

Carbon County Library Board of Directors  
Meeting Minutes

September 18, 2024, LSRV Branch Library

**CALL TO ORDER:** 11:12 am by Chairman Kenneth Miller

**ROLL CALL:** Present: Leigh Nation, Kenneth Miller, Patti Hays, Karon Wilson, & Maria Wenzel, Executive Director. Via Video Conference: Adelaide Myers. Guest Becka Evans, Branch Librarian

Chairman Miller requested discussion on some housekeeping matters, including the frequency and duration of Board meetings and the organization of agenda items. No action was taken.

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

**PUBLIC COMMENT:** no public comment

**CUSTOMER COMMENTS/CORRESPONDENCE:**

- Written comments from patrons visiting the Rawlins Branch collectively were positive and complimentary on programs and material availability.

**CONSENT AGENDA:**

**MEETING MINUTES: Motion to approve the August 21st, 2024, meeting minutes (Nation/Wilson )passed.**

**APPROVAL OF EXPENDITURES:** Invoices and statements reviewed by Board. **Motion to approve outstanding expenditures including bills to be paid and credit card expenditures in the amount of \$20,789.91. (Nation/Hays) passed.**

**EXECUTIVE DIRECTOR'S REPORT:**

- **Work Anniversaries:** Mackenzie Myers – 1 year 09/05/24, Maria Wenzel – 4 years 09/16/24
- **Around the county:**
  - September is Library card Sign-up month! Get a library card or renew your info campaign around the system.
  - Offering Smokey Bear program at every branch to raise wildfires awareness.
  - Banned book week happening from September 22 to September 28, celebrating the Freedom to Read and draw attention to censorship.
- **Rawlins:**

- Business as usual. Recurring programs like Story Time, Traveling Story Time, D&D, Craft Club, Lego Club, Sit&Stitch, Tech 101 and Craft&Chat for adults.
- Trespassing incident update: Attorney Davis notified ED of the BOCC decision to halt the rental of our meeting room until the investigation concluded and they had a clear plan of action. The Executive Director notified the Board via email on 08/29/24 of the Commissioners decision.
- **Elk Mountain:**
  - Business as usual. Recurring programs such as: Story Time, Craft Club, Lego Club, Dominoes, and Teen Group.
- **Encampment:**
  - Business as usual. Recurring programs such as: Quilting Club, Yoga, Book Club, Craft & Chat and Mahjong. The plant exchange program was really popular and we will be working with this branch manager to also start a seed library here.
  - We completed the inventory and shifted sections that needed reorganizing and space.
- **Hanna:**
  - Business as usual. We continue to open our doors to the public and offer programs such as the Quilting Club and story time for kids and school visits.
- **LSRV:**
  - Business as usual with our recurring programs such as: Book Club, Story Time and Lego Club as well as one-offs like Terrariums.
- **Medicine Bow:**
  - Business as usual. We continue to open our doors to the public and offer programs such as Craft club with sand painting and jewelry making, as well as school visits.
- **Saratoga:**
  - Business as usual. Recurring programs like Knitters, Lego Club, Book Club, Story Time, Movie Days, and Take & Make kits and one-offs.
- **Sinclair:**
  - Business as usual, we have been cleaning our records like purging inactive accounts, rehomeing items that are unique to the system to the Rawlins branch and rehomeing items that do not circulate.

- **Facilities and Technology:**
  - Lease on the Rawlins printers is up, after researching different options with our IT Manager we decided the most cost effective is to renew the lease with new printers for another 5 years
- **Collections and Circulation:** No news
- **Grants:** We received the reimbursement for the CCSD#1 Rec Board Ongoing projects Grant.
- **Around Wyoming / Closures**
  - The WLA conference happening on 10/10 and 10/11. ED, Program Manager and Rawlins BM will be attending this year.
  - The Director's workshop is scheduled for 10/17 and 10/18. Executive Director will be attending, all travel expenses are covered by the State Library.
  - The System will be closed on 10/14 in Observance of Indigenous Peoples' Day

#### **FOUNDATION/FRIENDS**

- **Foundation:** Last meeting was on 08/27. The Foundation is busy planning their annual Pumpkin run on 09/27. The library will have a booth at the event and staff members will help as volunteers.
- **FOL Saratoga:** The last meeting was on 09/05. They are applying to the Kelley Grant once again, and planned some fall and winter events.
- **FOL Baggs:** The last meeting was on 09/04. The Friends Group agreed to pay for the yearly subscription of periodicals and cover the snow plowing and lawn care services moving forward.

**FINANCIAL REPORT FOR APRIL FY23-24:** Review of financial report as submitted by the firm of Hofmann & Ramsey, CPAs by the Board. **Motion to accept the financials as presented and reviewed and place them on file for Audit (Hays/Nation) Passed.**

#### **UNFINISHED BUSINESS**

- **Sinclair Library.** The Sinclair Library was addressed at the Sinclair Town Council Meeting September 5<sup>th</sup>. Staff and Board members were present to share the closing of the Library Branch in Sinclair. A letter following up on this visit was sent to the members of the Sinclair Town Council proposing options to supplement the budget keeping the Branch Library in Sinclair open. There has been no news from the Council following the letter. The Council will meet again September 20<sup>th</sup>. The closure will be advertised as

October 1 as of this meeting. Any internal closures with the State Library will not be done until closing is definite.

#### **NEW BUSINESS**

- **Code of Conduct Policy:** Revisions to the policy included photographing or videotaping will require permission from the Director accompanied by paperwork. **Motion made to place the Code of Conduct Policy as revised online for public review for 45 days (Nation/Hays) passed**
- **Meeting Room Policy:** Moving forward with this policy has been placed on hold pending the Carbon County Commissioners investigation following the misuse of the policy in August. At this point there will be no meetings scheduled in the available rooms after library business hours. **Motion to hold on Meeting Room Policy pending outcome of CC Commissioners investigation. (Wilson/Hays)passed.**

**EXECUTIVE SESSION:** none

**COMMENTS FROM THE BOARD:** Board member Nation commented on the positive relationship Director Wenzel has with the Carbon County Commissioners. They look to her for her guidance and respect her judgement. Thanks to Director Wenzel.  
Board Chairman Miller would like to see the signage at the Rawlins Branch in place understanding also this is a county project but hoping a nudge from the Board will get the process moving forward.

**ADJOURN:** meeting adjourned 12:42 pm.

**NEXT MEETING:** October 16th, 2024. Elk Mountain Branch Library

PH/ph. ***Adopted October 15, 2024 (Nation/Wilson)***