

Carbon County Library Board of Directors  
Meeting Minutes

January 15, 2025     Rawlins Branch Library

**CALL TO ORDER:** 11:05 am by Chairman Kenneth Miller

**ROLL CALL:** Present: Leigh Nation, Kenneth Miller, Karon Wilson, Adelaide Myers, Patti Hays & Maria Wenzel, Executive Director.

**AGENDA:** Motion to accept Agenda as amended to include New Business item appointment of Library Foundation liaison. (Hays/Nation) passed

**PUBLIC COMMENT:**

- Public comment open at 11:06am addressing the Meeting Room policy, the Patron Privacy and Confidentiality of Records Policy and the Public Records Request Policy as posted for public review. No comment was received. Public comment closed at 11:07 am.

**CUSTOMER COMMENTS/CORRESPONDENCE:** Written comments from the Rawlins Branch encompassed the positive staff and the great services the Library has.

**CONSENT AGENDA:**

**MEETING MINUTES:** Motion to approve the December 18, 2024, meeting minutes (Wilson/Nation) 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 \$22,470.90 (Hays/Nation) passed.**

**REPORTS**

**LIBRARY DIRECTOR:**

- **Work Anniversaries:** Maria Wenzel as Executive Director of the system – 3 years (01/22)
- **Around the county:**
  - Our Branch Managers will have a zoom mtg to discuss our WRP and the 1000 Books before Kindergarten program as well as some of our best practices when cataloging items.
- **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.
  - On 12/20 our Library Assistant Mackenzie Meyers was served to appear as witness to a bench trial due to a situation that arose from a negative patron interaction from October. This resulted in law enforcement

becoming involved because the individual refused to leave the library premises. Bench trial date is 01/27/24.

- **Elk Mountain:**

- Business as usual. Recurring programs such as: Story Time, Craft Club, Lego Club, Dominoes, and our Teen Group.
- On 12/19 Mr. Bell, supposed owner of the Grizzly bear came to the library to remove it, together with two other individuals. No damages to the bear were reported at this time. The loveseat from the Sinclair library was relocated to this branch and the Foundation purchased three new computer desks. We see this as an opportunity to revamp this area and are excited for a new look.

- **Encampment:**

- Business as usual. Recurring programs such as: Quilting Club, Yoga, Book Club, Craft & Chat and Mahjong. The Friends of the Library Group purchased a new shelf for the Easy section of the collection. It is time to shift it and allow for growth. Thank you, FOL group!

- **Hanna:**

- Due to staffing constraints the library was open only on Fridays 11-4pm until 01/07. Our BM is back at work and ready to get reacquainted. Due to different situations beyond our control, we have not been able to partner with B&G club or the school for visits to the library. Our attendance numbers have been low in the last quarter.

- **LSRV:**

- Business as usual. Recurring programs for kids and adults such as: Book Club, Story Time and Lego Club. Due to staffing issues the library was closed on 01/07.

- **Medicine Bow:**

- Our BM is back at work and ready to get reacquainted.

- **Saratoga:**

- Business as usual. Recurring programs like Knitters, Lego Club, Book Club, Story Time, Movie Days as well as one-offs like needle felting, which was enjoyed tremendously. The new computer desks got here and have been installed. The Saratoga team finished moving everything around and Kyle helped moving the computers. It is quite the change.

- **Facilities and Technology:**

- We have started deploying the new staff monitors.
- I am excited to report we have finally acquired credit card machines for the Saratoga and Rawlins branches and can now take cc payments! Thank you, Foundation!!

- **Collections and Circulation:**

- No news
- **Grants:**
  - No news
- **Around Wyoming / Closures**
  - WLA Legislative reception is scheduled for Thursday 01/16. ED will be attending the reception as part of the WLA Executive Board.
  - The system will be closed on Monday 01/20 in observance of Equality Day.

#### **LIBRARY FOUNDATION AND FRIENDS**

- **Foundation:** Meeting held on Tuesday, Jan. 14 in preparation for the CCCOG Commissioners meeting to be held on Wednesday, Jan.15.
- **FOL Saratoga:** The group is planning the book sale and the return of the puzzle contest in February
- **FOL Baggs:** No news

**FINANCIAL REPORT FOR December FY24-25:** The Board reviewed the financial report as submitted by the firm of Hofmann & Ramsey, CPAs. A thank you was given to Director Wenzel from Board Member Myers on the fiscal responsibility reflected in the midyear budget numbers. **Motion to accept the financials as presented and reviewed and place them on file for Audit (Nation/Wilson) Passed.**

#### **NEW BUSINESS**

- **Motion to appoint Board Member Leigh Nation as liaison to the CC Library Foundation. (Hays/Wilson) passed**
- Discussion of the upcoming CCCOG meeting. January 15 at 6:30pm to review the upcoming budget the Commissioners will be working with. This budget review will cover other County supported groups as well as the library systems. This is an informational meeting.
- Director Wenzel presented Fiscal Year 2024 summary statistics for the Library System including funding sources, general patron counts, check out numbers, program participation, popular authors, and collection counts by location. Maria's hard work, attention to detail, and presentation effort on these items is commendable."

#### **UNFINISHED BUSINESS**

- **Motion to adopt the Meeting Room Policy, the Patron Privacy and Confidentiality of Records Policy and the Public Records Request Policy as revised and placed for public review as working policies for the Carbon County Library System. (Myers/Wilson) passed**
- Checks issued but outstanding to a past employee were addressed. **Motion to send funds in the amount of \$1,213.76 reflecting the outstanding checks**

issued to past employee Lori Nelson to the State of Wyoming Unclaimed Funds, (Myers/Nation) passed.

**EXECUTIVE SESSION:**

- Motion to move into executive session at 12:38pm. (Nation/Myers) passed
- Motion to move out of executive session at 12:40pm. (Nation/Myers) passed
- Motion to grant leave of absence for LSRV Branch Manager Becca Evans until February 12, 2025. (Nation/Wilson) passed.

**COMMENT FROM THE BOARD:** Discussion prompted by Director Wenzel as to the filing of the Board minutes with the County offices. The Board agreed to move forward with submitting the approved minutes to the County offices.

**MEETING ADJOURNED:** 12:50 pm. Next meeting February 19, 2025 at the Rawlins Branch Library

PH/ph. Adopted February 19, 2025 (Nation/Myers)