

# Carbon County Library Board of Directors

## Meeting Minutes

November 20,2025      Rawlins Branch Library

**CALL TO ORDER:** 11:00am by Board member Adelaide Myers

**ROLL CALL:** Present: Adelaide Myers, Patti Hays, Lindy Glode, Deb Riker and Jenita Calton Interim Executive Director. Visiting: Dawn Bailye, Brain Upton. Lee Cook, Cathy Campbell, & V. Evans.

**AGENDA: Motion to accept the agenda (Hays/Glode) passed**

**PUBLIC COMMENT:** open public comment at 11:01 on Fee Policy currently up for review for public comment. No online comments were noted. No comments from the visitors were noted. Closed Public Comment at 11:03.

### **CUSTOMER COMMENTS/CORRESPONDENCE:**

Board Chairman was asked by Josalyn Miller via email where the minutes to the meetings were posted. The minutes as accepted by the board are posted on the Library Web Site. These minutes reflect the current accepted minutes therefore will be a month behind the actual meeting dates.

### **CONSENT AGENDA**

**MEETING MINUTES: Motion to approve the October 15,2025 minutes and the October , 2025 special meeting minutes as presented. (Myers/Glode) passed**

**APPROVAL OF EXPENDITURES: Motion to approve outstanding expenditures including bills to be paid and credit card expenditures in the amount of \$24,559.01. (Hays/Riker) passed**

### **REPORTS**

#### **LIBRARY DIRECTOR:**

"I would like to thank the library board for the opportunity/challenge of being the interim director. Because this is an interim position, I feel I must do the best I can to keep my company 'Help is On the Way' running as I will need to go back to it. The Centennial celebration has been a challenge, but I think things will come out in good shape. More later in the meeting to tell you about plans that I have made and how you can help.

I am still finding my way around the director's computer and some things are falling into place.

I will have visited every branch manager as of Thanksgiving. I believe this will pay high dividends concerning my relationship with staff. I have one staff member yet to visit. Planning that trip for next week.

I will need the following days off: January 12-14 and March 19-April 3

Thanks for your patience and grace

Jenita Calton"

Grants are being studied in the next week including the \$7500 Pacific Corp grant and finding the other half of that deposit.

### **NOTES FROM CHAIRMAN:**

Director's position has been advertised with the Libraries in Wyoming. Noticed no link to job description as of today. Will get that managed

Baggs Branch manager position has been filled but several applications remain unanswered. On the to do list

#### **FRIENDS AND FOUNDATION:**

- **Foundation:** 990 tax form filed. December 9<sup>th</sup> is next meeting. Working together with staff on the Centennial celebrations throughout the county. Special thanks to the Friends groups for all their help.
- **FOL Encampment:** Awaiting news on budget to disburse funds raised to renew the original hours of the Branch Library.

**FINANCIAL REPORT FOR April FY24-25:** Board reviewed the financial report as submitted by the firm of Hofmann & Ramsey, CPAs. It was noted the cost for automatic payroll deposit is around \$2,000 per year. Other methods will be researched to be more cost effective. **Motion to accept the financials as presented and reviewed and place them on file for Audit (Hays/Glode) passed.**

#### **NEW BUSINESS:**

- Children at the Library, Fee and Volunteer Policies now up for public comments will be reviewed in the December meeting
- **Motion to acquire and distribute new Library System BOC debit cards to Becca Evans, & Jenita Calton and to acquire a Debit card from the Foundation Designated account for Jessica Mustard & Jenita Calton and to remove Maria Wenzel from all BOC access to the Library System account, debit card and signature and to remove Marcie Cozzens from the use of the Library Systems debit (Hays/Riker) Passed**
- Centennial Celebration dates for Branch Libraries are as follows

LOCATION OF EVENT	DATE	TIME
Proclamation by Commissioners	2-Dec	9am
Encampment	3-Dec	1-3pm
Medicine Bow	4-Dec	2-4 pm
Rawlins	5-Dec	5-8 pm
Elk Mountain	9-Dec	12-2pm
Baggs	10-Dec	1-3 pm
Hanna	12-Dec	2-4 pm

There will be a short presentation of the plaque celebrating the 100 years to the community to be displayed at the library.

There have been super ideas from the Interim Director, Jenita Calton for the presentation of the plaques and the time capsules.

The time capsules will be introduced with the “planting” during Library Week later in 2026.

Cake and beverages, Book signings at the Saratoga, Baggs and Rawlins Branch celebrations and some great opportunities with silent auction items to help the library

All celebration costs will be covered by the Library Foundation.

- The County Clerk’s office has asked for clarification and updating for the online directory. Interim Director Calton effectively made corrections and will send that in.
- **Motion to make Bank of Commerce the CC Library System’s designated depositor for the next calendar year, 2026. (Glode/Riker) passed**

#### **UNFINISHED BUSINESS:**

- Budget discussion
  - Saratoga and Encampment still awaiting a dollar amount to go back to hours prior to the change in the fall. The FOL groups are willing to fund these extra hours. Funding for direct services offered could potentially be funded for 2026-27 fiscal year. Groups awaiting numbers
  - Hanna & Medicine Bow towns are asking for cost to keep open so they can possibly find some funding also. The \$15,000 in grant money designated for these Branches will guarantee open until Jan 1.
  - Visitors interacted with the discussion opening questions on how much money is needed and when they will know the numbers.

**MEETING ADJOURNED:** 1:22pm. Next meeting December 17,2025 at the Rawlins Branch with Zoom Link provided

PH/ph. ***Adopted December 17,2025 (Glode/Myers)***