

MINUTES OF CARBON COUNTY LIBRARY BOARD MEETING

MONDAY AUGUST 15, 2016

BAGGS LIBRARY LOCATION 4:00 PM

1. Call to order. Meeting called to order at 4:15 pm.
2. Roll call: The following board members are present: J. Menke, C. Bloomquist
E. Behrmann. Absent: T. Callison, excused. Rules for a quorum are met.
3. Approve Agenda. Motion made by E. Behrmann to approve agenda. Seconded by C. Bloomquist.
Motion passes.
4. Approval of the following minutes:
 - a. Minutes of July 18, 2016. Motion made by E. Behrmann to approve minutes of the meeting. Seconded by C. Bloomquist. Motion carries.
 - b. Approve minutes of Executive Session of July 18, 2016. Motion made to approve minutes of the Executive Session on July 18, 2016 made by E. Behrmann. Seconded by C. Bloomquist. Motion carries. These are sealed in Directors office.
 - c. Approve minutes of July 14, 2016 Work Session. Motion made to approve these minutes by E. Behrmann. Seconded by C. Bloomquist. Motion carries.
 - d. Approve minutes of the Hanna Town meeting. Motion made by E. Behrmann to approve and seconded by C. Bloomquist. Motion carries.
 - e. Review and correct the June 20, 2016 minutes. The acting secretary at that meeting did not file any minutes. Current board cannot approve. However, minutes were produced by J. Menke. They need review and to be edited(no vote). The edited version is in with minutes of June 2016 meetings in Rawlins Library Board meeting book.
5. Report from Executive Director. (report is attached to minutes). At end of executive session it was decided to have Rich Mitchell from the Dept. of Unemployment be a guest at the next board meeting. Concern for the issue of unemployment.
6. Customer Comments and Correspondence.
 - a. Still discussion about access to the Saratoga library for a group who want to exercise there.

7. Motion made by J. Menke to go into executive session at 5:19 pm. Motion seconded by C. Bloomquist. Motion carries.
At 5:29 pm Motion made by J. Menke to come out of executive session. Motion seconded by C. Bloomquist. Motion carries.
8. Financials(vote)
 - a. Due to illness of K. Ramsey, accountant the year to date financials are not available. This report would show the budgeted line items spent the month of July compared to the budgeted amount. Her report is not available tonight. However, there is a 6 page report of expenses for July 2016. There were a number of bills submitted to be paid. Motion made by C. Bloomquist to pay the bills.
Motion seconded by E. Behrmann. Motion carries.
 - b. Health insurance for employees. Through Blue Cross/Blue Shield the individual employee pays \$100.00/month. The family plan would have the employee pay \$250.00/month for that plan. The library system pays the balance for coverage. Currently there are two employees seeking coverage.
9. Foundation to the CCLS for the next fiscal year is planned to be as follows:
 - a. Funding ILL's \$10,000.00
 - b. Teen Computers, desks and study carrels in Rawlins and Saratoga \$5,000.00
 - c. Materials acquisitions \$30,000.00
 - d. Programming \$8,000.00
10. Friends of the Library Report.
There is one report from the Baggs FOTL group.
11. Unfinished Business.
 - a. Grant School Dist. # 1(no discussion)received
 - b. Grant School Dist. # 2(no discussion)received
 - c. Pending grant applications(no discussion)
 - d. ILL's. These are being paid by the Foundation as noted above.
 - e. Letters to municipalities regarding donations specified to individual libraries. These were completed by Director Mechelson and sent to the towns.
12. New Business:
 - a. Need to review job descriptions. Monthly the Board will review job descriptions as presented by the Director.
 - b. Need to review the use of meeting rooms policy. There are a number of other policies in need of editing and review. These will be worked on and presented to the Board by the Director.
 - c. Board Bylaws likewise noted to be in need of revision.

13. Comments from the floor. No one in attendance as yet.
14. Plan for future Carbon County Library Board meetings are set as below. The Board feels the need to hold meetings in the outlying libraries for their inclusion in the system.
 - a. September 19, 2016 at the Elk Mountain Library at 4:00 pm
 - b. October 17, 2016 in Medicine Bow at the Community Center at 4:00 pm
 - c. November 14, 2016 in Encampment Library(time to be decided). Moved to 2nd Monday due to the holiday.
 - d. December 12, 2016 in Saratoga(time to be decided). Moved to 2nd Monday due to the holiday.
 - e. Meeting dates and times are subject to change due to winter time driving conditions.
15. Next meeting is scheduled for Monday September 19, 2016 in Elk Mountain at 4:00 pm.
- 16.
17. Motion for adjournment: E. Behrmann motioned for adjournment. Motion seconded by C. Bloomquist. Motion carries.
18. Baggs Community meeting followed the Board meeting at 6:00 pm.

Board Members have copies of the financials, the Executive Directors report, and brief Foundation Report.

Respectfully Submitted,

E. Behrmann, Secretary

Minutes approved on 9-19-16 CCLS Board Meeting

The mission of the Carbon County Library System is to engage, enrich and empower.