

CARBON COUNTY LIBRARY SERVICES BOARD MEETING

MONDAY OCTOBER 17, 2016 MEDICINE BOW LIBRARY

1. Call to Order by Chairperson J. Menke at 2:05 pm
2. Roll Call: J. Menke, C. Bloomquist, E. Behrmann, A.T. Ezell, and T. Callison per phone. Exec. Director Jacob Michelsen also in attendance.
3. Approve Agenda: One addition under new business added. Motion made to approve agenda with additions made by C. Bloomquist, second by A. T. Ezell. Motion carries.
4. Approve minutes of meetings: (vote)
 - a. Minutes of the September 19, 2016 meeting: Motion made by E. Behrmann to approve, seconded by T. Callison. Motion carries.
 - b. Minutes of the October 4, 2016 meeting. Motion made by E. Behrmann to approve minutes, seconded by C. Bloomquist. Motion carries.
5. Review Financials: (vote)
 - a. Motion to pay bills: A list of bills to be paid is presented from Hoffman and Ramsey. Bills are for services received, and for payroll in the total amount of \$69,881.98. Motion made by E. Behrmann to pay bills. Seconded by C. Bloomquist. Motion carries.
 - b. Review of the September financials brought questions of
 1. 2 Orchard accounts are for retirement acct of one employee.
 2. There is one repair bill for Medicine Bow library for a plumbing part. This is to go to the maintenance department. A point of interest is that J. Piche is getting a secretary to help him with calls, work orders, and proper billing.
 3. We would like to see a Y.T.D. report that will show our expenditures in relationship to the budget. K. Ramsey to attend board meeting next month.
6. Customer Comments: There are 6 visitors in the audience who are interested in meeting the new Exec. Director J. Michelsen and to ask questions of the Board. They shared their use of the library, wanted new books, and wanted large print books. They use the computers located here and their librarian, Bonnie does a summer reading program. Bonnie shared her work with the K, 1st, and 2nd grade school students, and with adults in their craft projects. Encouraged her to be in touch with J. Michelsen for new books, media, and other items for her community. There are things they would like more access to obtain. Other comments are that in Saratoga the Yoga group is happy with the use of meeting room for their class.
7. Guests: as above noted.
8. Executive Session: None needed

9. Foundation Report: Nothing in writing. But as per the Exec. Dir. report they have a number of community events in the planning stages. These are included in the Director's report.
10. Director report: Will be sent as an attachment.
 - a. Conference in Loveland, Co. will not be attended. Board had approved monies for two employees to attend over two days. Instead these two employees will attend a single day conference in Casper on October 27, 2016. This is the Wyoming State Library digital conference.
 - b. Staff Meeting; In December CCLS historically has a total staff meeting of main library employees and librarians from the branch libraries. Again this year that will be planned. Date in December not decided as yet. Part of this day will be in training and to allow employees to plan future goals for the library service county-wide.

T. Callison is no longer available by phone at 3:15 pm.

11. Unfinished Business:
 - a. Encampment-Riverside FOTL sending out letters to encourage community businesses and individuals to consider supporting the local library.
 - b. Policies and Procedures: those policies that were approved at the October 4, 2016 meeting are being edited and updated per Board request by J. Michelsen.
 - c. Recent changes in library open hours: Three communities have received funds for their specific library to allow that library to increase hours of service. They are Baggs, Encampment- Riverside, and Elk Mountain. The Board will make the one hour match so that by November 1, 2016 or before the service hours will be expanded.
 - d. Signage: In process. Those communities that have high school shop classes and appropriate equipment will be contacted to design, develop or refurbish the library signs in their town. To our knowledge Hanna, Baggs, Saratoga and Encampment have this ability in their H.S. shops.
 - e. Final financials for the BC/BS Health Insurance policies should be available in Nov, 2016.
 - f. Unemployment Options: Discussion and decision needed. After exploring the reimbursement vs. liability approach decision made to enter in to the liability plan. The cost is 2.5% liability on a tax basis and it come to \$5,300.00 annually. A motion was made by C. Bloomquist to start in November, 2016. Motion seconded by A.T. Ezell. Motion carries.
12. New Business:
 - a. Library Specific Collections based on local history of the individual communities. Decision made to get your requests in to J. Michelsen. These may be but not limited to local history, local writers, and ghost towns in the past.
 - b. Library Meeting Rooms/ Keys: A letter was presented by an Encampment group that uses the library two evenings a week and have done do for the past 30 years. It is their wish to have their own door key and they will keep it among themselves for meetings. This group keeps the meeting room clean and has assisted the librarian in replacing light bulbs etc.

A decision was made to allow this. At the same time it showed there are a number of different policies regarding Library Meeting Room arrangements and keys. J. Michelsen will rewrite this policy for adoption at next meeting.

13. Next meeting: November 14, 2016 at 12:00 Noon at the Saratoga library.

14. Motion to adjourn made by J. Menke at 3:45 pm.

Respectfully Submitted,

E. Behrmann, Board Sec.

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