

Carbon County Library Board of Directors
Meeting Minutes

October 15, 2024, Elk Mountain 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. Absent: Adelaide Myers. Guest Jessica Mustard, Branch Librarian

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

PUBLIC COMMENT:

- Public comment open addressing the Intellectual Freedom Policy as posted for public review. No comment was received.
- Public comment open addressing the Request for Reconsideration Policy with the Request for Reconsideration of Library Materials form as posted for public review. No comment was received

CUSTOMER COMMENTS/CORRESPONDENCE:

- Written comments from patrons from the Rawlins Branch included praise for the programming held at the library. Visitors from out of state commented on the number of materials available and the positive atmosphere of the library.

CONSENT AGENDA:

MEETING MINUTES: Motion to approve the September 18, 2024, meeting minutes (Nation/Wilson) 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 \$26,269.84. (Hays/Wilson) passed.**

EXECUTIVE DIRECTOR'S REPORT:

- **Work Anniversaries:** Kyle Skelley 13 years 10/06, Missi White 2 years
- **Around the county:**
 - The library system participated in the Pumpkin Run on 09/27 as a sponsor. It was a fun time with great community engagement.
 - ED, Program Manager and Rawlins BM attended the WLA conference on 10/10 and 10/11.
 - October 21st is Wyoming Snapshot Day – It is always a great opportunity to connect with our patrons and to collect stories and photos to show the tremendous impact that the state's libraries have on Wyoming residents every single day.
- **Rawlins:**

- Business as usual. Recurring programs like Story Time, Traveling Story Time, D&D, Craft Club, Lego Club, Sit&Stitch, Tech 101, Craft&Chat for adults and our Book Club. This month we will be partnering with the Old Pen to have our October meeting there. This month's read is Ghost stories of WY.
- Collaborated with the UW Extension Office to offer a Winter-Proof your Landscape program on 10/08.
- Our Business Station has been busy this last month with reservations as early as 8am.
- **Elk Mountain:**
 - Business as usual. Recurring programs such as: Story Time, Craft Club, Lego Club, Dominoes, and our Teen Group, as well as one-offs like Leaf Suncatchers.
- **Encampment:**
 - Business as usual. Recurring programs such as: Quilting Club, Yoga, Book Club, Craft & Chat and Mahjong.
- **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 Butterfly feeders and Leaf art.
 - Finalizing details with Mr. Miller regarding the new sign while coordinating with B&G for its installation.
- **Medicine Bow:**
 - October 1st we started operating with reduced hours to 1 day a week (Thursdays). We continue to open our doors to the public and offer our services and programs as well as school visits and one-offs like Paper Spinners.
- **Saratoga:**
 - Business as usual. Recurring programs like Knitters, Lego Club, Book Club, Story Time, Movie Days, and Take & Make kits and one-offs.
- **Sinclair:**
 - We officially closed the doors of our Sinclair branch on September 30th, 2024.
- **Facilities and Technology:** Our new copiers were delivered on 10/09. This marks the beginning of the 5-year lease.
- **Collections and Circulation:** No news
- **Grants:** The CCSD#1 Rec Board Grant hearing was on 10/14. Executive Director attended to present our grant request.
- **Around Wyoming/Closures**
 - The State Library's Director's Workshop is scheduled for 10/16 thru 10/18. Executive Director will be attending the workshop in Jackson

- Fall staff mtg is scheduled for 10/25 in Elk Mountain/Hanna. The system will be closed to the public.
- ED will be out on 11/01 and 11/06.
- The system will be closed on 11/11 in observance of Veteran's Day.

FOUNDATION/FRIENDS

- **Foundation:** Their last meeting was 10/24 where they mostly discussed pending items for the Pumpkin Run. The next meeting is scheduled for 11/22.
- **FOL Saratoga:** The FOL group met on 09/05. Their next meeting will be on 11/07.
- The puzzle competition went well with 6 teams, they thought maybe we could do another with kids or family. Chilly Rollison program was well attended. They are purchasing new computer tables; printer stand and privacy dividers for the library.
- **FOL Baggs:** The FOL group met on 10/02. Their next meeting is scheduled for 11/06. They will have a booth at the bazaar at the VCC on 11/17. We are happy to collaborate with the FOL group with items from the MakerSpace and handouts for kids.

FINANCIAL REPORT FOR APRIL FY23-24: 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 (Nation/Wilson) Passed.**

NEW BUSINESS

- **Library Card Policy-Motion to place the Library Card Policy as revised online for public review for 45 days (Hays/Nation) passed**
- **Circulation Policy – Motion to place the Circulation Policy as revised online for public review for 45 days (Hays/Nation) passed**
- **Motion to issue a debit card for professional use only to Rosemary Auld, Hanna Branch Library (Nation/Wilson) passed**

UNFINISHED BUSINESS

- **Sinclair Library.** Report of closure was given by Director Wenzel. September 25, 2024 notification via phone to Director Wenzel from Mayor Meeks of the Sinclair Town Council decision. Mayor Meeks asked the building be vacated by September 30th. Staff and Board was emailed of the Council decision to not financially support the Library Branch and order to vacate property. Staff from Saratoga, Hanna, Medicine Bow and Elk Mountain were asked to help in moving materials and equipment from the Branch into Rawlins on September 26th. The Tech materials were moved on September 25. The building was completely emptied on the 27th as planned. Keys to the building were given to Monte Thayer, Recreation Director on October 4. Phone and internet were disconnected with last billing October 2024. CC Board of Commissioners were notified via email. Director received inquiry from Attorney Davis on lease agreement or eviction notice. Neither was issued or on file for the property. All patrons with active accounts to the Sinclair Branch were notified via email of the closure. No further communication with the Town of Sinclair has been received.

EXECUTIVE SESSION: none

COMMENTS FROM THE BOARD: none

ADJOURN: meeting adjourned 1:01 pm.

NEXT MEETING: November 20, 2024. Rawlins Branch Library

PH/ph. **Approved November 20,2024 (Nation/Miller)**