

Carbon County Library Board of Directors

Meeting Minutes

APRIL 16, 2025 Rawlins Branch Library

CALL TO ORDER: 11:03 am by Vice Chairman Karon Wilson

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

AGENDA: Motion to accept Agenda (Nation/Hays) Passed

PUBLIC COMMENT: no public comment noted

CUSTOMER COMMENTS/CORRESPONDENCE: Written comments from the Rawlins Branch & Saratoga Branch taken from desk records expressed the need for the libraries.

CONSENT AGENDA:

MEETING MINUTES: Motion to approve the March 19, 2025, meeting minutes (Nation/Myers) 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 \$23,309.81 (Myers/Nation) passed.**

REPORTS

LIBRARY DIRECTOR:

- **Work Anniversaries:** Becka Evans, Baggs Branch Manager, 3 years (4/05/22)
- **Around the county:**
 - We continue to offer a 50% discount on old bills for the month of April. The team has been pleasantly surprised with the positive response we have received from patrons.
- **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.
 - On 03/28 a patron came in to donate two medium 3D printers! We are grateful and excited to receive this donation. We will move one of the 3D printers we have in the Makerspace to the Elk Mountain branch.
- **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. We offered a Fused Glass program on Tuesday 4/08 that was a success. Patrons loved the opportunity to have this program in Encampment and learn this technique.
- **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 Craft & Chat as well as Take & Make kits for families.
- **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.
 - I am happy to report that we are in the process of hiring our new Saratoga Branch Manager, Kayla Arnold.
- **Facilities and Technology:**
 - The CCL Foundation purchased 3 new AWE learning stations to replace the existing ones. We have had these for 13 years and this replacement was long due. I have been working on the replacement cycle with the Foundation for a while now so I am excited to finally be able to get to this item in the cycle. Thank you, Foundation, for your generous contribution!
- **Collections and Circulation:**
 - No news
- **Grants:**
 - The CCSD#1 Ongoing Projects Grant to purchase one AWE learning station was approved. The funds will be available for the next fiscal year and we will be able to replace the station in Baggs.
 - The CCSD#2 Grant hearing is scheduled for 04/14 at 6pm.
- **Around Wyoming / Closures:** No news
- **Friends & Foundation:**
 1. **Foundation:** The next meeting is scheduled for 04/29 at 6pm
 2. **FOL Saratoga:** The next meeting is 05/02 at 5pm
 3. **FOL Baggs:** During their last meeting, the group welcomed a new member. They also discussed getting the trailer ready for the season. The FOL

decided to wait for the Branch Manager and not advocate on behalf of the library with their Town Council themselves.

- **Centennial Celebration:**

- Our committee will continue to meet every month to plan the five different celebration categories.
- We have tentative dates for the celebration in every branch. The party in Rawlins is scheduled for December 5th.

FINANCIAL REPORT FOR March FY24-25: 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/Nation) Passed.**

NEW BUSINESS

- **CCLS Employee and Benefits Manual Review** – several changes to the manual were proposed. The Employee Safety Section 2.18 expanded to include OSHA law and Health Hazards. The Patron Safety Section 2.19 revised and expanded. Section 2.20 Emergencies gave a clearer path for employees to respond to emergencies. Section 2.21 Incident Report Protocol was expanded to include incident report filing. Section 5.10 Absence Due to Inclement Weather included pay and location specific weather closing. The Board asked for some changes and will review the manual additions at the May meeting.

OLD BUSINESS

- CCLS Budget was submitted for County Commissioners review prior to May hearings. Board Member Myers reported on her Saratoga Town Council meetings with a positive feeling. The Town Council asked for more information which was forwarded to them. Preparation of a clearer expenditure listing was made by Director Wenzel to submit. Encampment and Riverside Town Councils were addressed. The Board received a letter from the Encampment Mayor asking for specific areas that may need financial aid. Director Wenzel will draft a letter addressing those areas as requested.
- An appointment with the Saratoga Sun was set with Board Member Myers and Director Wenzel to attend. The newspaper has asked to do an article on the financial needs of the area Libraries.

EXECUTIVE SESSION: no session was required

COMMENTS FROM THE FLOOR: no comments

MEETING ADJOURNED: 12:25 pm. Next meeting May 21, 2025, at the Saratoga Branch Library

PH/ph. ***Approved May 21, 2025 (Nation/Wilson)***

