

Carbon County Library Board of Directors
Meeting Minutes

February 19, 2025 Rawlins Branch Library

CALL TO ORDER: 11:07 am by Chairman Kenneth Miller

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

AGENDA: Motion to accept Agenda. (Nation/Hays) passed

PUBLIC COMMENT:

- Public comment open at 11:09am addressing the Service Animals at the Library Policy and the Public Comment Protocols Policy as posted. No comment was received. Public comment closed at 11:10 am.

CUSTOMER COMMENTS/CORRESPONDENCE: Written comments from the Encampment Branch touched on the value of the library in the community. Thank-you card received from a Rawlins family during the holiday.

CONSENT AGENDA:

MEETING MINUTES: Motion to approve the January 15, 2025 regular meeting and the February 5, 2025 special meeting minutes (Nation/Myers) 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 \$21,065.49 (Nation/Miller) passed.**

REPORTS

LIBRARY DIRECTOR:

- **Around the county:**
 - The CCLS Reader of the Year title was awarded to a Rawlins patron whom read a total of 247 books in a year!
 - We currently have the Free Tax Service program (for the month of February) offered in all seven branches.
- **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.
 - We partnered with the Science Zone from Casper to host their traveling exhibit. On 02/12 they brought six stations for the public to enjoy. We had

fun learning about science with our patrons and eating liquid nitrogen ice cream. Two of their stations will be here until mid-March.

- Due to safety concerns expressed from staff members, ED had a conversation with our County Attorney on 02/05, she advised to call for a trespass citation of six months to prevent the individual from coming in and give the opportunity to understand the consequences of his behavior and allow our staff time to recover.
- **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. We plan on delivering the new shelf on Thursday 02/20. The Rawlins team will assist Dawna with shifting that section on Friday 02/21.
- **Hanna:**
 - Business as usual with two days open to the public, Tuesdays and Fridays. We've started a Craft & Chat program for adults and continue to offer 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
- **Medicine Bow:**
 - Business as usual with one day open to the public. We've started a Craft & Chat program for adults and continue to offer 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 Crayon Melt Galaxy.
- **Collections and Circulation:**
 - We have developed a form to log all in-kind donations to keep in our records from now on. I had a zoom meeting on 02/06 to review this form and our new process with all Branch Managers.
- **Grants:**
 - We received the CCSD#1 Rec Board Grant notification for FY 25-26, approving our request of \$30,000 for new library materials.
- **Around Wyoming / Closures**
 - The system will be closed on Monday 02/17 in observance of Presidents Day.
 - Executive Director will be out from 02/24 to 02/28.

LIBRARY FOUNDATION AND FRIENDS

1. **Foundation:** Their meeting was on 02/11. The main discussion was their budget. They also pre-approved our request for the upcoming fiscal year. Their next meeting is on 03/18.
2. **FOL Saratoga:** They had to postpone their Puzzle Competition until later in the summer. They are now preparing for the Seed Library. Their next meeting is scheduled for 03/05.
3. **FOL Baggs:** No news

FINANCIAL REPORT FOR January 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

- **First draft of Budget for FY 25-26** following the special meeting of February 5th under discussion. Several possibilities were proposed to compensate for the deficit with the possibility of closures and reduction of hours. These will be review once the Board and Director Wenzel have a firmer grasp on the budget reduction by the Board of Commissioners. Meeting dates will be set to meet with the liaison Commissioner Moore in the coming months. The Foundation has absorbed the copy machine lease cost estimated at \$5,000 in addition to their annual funding.
- **Budget reduction** is anticipated as a result of the State reduction of Property Taxes collected reflected in the County distribution of funding.
- **Community response to letters reflecting the need for more financial support** were received from the Saratoga, Encampment and Hanna Town Councils asking for information on financials of the library including the current funding streams. The Board and Director Wenzel will continue to address the Councils in person at meetings during March.
- **The next step**, Director Wenzel will distribute the funding revenue to the councils and meet with Commissioner Travis Moore to gather more information.
- **Town Council meeting schedule** – March 13 Riverside/Encampment, March 4 Saratoga, and February 28 Baggs.

UNFINISHED BUSINESS

- **Motion to adopt the Service Animals at the Library Policy and the Public Comment Protocols Policy as revised and placed for public review as working policies for the Carbon County Library System. (Hays/Nation) passed**

EXECUTIVE SESSION:

- **Motion to move into executive session at 12:23pm. (Myers/Miller) passed**
- **Motion to move out of executive session at 12:31pm. (Nation/Miller) passed**
- **Motion to grant extension of current leave of absence for LSRV Branch Manager Becca Evans until May 5, 2025. (Nation/Miller) passed.**

MEETING ADJOURNED: 12:37pm. Next meeting March 19, 2025 at the Rawlins Branch Library

PH/ph. **Adopted March 19, 2025 (Nation/Miller)**