

## **CARBON COUNTY LIBRARY SERVICES BOARD MEETING**

**MONDAY AUGUST 28, 2017, RAWLINS LIBRARY, 10:00 AM**

**(Agenda is subject to change or reorder at meeting time)**

- 1. Call to Order: Meeting called to Order at 10:00 am by Chairperson J. Menke.**
- 2. Pledge of Allegiance: done**
- 3. Roll Call: Present are J. Menke, C. Bloomquist, A.T. Ezell, T. Callison and E. Behrmann and Exec. Director Mickelsen. Quorum declared. Guests: J. Piche, L. Glode, and C. Ohare.**
- 4. Approve Agenda: Motion made by C. Bloomquist to accept. Seconded by A.T. Ezell. Motion carried.**
- 5. Approve Minutes of July 17, 2017: Motion made by E. Behrmann to approve minutes, seconded by T. Callison. Motion carries.**
- 6. Guests:**
  - a. Commissioner Glode: in attendance. Offered suggestions for problem resolution upon request.**
  - b. J. Piche, Buildings and Grounds Manager: Offered updates on current plans for building repairs and how issues are managed. With considerable savings in new lighting in the libraries there is a plan to do same upgrade in all the Senior Centers.**
  - c. J. Piche is to receive from all libraries the list of needed repairs that each facility librarian has generated. What constitutes an emergency versus standard maintenance? He gave some detail.**
  - d. Water leaks and irrigation on the south side libraries will still belong to contract R. Forrester in Baggs, Encampment and Saratoga. County may in future take over these systems.**
  - e. Medicine Bow still with a number of unfinished repairs.**
  - f. Our employees should send requests to J. Mickelsen first.**
  - g. Discussed carpeting versus a vinyl flooring in high traffic areas. Further estimates and discussion needed.**
  - h. There is an employee who can do repairs in Elk Mtn. now. This may facilitate maintenance issues in that location.**
- 7. Customer Comments and Concerns:**
  - a. Letter from Senator Enzi congratulating Elk Mountain and Tammy Page in the opening of the new library and to Tammy and Community Members on receiving the Hero/Heroine Award presented by the State Librarian. (Letter at main Rawlins Library).**
  - b. Complaint given at the Rawlins facility regarding display of certain information. Person stated library was advertising for businesses on our bulletin board. It was about swim lessons only.**
  - c. A.T.Ezell initially served to complete a term from a Board member who had resigned. She now is doing a 3 yr. term on the Board as approved by the County Commissioners.**

8. **Executive Session: At 10:34 Motion to go into Exec. Session made by T. Callison, seconded by C. Bloomquist. Motion carries. At 11:23 Motion to come out of Exec. Session made by E. Behrmann, seconded by A.T.Ezell. Motion carries. Discussion regarding personnel. No action taken.**
9. **Financials:**
  - a. **Review Expenditures: this was reviewed. Also the bond paperwork is still being signed by parties who are responsible for bonding named individuals.**
  - b. **Motion to Pay Bills: Motion made by E. Behrmann to pay bills in the amount of \$6,045.13. Seconded by C. Bloomquist. Motion carries.**
  - c. **Y.T.D. figures: Review made of Budget versus Actual.**
  - d. **We have a copy of the Resolution Budget Ammendment number five dated August, 2017. Amount was \$48,745.13. County Commissioners signed as did the County Treasurer.(On file main library).**
10. **Foundation Report:(very lengthy, copy in Main library in Rawlins for review).**
  - a. **Foundation is very generous with funds to CCLS. They have approved the following items, 11 new lap tops for the county wide system \$5,500.00. \$40,000.00 for materials, new cameras(\$5,500.00), programing(\$10,000.00) wall charger units for each library to assist visitors who travel through this area some riding bikes and need location to charge their phones(\$2,800.00). Inter-library Loan Postage(\$2,500.00.**
  - b. **50:50 Raffle: this past event the winner donated the proceeds back to the Foundation.**
11. **Friends of the Library:**
  - a. **Baggs report-they are supporting the librarian with funds to provide one more hour a week for outreach in their community**
  - b. **Saratoga- Their next meeting is September 18, 2017.**
12. **Director Report: (copy in Rawlins Library)**
  - a. **WLA Conf. Two attended**
  - b. **Rec. Board Grants: received from SD 2**
  - c. **Bank Signatures completed**
  - d. **Bond Submitted**
  - e. **Rawlins Book Sale-income \$800.00**
  - f. **Director Retreat in October 4-6, 2017(no action taken, unfinished business)**
  - g. **Teen Room(need flooring decision first)**
  - h. **School Supplies for Fines(on going)**
  - i. **Summer Reading: Great in some locations, not so good in others.**
  - j. **Staff Updates: new employees and plan for a staff meeting on Sept. 15, 2017.**
  - k. **Staff Meeting: planned for September 15, 2017.**

At this time A.T.Ezell and C. Bloomquist excused from meeting.

13. **Unfinished Business:**
  - a. **Audit: Auditor in on 9/19/17**
  - b. **Foundation Funding: Requests submitted and approved. Also approve purchases.**
  - c. **Flooring(decision and quotes needed)**
  - d. **Lighting discussed above**

- e. Long Term Planning(table to next meeting)
- f. Grants(no report)
- g. ByLaws and Policies(September meeting)Board be prepared to discuss). J. Mickelsen will email you a copy.

**14. New Business:**

- a. Health Insurance: \$14,400.00 in budget, B.C.B. S. available. Chose a plan for three employees. Need copy of plan and coverage to Board. Plan A was presented by J. Mickelsen. Motion made by E. Behrmann to pay for Plan A, motion seconded by T. Callison. Motion carries with A.T.Ezell voting from her phone. The particulars of this policy will go to Board members. At current time the single employee contributes \$100.00/month and the family plan employee contributes \$200.00/month toward this insurance plan.
- b. Staff Meeting as above
- c. Acquisitions Account at State Library: We owe the following and the source is from: Foundation-\$30,000.00
  - S.D. 1 - \$22,878.00
  - S.D. 2 - \$5,896Total= \$58,774.00 Funds will be sent to State Library. Motion made by E. Behrmann to use these funds to pay the State. Motion seconded by T. Callison. Motion carries with A.T. Ezell voting yes from her phone.

15. Comments from the Floor: none

16. Next scheduled meeting is September 18, 2017 at Sinclair Library at 10:00 am.

17. Meeting adjourned at 12:20 pm.

Respectfully Submitted,

E. Behrmann, Sec.

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

Minutes approved at the September 18, 2017 Library Board meeting.