

CARBON COUNTY LIBRARY SERVICES BOARD MEETING

MONDAY, September 18, 2017 at the Sinclair Library

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

1. Call to Order: Meeting called to Order at 12:07 pm by Chairperson J. Menke.
2. Pledge of Allegiance: Done
3. Roll Call: Present are J. Menke, T. Callison, C. Bloomquist, A.T.Ezell, E. Behrmann and Exec. Director J. Mickelsen. Quorum is declared.
4. Approve Agenda: Motion made by T. Callison to approve agenda. Seconded by A.T.Ezell. Motion carries.
5. Approve Minutes: Motion to approve minutes of the August 28, 2017 meeting made by E. Behrmann. Seconded by T. Callison. Discussion: An amendment added by C. Bloomquist to add under 7. c. That the appointment to the Board of A.T.Ezell was approved by the County Commissioners. Motion seconded by T. Callison. This motion carries.
6. Customer Comments and Correspondence:
 - a. Letter received from the Cheyenne V.A. Hospital thanking service for donating eight boxes of paperback books to them.
 - b. The Director of the Albany County Library service visited two of our locations. One in Saratoga and the other in Elk Mountain.
 - c. Medicine Bow lawn service is now up to date paying the teen for his lawn care this summer.
7. Executive Session: Motion made to go into Exec. Session at 10:20 am by T. Callison. Seconded by C. Bloomquist. Motion carries. Motion to come out of Exec. Session made by E. Behrmann. Seconded by A.T.Ezell. Motion carries at 11:18 am. No action taken. Annual review of Executive Director accomplished.

Break from 11:18 to 11:24 am back in session.

8. Financials:
 - a. Review of Expenditures: done
 - b. Motion to Pay Bills: none needed. Meeting was so late in August that all bills were paid at that meeting.
 - c. Y.T. D. figures: reviewed.
 - d. Bonds: two needed for service. 1. A bond of \$10,000.00 for the treasurer and a 2. Position bond to cover the Chairman of the Board, the Legal designee and the Executive Director. Waiting for paperwork completion.
9. Foundation Report: a number of events are planned.
10. F.O.T.L. Reports:
 - a. Saratoga meeting this pm. At 6:00 at the Library.

- b. Baggs FOTL. They had a recent meeting. Their quote for flooring for meeting room is extremely high. They have limited funds to purchase. Their Little Free Library has been very successful.

11. Director's Report:

- a. County Audit this week. Started on 9-18-17 and 9-19-17 for the Library Service. All pre-visit paperwork has been completed as is the requested paperwork from the accountant.
- b. No quotes for flooring received as yet. Suggest that we get quotes for vinyl, carpet and carpet squares. Quotes requested from three different companies.
- c. Rawlins Library has added 1 hour each day from Monday through Thursday. These hours are from the Saturday closing as little use that day of the week.
- d. Materials Acquisitions: Monthly expenditure does not show on financial report yet.
- e. Staff Meeting was on September 15, 2017. Attended by all but one employee. At this time decision to discontinue obtaining music C.D.'s. These are poorly utilized. Branches will get rid of what they have on hand. This money better utilized elsewhere.
- f. A program called Automatically Yours is being sent to Branch Managers. Their duty is to minimize this list as some items likewise poorly utilized in the library system.
- g. Health Insurance: Board members received the copy of it along with the explanation of the costs. This was adopted last month and stays within the budget for health insurance.
- h. There is concern for salaries: Currently our county has the lowest paid Branch Managers throughout the state. Unsure if finances will be improved next year.
- i. Signage Project is two fold. The first is to access the school shop classes to design and make the signs at the Branch location if it is needed. The second part is to work with WyDOT to provide signs on the highways to alert visitors in our towns of the library locations.
- j. J. Mickelsen reports that he has obtained housing close to the Rawlins Library. Saving him a lot on travel expenses and concern for bad roads in the wintertime.
- k. No update on the S.D.#1 Grant application.
- l. New printers are coming. Purchase delayed due to tight budget.
- m. Program called Stamps.com to be initiated this month in all branches except for Encampment.

12. Unfinished Business:

- a. Director Retreat on October 3,4,& 5 2017 in Douglas. Motion made by C. Bloomquist and seconded by A.T.Ezell to approve mileage for J. Mickelsen to attend.

- b. By Laws Changes requested. The following changes are being requested. On Page 2 of By Laws: Article IV. Meetings. Add new 8. Reading as follows: Fiscal year reorganization meeting. On the first business day in the month of July, the Board shall meet to elect officers, secure bonds, and get financial paperwork in order. Motion made by E. Behrmann and seconded by T. Callison. Motion carries(vote 4 for and 1 against). Second request is on page 3 Article VI Fiscal Year. Going to Section 4. Payment of Accounts. Add the following at the end of the sentence. Signatures for the checking account shall include the Board Chairperson, the Treasurer and the legal designee. Add a new Section 5. A position bond shall be obtained covering the Board Chairperson, the legal designee and the Executive Director in the amount of \$50,000.00. Motion made by C. Bloomquist to make these changes. Seconded by T. Callison. Motion carries. J.Mickelsen will make these changes and forward to Board with date of adoption of these By Laws.
 - c. New Library Law Manual: Manual is available. Newest copy at Rawlins Library.
 - d. Long Term Planning: Changes coming from Exec. Director. Focus is on increasing salaries and hours.
 - e. S.D.# 1: waiting for reply
 - f. Bonds: Completed. Waiting for our copies.
 - g. Flooring: addressed above.
 - h. Open Meetings: Discussion regarding a reminder to Board members to not attempt to discuss issues amongst ourselves outside of scheduled Board meetings.
13. New Business:
- a. Elk Mountain Utilities: Possible error regarding Elk Mtn utilities. Exec. Director is to research the old bills with the meter numbers that belong to the Town of Elk Mountain and the Elk Mountain Library.
 - b. Director Evaluation: completed earlier.
14. Comments from the floor: no one in attendance
15. Next meeting: Scheduled for Monday October 16, 2017 at the Hanna Library at 10:00 am.
16. Adjournment: Meeting adjourns at 12:47 pm.

Respectfully Submitted,

E. Behrmann, Sec.

Minutes approved by the Library Board on October 16, 2017

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