

CARBON COUNTY LIBRARY SERVICES BOARD MEETING

MONDAY NOVEMBER 14, 2016 12:00 NOON, SARATOGA LIBRARY

1. Call to Order: T. Callison, Vice Chair called meeting to order at 12:13 pm.
2. Roll Call: Present are T. Callison, C. Bloomquist, A.T. Ezell, E. Behrmann. J. Menke excused. Executive Director Michelsen also present.
3. Approve agenda: Motion made by C. Bloomquist to accept agenda with two additions under unfinished and new business. Motion seconded by A.T. Ezell. Motion carries.
4. Approve Minutes: Motion made by C. Bloomquist to approve minutes of the meeting on October 17, 2016. Motion seconded by A.T.Ezell. Motion carries.
5. Review Financials:
 - a. Review assets, liabilities, and fund balances.
 - b. Review of General ledger: very long and detailed. Will keep one copy in the main library book in Director office.
 - c. Motion made to pay bills by C. Bloomquist, seconded by A.T. Ezell. Motion carries.
 - d. Kassandra Ramsey, our accountant, attended meeting per phone to answer questions from the Board regarding the financial report.
 - e. Currently we do not see Y.T.D. expenses compared to the budget month to month. When K. Ramsey obtains the final budget this can be set up to evaluate how we are doing and staying within the budget.
 - f. Audit of books: started in August 2016. The County Treasurer will give a report of this audit.
 - g. Our financials do not yet reveal the matching funds from the State Interest Earning Fund. This will take some work from accountant and the Wyoming State Library. This will allow more matching funds to go to individual libraries where there have been donations to extend service hours.

6. Customer Comments:
 - a. Many positive comments come in from all parts of the county.
 - b. Communities feel more a part of rebuilding their local library, ie. monetary donations and donated supplies.
 - c. It has restarted some Friends of the Library groups in our towns.
7. Executive Session: none needed.
8. Foundation Report: it is part of the Director Report under fund raising.
9. FOTL Reports if available:
 - a. Baggs, FOTL are doing paperwork to become a non profit.
 - b. Saratoga FOTL meets this pm.
10. Director Report: J. Michelsen has his report for 11-14-16.
 - a. Many areas are addressed in terms of Partnerships, Events, Library hours and Projects. Board members have report and it is being sent to our constituents and the County Commisioners.
 - b. County wide staff meeting: This meeting is for all Library Staff. Currently planned for December 12, 2016 in Rawlins. It will be a full day of training and team building. It includes all branch libraries and all employees. All libraries will be closed on that date. Library Board will be in attendance also.
 - c. Unemployment Issues: We have lost our appeal for one employee regarding unemployment pay. Another employee has been receiving it. Total liability will be about \$8,000.00. In December 2016 we will see our quarterly payment into Unemployment. This issue was voted on by the Board at the October 17, 2016 meeting.
11. Unfinished Business:
 - a. Job Descriptions. Final descriptions are being sent to Board for Branch Manager, Library Assistant I, and Library Assistant II. Policies updated are Code of Conduct, Fee Policy and Inter-library loans.
 - b. Increase in hours to Baggs, Elk Mountain, and Encampment.

c. Increase in hours in Rawlins and Saratoga. With the last open position for Library Assistant II at 15 hrs. a week this is very hard to fill in Rawlins. Board needs to decide next month how to proceed with this position. In Saratoga the main librarian has no lunch time break relief. Motion by C. Bloomquist to increase 5 hours a week for the Saratoga branch to have coverage for this employee. Motion seconded by A.T.Ezell seconded motion. Motion carries.

12. New Business:

a. Casper Conference: see Director Report.

b. Meeting Room Policy: J. Michelsen will edit policy to present at the December meeting

c. Health Insurance; The monthly amount is found on the financial report.

d. New Logo: Current logo and website appear to be out- dated. Board accepted a quote from Emily Kirk(Rawlins Daily Times) to redo the logo for \$200.00 - \$300.00. And to redo the website for approximately \$700.00. No action taken by Board. At the December Board meeting there will be a need to vote to rarify this action.

13. Next Meeting: Monday December 12, 2016 at 12:00 noon in Rawlins. It is the same day as staff meeting. This gives Board members a chance to meet with library employees. Location in the Bess Sheller Room.

14. Motion to Adjourn: Motion made by C. Bloomquist to adjourn. Motion seconded by A.T.Ezell. Motion carries. Adjourned at 1:40 pm.

Respectfully Submitted,

E. Behrmann, Sec.

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

Board approved minutes on December 14,2016

