

Carbon County Library Board of Directors
Meeting Minutes

July 16, 2025 Hanna Branch Library

CALL TO ORDER: 11:10 am by Chairman Kenneth Miller

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

AGENDA: Motion to accept Agenda as presented. (Hays/Myers) passed

PUBLIC COMMENT: no public comment noted

CUSTOMER COMMENTS/CORRESPONDENCE: Written comments from the Rawlins Branch reflected Staff success when assisting the patrons. Letter received from employee Rob Fleatrod supporting the value of the library in all Carbon County communities with a personal journey story. The CC Library Foundation composition was an explanation of funding both past and future showing their steady increase in financial support.

CONSENT AGENDA:

MEETING MINUTES: Motion to approve the June 18, 2025, regular meeting minutes (Wilson/Hays) passed.

Motion to approve the minutes from the special meeting, June 24, 2025 (Myer/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 \$14,962.78 (Myers/Miller) passed.**

REPORTS

LIBRARY DIRECTOR:

- **Work Anniversaries:** n/a
- **Around the county:**
 - We continue to offer our Summer Reading Program and have had a lot of fun with patrons and their tickets. Everyone seems to be really excited about the program and the prizes.
 - 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 and one-offs like special guests during Story Time to celebrate National Accordion Month.
- **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.
 - The branch manager position is open again, we will start the process of filling that position.
- **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:** No news
- **Collections and Circulation:** No news
- **Grants:**
 - We moved forward with the replacement of the learning station in Baggs, purchased with the CCSD#1 special projects grant. The new learning stations look SO modern and up to date, the graphics, the quality of the learning games. The customer interaction feels current and updated.

LIBRARY FRIENDS

- Saratoga Friends met on July 8. The group has placed a hold on the carpet program. The group will support the Saratoga branch financially with their payment of all postage in the FY25-26 year. On an average that cost is \$4,000. The group spent some time brainstorming on other ways to raise money for the library which included events, sales and possibly grants.
- Encampment and Baggs Friends groups have been contacted by the Director to propose the possibility of their financial support with the postage for the branches. Baggs has agreed to take responsibility for the postage for the Baggs Branch for FY 25-26.

LIBRARY FOUNDATION:

Special meeting was held to cover some funding shortfalls surrounding the libraries. The group has placed some extra funding forward for FY 25-26. Certain operating expenses remain that the Foundation is unable to cover with Endowment funding. Other funding is being researched and discussed by the group.

FINANCIAL REPORT FOR March FY25-25: The 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 (Hays/Wilson) Passed.**

NEW BUSINESS

- **Inter-Library Loan Policy**
 - After review of the policy the Board will leave the policy as is noting the review date on the document.

UNFINISHED BUSINESS

- **Fee Policy review**
 - The Fee policy has been posted for public review for 45 days. There has been no comment on the fee changes. Director Wenzel proposed a change in fee for BW copies (\$.50) and Color copies (\$.75). This is a \$.25 increase for both. Another proposed change will be in the ILL books. Change will include the option for the Branch to charge the patron for postage unless the fees are otherwise covered.
 - **Motion to increase the cost of prints to \$.50 per page for black/white and \$.75 per page for color and to add the statement Any Branch may charge for postage or administration fees for Inter Library Loan unless the cost is otherwise covered by another source, and place policy with change for public review for 45 days as required. (Miller/Myers) passed**
 - This modified policy will be placed for public review for 45 days on the library web site
- **Budget review and discussion**
 - Director Wenzel presented for review sources of funding and branch funding breakdowns. The changes from the original budget include reduction in hours of operation for all branches, reduction in hours worked for all employees, & operation costs. Two action plans were presented to serve the Carbon County communities using the financial resources available.
 - **Motion to adopt the option temporarily closing the Hanna and Medicine Bow Branch Libraries October 1, 2025, and reducing the hours of operation for Saratoga, Rawlins, Encampment & Baggs beginning immediately. With this adjustment the Board would request a special**

meeting with the CC Commissioners to clarify the financial plan.
(Myers/Miller) passed.

- **EXECUTIVE SESSION:** no session was required

COMMENTS FROM THE FLOOR: Board Member Myers was complimented on her participation in the July 4th Saratoga parade representing the library. Board would possibly be available for a float in the CC Fair parade in August.

Election of officers will be on the agenda for the August board meeting. The appointment of a Board member is anticipated.

MEETING ADJOURNED: 2:29 pm. Next meeting August 20, 2025, at the Encampment Branch Library

PH/ph. Adopted August 20, 2025 (Myers/Wilson)