

CARBON COUNTY LIBRARY BOARD MEETING MINUTES
MONDAY OCTOBER 4, 2016 @ 5:00 PM ENCAMPMENT LIBRARY

(Agenda subject to change and or reordered at meeting time)

- 1. Call to Order: Meeting called to order by Chairperson J. Menke at 5:30 pm.**
- 2. Roll Call: Present are: J. Menke, T. Callison, E Behrmann, A.T. Ezell, and C. Bloomquist per phone. In addition is the Exec. Dir. Jacob Michelsen.**
- 3. Introduction of new board member: New board member is Ann-Terri Ezell from Rawlins. She was welcomed by board and thanked for her service in representing the Rawlins community.**
- 4. Policy Revisions and Job Descriptions:**
 - a. Branch Manager: Rawlins. Job description presented and there is discussion. This is a reauthorization of this position in Rawlins as currently they do not have a Branch Manager.**
 - C. Bloomquist motions that we reauthorize this position in the Rawlins Library. Motion seconded by T. Callison. Motion carries. In addition there needs to be a discussion regarding salary. C. Bloomquist made motion to start salary at \$10.61/hr. Motion seconded by A.T. Ezell. Motion carries. The Ex. Dir. will make all needed changes to job description and post corrected version for Board and placed in manual.**

b. Library Assistant I – Rawlins: The presented job was outlined by the Ex. Dir. with job role duties. C. Bloomquist made a motion to approve same. Motion seconded by E. Behrmann. Motion carries. Exec. Dir. will post this for Board when all corrections are made and placed in manual.

c. Library Assistant II: Job role and duties are outlined. This job is comparable to the current Information Specialist. After job description was reviewed a motion was made by T. Callison to accept this and have the entry pay be \$10.10/hr. Motion seconded by E. Behrmann. Motion carries. All needed changes will be made by Exec. Dir. and forwarded to Board and posted in Library Job Description manual.

d. Code of Conduct: This policy was discussed. Some changes made ie. E. cigarettes, bike riding. This policy outlines in stepwise fashion how a patron will be managed who has been in violation of stated Library Code of Conduct. Motion to approve made by T. Callison. Seconded by C. Bloomquist. Motion carries.

e. Fee Policy: A number of changes have been made to this policy. For example the ILL(interlibrary loans). Fees will be paid by the Foundation for the remainder of the 2016-17 fiscal year and not the patron. Numerous changes will be made. Corrected version will be made available to Board and public. Motion made by T. Callison to accept the policy as amended. Motion seconded by A.T.Ezell. Motion carries.

6:00 pm. At this time C. Bloomquist is no longer attending by phone.

f. Inter-library Loans(ILL's): As stated above the Foundation is paying for these requests. This policy will be visited yearly as it is supported by funds from the Foundation.

Motion made by E.Behrmann to approve this policy as presented. Seconded by T. Callison. Motion carries.

5. Health Insurance Obligations: Currently there are two full time employees who qualify for coverage by BC/BS. The current arrangement is that for a single coverage the employee pays \$100.00/month. Library pays balance of the policy. For the family coverage the employee will pay \$250.00/month with the Library system paying the balance. Employees will have policy in hand. Coverage begins Nov. 1,2016.

6. Unemployment Options: After considerable discussion this topic was tabled until we have more specific dollar figures available to decide if we wish to do the reimbursement vs. liability approach to this expense.

7. Hours of Library Operations: As donations have been coming in from community individuals and groups that are designated to a specific library we need a mechanism to begin increasing the hours of operation for that library. A motion was made by A.T. Ezell to give the Exec. Dir. Michelsen the authority to increase hours of library operation. Motion seconded by T. Callison. Motion carries.

8. Community Partnerships: Exec. Dir. Michelsen has been in contact with Sinclair Marketing Director Rita about partnering with the library system to provide more outreach in our small communities and to support some educational classes. He will

continue to look at ways for them and library system to work together.

9. New Employees:

a. Interview this week for a new Informational Specialist/ to be called from now on Library Assistant II. This employee will work 15/hr./week. Starting salary is \$10.10/hr. Starting October 5, 2016.

b. Youth Services Position just recently vacated. Interview also done this week. Salary is \$10.61/hr. Position is 25/hr./week. Motion made by T. Callison to proceed with hiring this employee. Motion seconded by E. Behrmann. Motion carries.

10. Customer Comments: none

11. Next Meeting is scheduled for October 17, 2016 at 2:00 pm at the library in Medicine Bow. With the goal to move Board meetings into more communities the plan is to meet in:

November in Saratoga

December in Sinclair

January 2017 in Rawlins

12. Motion to adjourn made by J. Menke at 7:00 pm.

Respectfully Submitted

E. Behrmann, Sec.

(these minutes were approved at the CCLS Board meeting 10-17-2016)

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

