

# CARBON COUNTY LIBRARY BOARD MEETING

Monday September 19, 2016 4:00 PM

Elk Mountain Library

**1. Call to Order:**

Meeting called to order by Chair person J. Menke at 4:05 pm

**2. Roll Call:**

Attendance: E. Behrmann, T. Callison, and J. Menke.

Absent: C. Bloomquist excused

Quorum present

**3. Approve agenda(vote):**

Motion made by E. Behrmann to accept agenda with minor revisions. Seconded by T. Callison. Motion carries.

**4. Approval of Minutes(vote)**

a. August 15, 2016 meeting. Motion made by E. Behrmann to approve the minutes of the Aug. 15, 2016 minutes as presented. Seconded by T. Callison. Motion carries.

b. Minutes of Town Meeting in Baggs: Motion made by E. Behrmann to accept the minutes of the Town meeting in Baggs on Aug. 15, 2016. Seconded by T. Callison. Motion carries.

c. Approve the corrected minutes of the June 20,2016 meeting. The Board was directed to note that the June 20, 2016 minutes needed a one sentence correction. That has been accomplished. No vote needed as those notes belonged to the previous board.

d. Motion made by E. Behrmann to approved the minutes of the Executive session of the August 15, 2016 meeting. Motion seconded by T. Callison. Motion carries. Notes were signed by the Secretary and the Board Chair. Sealed and filed in Director office.

**5. Customer Comments and Correspondence:** There are a number of positive comments being shared with staff at the Rawlins Library and the outlying libraries. Our libraries are a welcoming place for our customers.

- 6. Guest introduction and presentation regarding Unemployment: No guest was present to address unemployment. However a representative from unemployment office did see the Exec. Dir. within the week to explain our options. See Dir. report. No action taken.**
- 7. Executive Session-Personnel Matters: None needed.**
- 8. Financial Reports(vote)**
  - a. Review financials: Financials reviewed. Questions asked about 4 line items and their source:**
    - 1. No year to date is available to compare budget to actual spending,**
    - 2. Two Orchard Trust EFT's show each for \$25.00 each from unknown source,**
    - 3. On line 18800 under Donations there is \$350.00 from unknown source,**
    - 4. Line 52450 On 8/23.16 Med Bow expense of \$15.92 Central Restuaurant Products for unknown service.**
  - b. Approve Expenditures: Motion made to pay bills by T. Callison. Motion seconded by E. Behrmann, motion carries. The above unknown receipts and debits will be researched by J. Michelsen.**
- 9. Foundation Report: Disbursement Check of \$53,000.00 received from Foundation. And from Bridge Street Bargains(Saratoga) \$2,600.00 for their Library.**
- 10.Friends of the Library Reports: There are no written ones at this time. The newly organized FOTL is meeting this pm in Encampment.**
- 11.Director's Report: Dir. J. Michelsen's report will be sent out as an attachment. It is quite detailed.**

## **12.Unfinished Business:**

- a. Unemployment: See Director Report.**
- b. Access to Saratoga library: Most groups that used to have meetings and classes are returning to the Saratoga Library.**
- c. Elevator access to Rawlins library when east door is locked: this issue is still under investigation as the access to the elevator is not available for those who cannot do the stairs after 5:00 pm.**
- d. Health Insurance: Still has questions. BC/BS giving quotes. Likely a tiered system will be chosen.**
- e. Letters to municipalities: Letters are out to all the municipalities concerning designated funds to specific libraries.**
- f. Job description for Library Assistant I and Library II Assistant: at this meeting we do not have the Library I or the Library II descriptions to review.**
- g. Fee Policy resolution and overdue policy: No discussion. However, all Branches are accepting Donations of Supplies in lieu of fines. Each Branch has posted a list of acceptable donations.**
- h. Children safety and supervision; no action**
- i. Progress on teen areas in Rawlins and Saratoga Libraries: still in the planning stages in both facilities.**
- j. Code of Conduct Policy: next month should see a policy to address this.**
- k. Adoption of new policies by the Board. Need a standard. No action.**
- l. Carbon County Library website, update of information and hours: this site is being updated by technology employee.**
- m. Planned Training of employees: All new employees are making steady progress in learning their job role. No training planned at this time.**
- n. Signage for all libraries: Short discussion on signs for the facilities. Some in need of repair or replacement. More discussion is needed. More definite plans to be undertaken.**

- o. Acquisitions of history, nonfiction, and films relevant to regional libraries. Each Library Branch may pursue these materials upon request. Currently no locked cabinets are available if they would need to be secured.**

**13. Tour of the new facility in Elk Mountain Library: Board took a short tour of the building next to current library. It will be remodeled to serve as library and meeting space. Current facility quite small.**

**14. New Business:**

- a. As noted in the Director's report there are plans to partner with the Family Literacy Board on two projects. If it comes to completion there are two groups who potentially will meet in the Rawlins Library for classes on a regular basis.**
- b. Request from J. Michelson to attend the Mountain Plains Library Conf. This year it is being held in Loveland, Co. Cost would be \$572.00 plus \$180.00 for mileage. Date is Oct.20-22. He is currently a member of this library association. J. Michelsen will research source of funding. T. Callison motioned to approve the meeting attendance. Seconded by E. Behrmann. Motion passed.**
- c. Motion made by T. Callison to also approve this meeting attendance by Josh Wood. Motion seconded by E. Behrmann. Motion carries.**
- d. Wy. Workforce is posting one open I.S. position in Rawlins.**
- e. Matching Funds. This issue was presented by the Ex. Dir. Michelsen as part of his report. Discussion of the Board matching a one(1) hour monetary donation to the individual libraries to match a community donation of like amount. Monies will come from the Wy. State Interest Earning account. Limited to a one hour/dollar amount per fiscal year. Example was that the FOTL in Baggs had donated \$637.00 for an additional one hour of library operation. Board is to match that one hour dollar amount to give Baggs another one hour of service. Motion made by T. Callison for the Baggs Library. Further discussion. T. Callison amended his initial**

**motion for all libraries in the CCLS area. Motion seconded by E. Behrmann. Motion carries.**

**15. Next meeting planned for Medicine Bow on Monday October 17, 2016 at the Library starting at 4:00 pm.**

**16. Motion for adjournment made by T. Callison. Seconded by E. Behrmann. Motion carries. Meeting adjourned at 6:06 pm.**

**Respectfully Submitted:**

**E. Behrmann, Sec.**

**(These minutes approved at the CCLS Board meeting Oct. 17, 2016.)**

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