

Carbon County Library Board of Directors
Meeting Minutes

July 17, 2024, Hanna Branch Library

CALL TO ORDER: 11:22 am by Chairman Adelaide Myers

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

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

PUBLIC COMMENT:

CUSTOMER COMMENTS/CORRESPONDENCE:

- Update received from the IRS informing the Board of the need for more time to complete their investigation.
- Note from the Kirsch Family with information on a donation in Memory of LaRena Kirsch.
- Patron comments as collected at the Rawlins Main Branch reflects positive experiences from travelers as well as local visitors commenting on resources and staff.

CONSENT AGENDA:

MEETING MINUTES: Motion to approve the June 19, 2024, meeting minutes (Wilson/Nation) passed.

APPROVAL OF EXPENDITURES: Purchases reviewed with invoices. **Motion to approve outstanding expenditures including bills to be paid and credit card expenditures in the amount of \$22,556.33. (Hays/Nation) passed.**

EXECUTIVE DIRECTOR'S REPORT:

- **Work Anniversaries:** Sara Leroux 07/12 – One year.
- **Around the county:**
 - We attended the Museum Block party and had great participation.
 - We attended Adventure Fest on 07/13 in Rawlins.
- **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.
 - The Rawlins branch collaborated with the B&G club attending to once of their space and volcano days. It was a lot of fun to participate and build this community relationships.

- **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.
- **Hanna:**
 - Business as usual. The new hours have proven to be a good change.
- **LSRV:**
 - Business as usual with our recurring programs such as: Book Club, Story Time and Lego Club as well as one-offs.
- **Medicine Bow:**
 - Business as usual.
- **Saratoga:**
 - Business as usual. Recurring programs like Knitters, Lego Club, Book Club, Story Time, Movie Days, and Take & Make kits and one-offs like ArtBot which was a lot of fun and well attended.
- **Sinclair:**

Business as usual. We continue to offer our programs such as Sit&Stitch, Lego Club and Art Club

Facilities and Technology:

 - We changed Google Suite plans to lower our G-suite costs. This means we do not have a shared drive but the cost drop was considerable.
 - We changed gas card companies, we now have a WEX fleet card which is partnering with the State of WY.
- **Collections and Circulation:**
 - We have been working on cleaning our patron records and deleting any information that we do not need to capture when issuing a library card. This info had been in our system for a long time and was not deleted in time. All branches have been working diligently with several reports to
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- **Grants:** No News.

FOUNDATION/FRIENDS

- **Foundation:** No June meeting. Next meeting 07/23/24
- **FOL Saratoga:** no meeting
- **FOL Baggs:** The FOL does not meet in the summer.

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

- Personnel & Benefits Manual approval of Chapter 5. The County Attorney has not replied to Director Wenzel's ask for a review of the submitted policy. Board agreed to roll this out to staff as there are changes effective July1, fiscal year.

NEW BUSINESS:

- The Board reviewed the stats from the 23—24 fiscal year. Stats for visitation, circulation, meeting room and computer usage, interlibrary loans and program participation, and digital users were included in the extensive review. This analysis showed usage up from the previous year.
- The Saratoga Branch library has a sidewalk that is heaving due to the tree root system nearby. Contact was made with County Maintenance. Their solution is to take the tree out and replace the sidewalk. The Board agreed the tree should stay and the area treated possibly with the removal of that section of sidewalk and gravel replacing it or an extension of the grassy area as the sidewalk is not needed in that area. Director Wenzel will address this with Building Maintenance. There will be a letter submitted to the Department stating the decision to keep the tree.
- The LSRV branch was informed the water for the library will not be covered by the Town of Baggs any longer. The Board realizes each town/city needs to have some "by in" to each of these libraries. The FOL group will be contacted to possibly advocate for the library. The cost of the water has not been assessed. At this point the county will absorb that cost not the library.

- **Motion made for the slate of officers for the 24-25 fiscal year - Chairman: Kenneth Miller, Vice Chairman: Karon Wilson, Treasurer: Leigh Nation and Secretary: Patti Hays (Hays/Nation) passed**

EXECUTIVE SESSION: none

ADJOURN: meeting adjourned 1 pm.

NEXT MEETING: August 21, 2024. Encampment Branch Library

PH/ph. **Approved August 21,2024 (Myers/Nation)**