

Carbon County Library Board of Directors Meeting Minutes

August 19, 2026 Elk Mountain Branch Library

CALL TO ORDER: 4:05pm by Board Member Deb Riker

ROLL CALL: Present:, Patti Hays, Deb Riker, Kathy Beck, Dana Mc Creary & Jenita Calton, Executive Director. Guest Joyce Menke, Stefani Flauding, & Adelaide Myers.

AGENDA: Motion to accept the agenda with additions (Hays/McCreary) passed

PUBLIC COMMENT: none

CUSTOMER COMMENTS AND CORRESPONDENCE: none

MEETING MINUTES: Motion to approve the July 22, 2026, minutes. (Riker/McCreary) passed

Motion to approve the minutes from July 11 Special meeting (Mc Creary/Hays) passed

APPROVAL OF EXPENDITURES: Motion to approve outstanding expenditures including bills to be paid and credit card expenditures in the amount of \$12,362.50. (Hays/Riker) passed

REPORTS:

FINANCIAL REPORT FOR March FY 25-26: Board reviewed the financial report as submitted by the firm of Hofmann & Ramsey, CPAs. General questions were addressed and the System is on track with the budget. **Motion to accept the financials as presented and reviewed and to place them on file for Audit (Hays/Riker) passed.**

DIRECTORS REPORT: Jenita Calton, Director

- Processed raises of \$.50 an hour for all employees, except myself. This was over 20 employees and required coordinating with the accountant, getting signatures, filing paperwork. Everyone in CCLS was thankful for the raises.
- Pat Redmond in Saratoga was still being paid at the substitute rate of \$12.00. I raised her to the rate of branch manager as she has been filling that role for several months. She was asking questions and very appreciative.
- I made sure we had signed debit card agreements for all branch managers, except Rawlins, as they will be using these to mail ILL's.
- The printed copies of Board Packets were not complete for FY 2025 – 2026. I made the necessary copies and also updated the board minutes on the web page.
- I have changed the furniture in the director's office and re-worked the filing system to be more intuitive for myself. This included packing up physical receipts and statements for FY 2025 – 2026 per instructions from Kasandra. I have also packed up Payroll and Designated Account statements and receipts.

- I didn't know that we had a 'Public Official Position Schedule Bond' until it came up for renewal. We don't have to worry about getting that.
- I surveyed all staff to see if anyone was interested, or could, attend the WLA meetings in Cheyenne. I had a positive response from Joey in Encampment, but due to health issues in the family she feels she cannot attend at this time.
- I will be attending on Thursday, October 1.
- I contacted the State Library about moving \$12,000 to the interest bearing account.

FOUNDATION AND FRIENDS REPORTS:

- One of my comments last month was about discord in the Library Foundation. It was shared with me that I had a perceived 'conflict of interest' serving as interim director and foundation treasurer. Jessica Mustard has agreed to act as System Rep to the foundation. She attended the meeting on August 12, and with some new policies for conduct during meetings and a conflict of interest policy for me, it is believed that she no longer needs to attend meetings. There are several people working hard to resolve things and get them functioning correctly.

NEW BUSINESS:

- **Motion to hold Board Meetings at 4pm on the third Wednesday of every month. (Hays/McCreary) Passed**
- Director Calton presented the board with the proposed annual library closures in celebration of holidays. They Include:
Independence Day - July 3
Labor Day - September 7
Indigenous People's Day- October 12
Veteran's Day - November 11
Thanksgiving - November 26-27
Christmas - December 24-25
New Year's Day - January 1, 2027
Martin Luther King Jr. Day - January 18, 2027
President's Day - February 15, 2027
Memorial Day - May 31, 2027
Juneteenth - June 18, 2027
Motion to close all Carbon County Library System libraries on the proposed slate of holidays. (Hays/McCreary)
- Contract for Services Agreement with the County was signed and delivered.
- On request from a patron to the library a suggestion of recording the Board meetings was brought to the attention of the Board. A question of Transparency was brought to the table with this request. The board would like to discuss this matter further. This item will be placed under Unfinished Business for the September meeting.
- It was acknowledged the CCSD#2 Recreation Board has given the Library in Hanna through the CCLS a \$2,000 reimbursable grant for the librarian salary. Grant papers have been signed and returned. Thank you

UNFINISHED BUSINESS:

- Jon's Family Donation - A request from the Baggs Friends group to receive \$12,000 from this fund to pay operating expenses was received. The group discussed this process at

some length . **Motion to pay \$12,000 from this account directly from the Library System to the Baggs Friends of the Library for the salary of the Baggs Branch Librarian for hours not otherwise covered.(Hays,Beck) passed**

- **ADJOURNMENT:** Meeting adjourned at 5:13pm. Next meeting September 16, 2026 at 4pm at the Encampment Branch Library.

PH/ph ***Adopted September 16, 2026 (McCreary/Riker)***