

Carbon County Library Board of Directors
Meeting Minutes

December 18, 2024 Rawlins Branch Library

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

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

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

PUBLIC COMMENT:

- Public comment open at 11:08am addressing the Library Card policy and the Circulation Policy as posted for public review. No comment was received. Public comment closed at 11:09 am.

CUSTOMER COMMENTS/CORRESPONDENCE: Rawlins comments received from the public comment book kept at the Checkout desk were complimentary to the facility and the staff.

CONSENT AGENDA:

MEETING MINUTES: Motion to approve the November 20, 2024, meeting minutes (Nation/Miller) 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 \$13,366.92 (Nation/Hays) passed.

REPORTS

LIBRARY DIRECTOR:

- **Work Anniversaries:** Pat Redmond – 4 years (12/21) and Rosemary Auld – 1 year (12/18).
- **Around the county:**
 - Executive Director has been working with our Accountant on the list of outstanding checks, (some date back to 2022), re-issuing and contacting vendors/former employees. At this time, I am requesting permission from the Board to send any outstanding checks to State Unclaimed Property if they are not claimed by 12/31/24.
 - Our WRP is here! It will run from 12/16 to 01/17 with challenges and prizes for all ages.
 - We attended the Festival of Trees on 12/07 with a program for kids. Everyone (even adults) enjoyed our craft!

- We were not informed of the date change for the museum's Holiday Party from 12/14 to 12/21. Unfortunately, we will not be able to participate this year due to staffing constraints.
- **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 with programs like Fused Glass Ornaments.
 - The total for our last book sale is a jaw-dropping \$1,349.00
- **Elk Mountain:**
 - Business as usual. Recurring programs such as: Story Time, Craft Club, Lego Club, Dominoes, and our Teen Group.
 - On Monday 11/18 our Branch Manager was notified by our Substitute that she handed her keys to a group of people so they could walk into the library to take the bear for an event happening at the hotel that the Substitute was coordinating (the library was not part of the event). BM notified her of the violation of the key agreement. This action was repeated on 11/25 to return the bear even though our BM insisted that she can't hand out her key.
Executive Director addressed this situation with the Elk Mtn substitute. On 12/06 ED received a letter from Mr. Bell (Sub's father-in-law) notifying he would be retrieving the bear and a letter of resignation from Angie Hobbs, substitute.
We gave the owner until 12/26/24 to remove the bear.
- **Encampment:**
 - Business as usual. Recurring programs such as: Quilting Club, Yoga, Book Club, Craft & Chat and Mahjong.
- **Hanna:**
 - Due to staffing constraints the library will only be open on Fridays 11-4pm for the month of December, however, we continue to offer our services and recurring programs such as Story Time with programs for kids.
- **LSRV:**
 - Business as usual. Recurring programs for kids and adults such as: Book Club, Story Time and Lego Club. Note from the Branch Manager: "It is always pretty busy these days and I feel it gets our library out to people who normally wouldn't come in and check it out. :) I have even had people come in and say they didn't know that there was a library in town".
- **Medicine Bow:**
 - Due to staffing constraints the library will only be open on Thursdays from 12-5 for the month of December, however, we continue to offer our services and recurring programs such as Story Time with programs for kids.

- **Saratoga:**
 - Business as usual. Recurring programs like Knitters, Lego Club, Book Club, Story Time, Movie Days. We had Santa at the Library event on 12/06 which was a lot of fun for all our kiddos. We received the new computer desks from the FOL and we are in the process of moving the shelves to accommodate for this change. Thank you, FOL Saratoga!
- **Facilities and Technology:**
 - We have purchased the replacement for all our staff monitors, which were up next to be replaced according to our equipment replacement cycle.
- **Collections and Circulation:**
 - Our Acquisitions Manager has been working with all BM's to weed and revamp all level books in all our branches. This section does not get weeded often so it is great to finally have the time and resources to update this part of our collection.
- **Grants:** No news
- **Around Wyoming / Closures**
 - During the month of November, we hosted the Friends of a Legacy traveling exhibit at the Rawlins library. About 30 photographs were displayed around the branch. All counties are participating and we dropped it off in Evanston on 11/27 – Uinta's turn to host it.
 - The system will be closed Wednesday 12/25 and Wednesday 01/01. Requesting permission from the Board to close the system at 12pm on Christmas Eve 12/24 and New Year's Eve 12/31.
 - Executive Director will be out on: 12/23, 12/24, 12/27, 12/31, 01/02, 01/06.

LIBRARY FOUNDATION AND FRIENDS

- **Foundation:** The last meeting was on 12/12, they are ready to roll out the sponsorship program for 2025, the next meeting is scheduled for 01/23/25. The Foundation's profit from the tree was \$165 – which will be donated to the system as funds for programs.
- **FOL Saratoga:** The FOL group met 11/07, nothing new to report.
- **FOL Baggs:** The last meeting was 12/03, nothing new to report.

NEW BUSINESS:

- Board discussion of the Public Comments Protocol included the revisions suggested by Director Wenzel. Clarification of conduct and clarification of action to be taken was included. At present there is a place of clarification for both the staff and the public. **Motion to place the Public Comments Protocol online for public comment and review for 45 days. (Hays/Wilson) passed.**

- Board discussion of the Service Animals at the Library Policy included the definition of service animal as outlined the Wyoming State Statute and ADA protocol. These will be cited in the revised Policy. **Motion to place the Service Animals at the Library Policy online for public comment and review for 45 days. (Hays/Nation) passed.**
- Letter of application for Depository from the Bank of Commerce was reviewed. **Motion to accept the Bank of Commerce as the Depository for 2025 year for all Branches of the Carbon County Library System. (Nation/Miller) passed.**
- Holiday closures were proposed by Director Wenzel. These closures are not reflected in the annual closure review done by the Board. **Motion to close all Branches of the Carbon County Library System at noon December 24 and December 31 of 2024. (Nation/Hays)passed**

UNFINISHED BUSINESS

- **Motion to accept the Library Card Policy and Circulation Policy as policy for the Carbon County Library System (Nation/Miller) passed**

EXECUTIVE SESSION:

- **Motion to move into executive session at 12:41pm. (Nation/Hays) passed**
- **Motion to move out of executive session at 12:43pm. (Miller/Nation) passed**
- **Motion to accept the extension of medical leave of absence for Hanna Branch Manager Rose Auld until January 3, 2025. (Nation/Miller) passed**

COMMENT FROM THE BOARD: Memo from the Board of Carbon County Commissioners addressing financing available in the coming years for the Library System was received. The memo included an invitation to the CCOG meeting January 15 for further clarification of the decisions that need to be addressed. Board members were asked to attend.

MEETING ADJOURNED: 1:01 pm. Next meeting January 15, 2025 at the Rawlins Branch Library

PH/ph. ***Approved January 15, 2025 (Wilson/Nation) passed***