on Christmas Eve with a report to Interim Director Claton for posting publicly. (Hays/Riker) passed.**

EXECITIVE SESSION:

- **Motion to move into executive session at 1:33pm (Myers/Glode) passed**
- **Motion to move out of executive session at 1:51pm (Myers/Glode) passed**
- **Motion to accept the minutes of executive session (Glode/Myers) passed**
- **Motion to accept the minutes of the executive session of the Special Meeting on November 6, 2025. (Glode/Myers) passed**
- No action was taken

ADJOURNED: 1:52pm. Next meeting January 16th (date changed) at the Rawlins Branch Library.

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