

Carbon County Library Board of Directors
Meeting Minutes

August 21, 2024, Encampment Branch Library

CALL TO ORDER: 11:07 am by Chairman Kenneth Miller

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

AGENDA: Motion to accept Agenda moving New Business ahead of Unfinished Business for this session. (Wilson/Myers) passed.

PUBLIC COMMENT: Open public comment on Collection Development Policy. No comment was received by the Board on the public comment on online posting. **Motion to approve the Collection Development Policy (Hays/Nation) passed**

CUSTOMER COMMENTS/CORRESPONDENCE:

- Patron written comments from the Rawlins branch included a thank you for assistance and a compliment on the availability of materials at the library. Noted a comment in reference to the Carlie McDonald tribute from a relative passing through Rawlins.
- Notes sent from family of LaRena Kirsch with donations to the CCLS.

CONSENT AGENDA:

MEETING MINUTES: Motion to approve the July 17, 2024, meeting minutes (Myers/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 \$23,119.30. (Hays/Wilson) passed.**

EXECUTIVE DIRECTOR'S REPORT:

- **Work Anniversaries:** Sue Paddock – Eight years with the Saratoga Library
- **Around the county:**
 - Finished Summer Reading Program with incredible participation numbers: Total of 3056 books read, 123.5 hours read by 0-3yo and 197.5 hours read by 4-6yo readers. "Yesterday I made the calls to the winners of the SRP and I must say those are my favorite calls to make! I had a couple of young readers whose reaction deserved to be on a TV commercial as a Hallmark moment! "Mom, I won!!!"."
 - Staff attended the Carbon County Fair with the library booth and used this as an opportunity to connect with the patrons and promote the services.
- **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.
- Sara Leroux is no longer with the system.
- Saturday, 8/3, at 6:30pm the Executive Director was notified by dispatch of a break-in at the meeting room of the Rawlins Branch. Missi White was contacted and both met with law enforcement at the Carbon Room of the Library. The individual made a reservation for a room and misinformed library staff of his intentions to spend the night in the meeting room with 2 dogs and 1 cat. The individual was charged with trespassing. Later it was discovered the individual had accessed the w 3rd floor and several offices. The contract was violated with the deposit for the room not refunded.
- This action led to discussion by the Board on the key pass issued and how it worked. The pass can and will in the future be checked to access only the area needed which included the hall of the lower level occupied by the library with the bathroom facilities. The doors accessing this area at present cannot be locked with the current door handles do not have this option. Building & Grounds for the County will be again asked to install locking handles to secure the building.
- **Elk Mountain:**
 - Business as usual. Recurring programs such as: Story Time, Craft Club, Lego Club, Dominoes, and Teen Group. The library was closed on 8/13 for staff jury duty. The branch was closed on 8/20 for election as the branch manager is an election judge.
- **Encampment:**
 - Business as usual. Recurring programs such as: Quilting Club, Yoga, Book Club, Craft & Chat and Mahjong. The branch will be inventoried on 8/21 to bring the collection up to date and clean our records.
- **Hanna:**
 - Business as usual. Doors are open to programs offering programs such as the Quilting Club. SRP was well received this year.
- **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.

- **Sinclair:**
 - Business as usual. We continue to offer our programs such as Sit&Stitch, Lego Club and Art Club.
- **Facilities and Technology:**
 - All public computer monitors will be replaced throughout the system thanks to the generous donation by the Library Foundation. Thank you, Foundation!
 - Executive Director reached out to the Building and Grounds Manager to discuss the Baggs garden proposal to minimize water usage. The idea was well received
 - The B&G Manager was consulted on the sidewalk issue at the Saratoga Branch and the department plan to remove the tree & to replace the sidewalk. He agreed to hold off on the proposed plan until the Board can address the issue.
- **Grants:** Submission of a CCSD#1 Rec Board grant for the upcoming FY.
- **Closures:** The system will be closed September 2, 2024 in observance of Labor Day.

FOUNDATION/FRIENDS

- **Foundation:** Foundation met in July and approved the proposed funding request by the system. Foundation members also volunteered to help with the library booth at the County Fair and planned the annual Commissioners luncheon.
- **FOL Saratoga:** The group will be hosing Chilly Rollinson's program "Battleground: Plains Indians in the Upper North Platte River Valley" August 22nd.
- **FOL Baggs:** The FOL does not meet in the summer. Executive Director reached out to the group to ask for their support to advocate for the library with the Town Council regarding the water billing and the council decision not to contribute to the library by not waving the cost of the water. This was considered a donation to the library as agreed upon when the library opened in Baggs.

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/Wilson) Passed.**

NEW BUSINESS

- Department of Audit review. The Board reviewed the audit/census as prepared by Hofmann & Ramsey, CPAs. This report reflected the June final report as accepted by the Board by vote at the July 17th regular meeting. The State of Wyoming has required this audit/census be signed by the Board Chairman and submitted signifying the completion of the audit and authenticity of this submitted report.

- **Motion to approve the Census as prepared by the accounting firm of Hofmann and Ramsey and submit this signed report to the Wyoming State Department of Audit. (Wilson/Nation) passed.**
- Board reviewed the Freedom and Reconsideration of Materials Policy. The proposed changes are to use language that will make interpretation easier for the user. Included in the clarification will be the statement ‘redeeming value as literary, political, artistic and scientific value” as an example. **Motion to accept the changes to the document and make available for public review for the required 45 days the Freedom & Reconsideration of Materials policy with the form for filling an objection to materials. (Nation/Wilson) passed**

UNFINISHED BUSINESS

- Personnel & Benefits Manual has been reviewed by the County Attorney and the submitted changes to the document were reviewed. **Motion to accept and use the Personnel & Benefits Chapter of the employee manual as presented (Hays/Myers) passed**
- The Budget presented to the Carbon County Commissioners was reduced by 6.5% which is round \$25,000. Executive Director Maria Wenzel presented the Board with several options to address the budget shortfall. Having considered those proposals in light of what is best for the entire library system, the Board decided to close the Sinclair Branch, reduce hours of operation at the Medicine Bow Branch, and reduce operational expenses in all other Branches.
- **Motion to close the Sinclair Branch as of October 1, 2024, reduce the hours of the Medicine Bow branch to be open one day a week as of October 1, 2024, and to reduce operational expenses of all other Branches to complete the budget shortfall. (Hays/Nation) passed.**

EXECUTIVE SESSION: none

ADJOURN: meeting adjourned 2:13 pm.

NEXT MEETING: September 18, 2024. LSRV Branch Library

PH/ph. **Adopted September 18, 2024 (Nation/Wilson)**