

## CARBON COUNTY LIBRARY BOARD MEETING MINUTES

July 18, 2016

Hanna Library

1. Call to order. Meeting called to order by J. Menke at 3:10 pm.
2. Roll call: Present are: C. Bloomquist, T. Callison, J. Menke and E. Behrman
3. Agenda: agenda rearranged to accommodate guests. Motion made by T.Callison to approve agenda with changes. Motion seconded by E. Behrman. Motion carries.
4. Customer Comments, Correspondence and Guests:
  - a. Jamie Marcus State Librarian for past 15 mon. His phone is 1-307-777-5914. He is willing to help our Board with questions and concerns. Wy. Receives approx.. \$900,000.00 in Federal Funds for the purpose of assisting libraries statewide. Programs include:
    - WyLD
    - ILL
    - Statewide data bases
    - Languages on line
    - Grant writing assistance to smaller libraries
    - State document
    - Central acquisitions as catelogs, vendors, etc.
    - Web-in-ars for training/learning modules
    - Monthly newsletter and more.
  - There are 3 accounts at the state level that are held for the use of the library system in Carbon Co. They are as follows, WSL General Fund= \$113,767.23, WSL Lew Memorial Fund=348.77, and the WSL Interest Earning Fund= \$82,647.76
  - Take note that your library card for your local library will work in any State/County/Municipal library anywhere in the state.
  - Experience Works is a program for the 55 yr. and plus in age. This program is for learning and work.

- WIOA is a work investment program for ages 18-24 yrs. Internships are available. Internships provided for learning how to work in a library.
- Volunteers need guidelines.
- Grants and grant writing assistance.
- He has offered his and his staff services to help us in or county.
- he has information of an individual interested in an interim director position.

b. Leigh Nation- The following positions are still available and active at the Wy. Workforce office: Director, and Acquisitions positions.

She also informed board of other services available from Wy. Work Force.

c. Jim Piche. Jim was invited to meeting as he is in charge of all the county buildings and facilities. What can he do for us? He stated that there are 90 county buildings in Carbon Co. in need of regular maintenance. Currently:

- all building expenses have been moved to his budget
- includes lights, propane, gas, utilities, water
- from us he needs all unpaid bills from our libraries.
- send requests to him for repairs and maintenance. With this reorganization of managing all the facilities he can monitor expenses and be available to do needed repairs. His number is 1-307-321-0363.

Break taken at 4:55

5. Executive Session. J. Menke motioned that board go into executive session at 4:55 pm. Motion seconded by E. Behrmann. Motion carries. At 6:17 motion to come out of executive session made by J. Menke, seconded by C. Bloomquist. Motion carries.
6. Approval of Minutes(vote).
  - a. June 20, 2016 minutes are on file. Current board cannot approve them as two were not on the board at that time. Placed in file.

- b. July 6, 2016 minutes are approved with a motion by C. Bloomquist and a second by T. Callison. Motion carries.
- c. Actions in executive session are to hire Jacob Michelson as the Executive Director. Also approved payroll budget with a motion by C. Bloomquist and a second by T. Callison. Motion carries. Approved the increase in salary of Sue Paddock to \$15.00/hr. for the next 60 days. Term is limited. Report from community session minutes were made available to board members. Meeting was July 12, 2016.

7. Financials:

- a. Board members signed forms at Bank of Commerce.
- b. Balance sheet presented from Ramsey and Hoffman using their Quickbooks. Also presented checks ledger for payment of bills. Motion made by C. Bloomquist to pay the bills, seconded by E. Behrmann, motion carries.
- c. One outstanding check needs to be verified for a value of \$6,000.00.

Recess announced at 6:30 pm as it is time for the Community Meeting in Hanna.

At 7:10 pm motion made by C. Bloomquist to return to regular meeting agenda. Seconded by E. Behrmann. Motion carries.

- 8. Foundation Reports made available to Board. We need to know for sure if the Foundation is paying for all the District wide ILL's as opposed to the individual paying the \$3.00 for same?
- 9. FOTL. Some communities have very active FOTL groups for financial support. Some communities are just reestablishing this group.
- 10. Director Report to Board. For information only. Also in packet is the Rawlins Branch interim manager report.
- 11. Unfinished Business
  - a. Budget Discussion(vote) There are 2 sheets to review. One is the budget for the main office is Rawlins, salaries and positions. The second sheet are for the seven outlying libraries that include hours and salary and how the \$75,000.00 is split. Motion made by

- C. Bloomquist to approve this portion of budget, motion seconded by T. Callison. Motion carries.
  - b. Foundation Grant- \$59,845.00
  - c. School Dist. # 1 Grant for 2015-16 receipts turned in for \$22,878.76. Next year's grant for \$25,000.00 turned in.
  - d. School Dist. #2 Grant for \$6,000.00 for the 2015-16 will be worked on. Will apply for the 2016-17 Grant in January 2017.
12. New Business:
- a. Town Meeting in Elk Mountain is July 21,2016 at 6:00 pm at the Senior Center.
  - b. Volunteer program to be developed
  - c. New employees: IS positions in Rawlins are Josh Wood, Victoria Bryen, JoAnne Connors. Executive Director is Jacob Mechelson. There is still one open position on the Board following the resignation of Joanne Whittson. This last position is filled by the County Commissioners.
13. Comments from the Floor. Salaries are presented in dollars so we need to figure approximately an additional 16.7% above this for FICA, Medicare, etc.
14. Adjournment. At 7:42 motion from T. Callison to adjourn. Motion seconded by C. Bloomquist. Motion carries.
15. Next CCLB meeting is scheduled for August 15, 2016 at 4 pm at the Baggs Library. This will be followed by a town meeting at 6 pm.

The Board Members were supplied with a number of papers:

- huge volume of materials from Jamie Marcus
- materials from Leigh Nation from Wy. Work Force
- budget materials.

Respectfully Submitted

Eleanor Behrmann, Sec.

