

# CARBON COUNTY LIBRARY SERVICES BOARD MEETING

Monday March 1, 2017 at the Hanna Library 12:00 Noon

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

1. **Call to Order: Meeting called to order by Chairperson Joyce Menke at 12:01 pm.**
2. **Roll Call: J. Menke, T. Callison, E. Behrmann, C. Bloomquist(per phone) and Exec. Dir. Jacob Michelsen. Only one phone is available on speaker so C. Bloomquist and A.Terri Ezell are taking turns in attendance. This meeting has been rescheduled from February 27, 2017 due to winter weather. C. Bloomquist is in attendance from 12:05 pm until 1:00 pm. Then A. Terri Ezell in attendance until 2:10 pm when meeting abruptly ended as highways in area are closed.**
3. **Approve Agenda: Motion made by E. Behrmann to accept additions to the agenda. Motion seconded by T. Callison. Motion carries.**
4. **Approve Minutes: Motion made by T. Callison to approve the minutes of the January 23, 2017 meeting. Motion seconded by E. Behrmann. Motion carries.**
5. **Customer Comments and Correspondence: Article in Rawlins Times focused on seed packets made available for summer planting in the Saratoga Library. Saratoga Library has a number of planned events through their F.O.T.L. group which is now very active.**
6. **Gwynn Bartlett was to attend meeting but is now not available per phone/illness. She was to assist us in budget planning for 2017-18 fiscal year. The information that she was to share includes that the target for next year's fiscal budget is 10% less than the current budget we are working on. If we over spend on this year's budget we will have to generate an amendment and present it to the County Commissioners.**
7. **Executive Session: None needed.**
8. **Financials:**
  - a. **Review expenditures: some utilities still evident in our financials.**
  - b. **Motion to Pay Bills: Motion made by T. Callison to pay bills. Motion seconded by E. Behrmann. Motion carries.**
  - c. **Y.T.D. figures: reviewed by Board as presented.**

9. **Foundation Report:** Library Foundation is planning a number of events ie. raffle, variety show.
10. **F.O.T.L.Groups:** Saratoga group planning events. Baggs continues to be active in their community. There is some talk of getting the Rawlins area a F.O.T.L group going.

(Break taken from 12:45 pm to 1:00 pm. A. Terri Ezells joins via phone)

- 11: **Director Report:** (available to Board).

**12. Unfinished Business:**

- a. **Policy Manual Update Personnel section.** It has come to our attention that there are two versions of the Employee Personnel Manual. There was one on the main library website. This one was removed and summarily deleted. The other printed version which Board members have in our manuals will be retained. Motion made by E. Behrmann to have Exec. Director and Board review these policies and update as needed. Motion seconded by T. Callison. Motion carries.
- b. **Website and Logo:** The new website is up and running. We need to either pay the remainder of what is owed to them or make monthly payments until the remainder is satisfied. The amount due is \$900.00. Motion made by T. Callison to pay total bill. Motion seconded by E. Behrmann. Motion carries.
- c. **Unemployment:** We received the final bill and it is now paid. Payment is reflected in our financial statement.
- d. **Internet Providers:** It is noted there are varying amounts of money paid by our libraries for Internet Services. Board has asked Exec. Dir. Mickelsen to research this in an attempt to save some library funds. Currently we are waiting for a reply from Charter. No further action taken.
- e. **Carbon Building Rental:** As approved by the County Commissioners we will now be able to rent two office spaces to Job Corp that are located in the Rawlins Library section. This space is currently unused. Job Corp utilizes libraries in their work with individuals seeking employment.

**13. New Business:**

- a. **Start thinking about the budget process and long term planning.**
- b. **Review Proposal to offer a one time bonus to the current employees.** This was discussed with Gwynn Bartlett and Lindy Glode prior to the meeting. The proposal included four categories of employees and will be made to them as a one time check all taxes having been paid prior to check issue.

c. The categories are listed here:

The four categories are	1. Full time/Branch Manager	= \$125.00
	2. Part time	= \$100.00
	3. Long term substitutes	= \$75.00
	4. New Substitutes	= \$50.00

Motion made by by E. Behrmann to pay this one time bonus to current employees in a separate check so as to not confuse employees with their bi-monthly income.

Motion seconded by T. Callison. Motion carries.

d. Rawlins Teen Room remodel: Aaron Pont a private contractor is hired to complete this job. Money secured to complete this work.

e. Suggestion for the Treasurer Bond: There is a suggestion on who we may secure for next year's bond. No action taken.

f. Saratoga Library: ( Funding: Tabled this item).

(A. Terri Ezell is off phone now) Time is 2:10 pm. The Hanna Librarian had just received a message that the roads in area are closing. Due to safety of travelers the Board hastily adjourned. There is still unfinished business.

g. Unfinished business included: These items to be added to next month's agenda. Planning and budget workshop for Board and Exec. Dir. Mickelsen, County Surplus Auction, improved lighting in three outlying libraries., Board Mileage and when it is due, audit report if available.

14. Comments from the floor: none

15. Next meeting is scheduled for Monday March 20, 2017 at noon in Baggs. Board will convene at 10:00 am for Budget discussion and long term planning prior to the regular scheduled meeting. More Board meetings may be necessary to complete our work.

16. Adjournment

Respectfully Submitted:

E. Behrmann, Sec.

(Minutes approved by CCLS Board on March 20, 2016)

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

