

Carbon County Library Board of Directors
Meeting Minutes

June 18, 2025, 2025 Medicine Bow Branch Library

CALL TO ORDER: 11:035am by Board member Adelaide Myers

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

AGENDA: Motion to accept the agenda as modified (Hays/Wilson) passed

PUBLIC COMMENT: none

CUSTOMER COMMENTS/CORRESPONDENCE:

- The Board received very positive comments from the Rawlins Branch comment book.
- Comment from the comment book from the Medicine Bow Branch reinforced the friendly atmosphere of the library and the library's importance to her family

CONSENT AGENDA

MEETING MINUTES: Motion to approve the May 21, 2025, minutes as presented.
(Nation/Wilson) passed

APPROVAL OF EXPENDITURES: Motion to approve outstanding expenditures including bills to be paid and credit card expenditures in the amount of \$20,343.12. (Nation/Hays) passed

REPORTS

LIBRARY DIRECTOR:

- **Work Anniversaries:** Dawna Martin – Encampment – THIRTY-NINE YEARS (06/12)
- **Around the county:**
 - We kicked off our Summer Reading Program and have already seen excellent participation. Everyone seems to be really excited about the program and the prizes.
 - We rolled out the postcards marketing campaign and have seen really positive results from our library supporters. Raising awareness with our community about the county's budget deficit and the ripple effect on our libraries. This was discussed during the Commissioners meeting on 06/03.
 - As discussed, all programs scheduled after hours will be shifted to fit within open hours at all branches starting July due to budget constraints.
- **Rawlins:**

Business as usual. Recurring programs like Story Time, Traveling Story Time, D&D, Craft Club for kids, Lego Club, Sit & Stitch, Tech 101, Book Club and Craft & Chat for adults. We have completed the consolidation of the book sale room and have already seen positive results!
- **Elk Mountain:**

- Business as usual, we continue to offer our services and recurring programs such as Story Time, Craft Club, Lego Club, Dominoes, and our Teen Group.
- **Encampment:**
 - Business as usual. Recurring programs such as Quilting Club, Yoga, Book Club, Craft & Chat and Mahjong.
- **Hanna:**
 - Business as usual, we continue to offer our Craft & Chat program for adults and programs for kids as well as Take & Make kits for families.
- **LSRV:**
 - Business as usual, we continue to offer our services and recurring programs such as Story Time and Lego Club for kids, and adult programs such as Book Club and one-off's.
 - We are excited to welcome Megan Jones to the team as our new Branch Manager.
- **Medicine Bow:**
 - Business as usual, we continue to offer our Craft & Chat program for adults and programs for kids as well as Take & Make kits for families.
- **Saratoga:**
 - Business as usual, we continue to offer our services and programs such as Knitters Group, Lego Club, Book Club, Story Time and one-offs like Movie Days.
- **Facilities and Technology:** We will be replacing some barcode scanners throughout the system.
- **Collections and Circulation:** No news
- **Grants:**
 - We got a preliminary approval letter from CCSD2 for the application for FY 25-26.
 - Executive Director submitted the application for the Intertie grant, we are waiting for results.
- **Centennial Celebration:**
 - We continue working on marketing materials and continue planning all events.
- **Around Wyoming / Closures**
 - The system will be closed on 06/19 in observance of Juneteenth.

FRIENDS AND FOUNDATION:

- **Foundation:** Approval of the funding request for FY25-26. No June meeting.
- **FOL Saratoga:** No meeting was scheduled
- **FOL Baggs:** Next meeting is September 3rd at 1pm.

FINANCIAL REPORT FOR April FY24-25: Board reviewed the financial report as submitted by the firm of Hofmann & Ramsey, CPAs. **Motion to accept the financials as presented and reviewed and place them on file for Audit (Wilson/Nation) passed.**

NEW BUSINESS:

- Board reviewed the Technology & Internet Use Policy and found no revisions to be made. The document will reflect the review date by the Board and remain posted.
- Request by Director Wenzel for a debit card for the new Baggs Branch manager Megan Jones made. **Motion to acquire debit card for Megan Jones as the LSRV (Baggs) Library Branch Manager (Nation/Wilson) passed**
- **Holidays to be adopted for FY 25-26 were presented to the board. Proposal from Director Wenzel were as follows:**

Independence Day	July 4, Friday
Labor Day	September 1, Monday
Indigenous Peoples Day	October 13, Monday
Veterans Day	November 11, Tuesday
Thanksgiving	November 27-28, Thursday/Friday
Christmas	December 25-26, Thursday/Friday
New Years Day	January 1, Thursday
Equality Day	January 19, Monday
Presidents Day	February 16, Monday
Memorial Day	May 15, Monday
Juneteenth	June 19, Friday

Motion to adopt the list of holidays to be observed by the CC Library Systems for the FY 15-26 Year. (Hays/Nation) passed

UNFINISHED BUSINESS:

- Budget discussion continued with Director Wenzel sharing a few updates on the post card campaign to let the Board of Commissioners know patrons' thoughts on their branch library. There have been interviews by Commissioners on the Big Foot Radio. The Board agreed there were no decisions to be made until the County Budget is confirmed. The report on the municipality support remains the same with no forward movement made in any community with financial support.
- Update from the IRS on the taxes paid was positive with the Accounting Firm having filed all the documentation to move the investigation forward. The IRS inclusively has found a data entry error on their part which may result in the conclusion of the investigation showing now additional funds will have to be filed.

MEETING ADJOURNED: 12:43 pm. Next meeting July 23, 2025 at the Hanna Branch.

PH/ph. **Approved July 16, 2025 (Wilson/Hays)**