

CARBON COUNTY LIBRARY SERVICES BOARD

MEETING MINUTES, March 20,2017 LSRV Lib.

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

1. Call to order: Meeting called to order by Chairperson J. Menke at 12:00 noon
2. Roll Call: J. Menke, A.T. Ezell, E. Behrmann, C. Bloomquist (skype), T. Callison absent, and Exec. Director J. Mickelsen. Quorum present.
3. Approve Agenda: Motion made to approve agenda by E. Behrmann. Motion seconded by A.T. Ezell. Motion carries.
4. Approve Minutes of the March 1, 2017 meeting: Motion made by E. Behrmann, seconded by A.T. Ezell. Motion carries.
5. Customers and Comments: No one in audience. J. Mickelsen states that the lighting will be done with new LED's and ballasts in three libraries. LSRV Library done, and it is improved. Still to be done are the Saratoga and Encampment Branches. Cost to county \$12,000.00.
6. Executive Session: Motion made by A.T. Ezell to go into executive session. Motion seconded by E. Behrmann. Motion carries at 12:07 pm. Motion to close executive session made by C. Bloomquist at 12:18 pm. Motion seconded by A.T. Ezell. Motion carries. Discussion centered around hiring in house versus hiring from the outside for a new A. and R. employee. This position will be vacant in May 2017. J. Mickelsen is to check with our lawyer regarding this issue.
7. Financials:
 - a. Review of expenditures.
 - b. Motion to pay bills: Motion made to pay bills and payroll made by A.T. Ezell. Motion seconded by E. Behrmann. Motion carries.
 - c. Year to date figures available to board.
8. Foundation Report: Information found with the Directors Report.

9. Friends of Library Reports: LSRV Very active in their community. Encampment FOTL has a report from the 1/16/2017 meeting. Saratoga FOTL very active and has a number of presentations planned. Rawlins to date no FOTL group. But the Foundation is in their community.
10. Director's Report: available to board:
 - a. Main focus is on budget formation, statistics for each library in terms of visits, and number of checkouts county wide.
 - b. Grants from CCSD 1 and CCSD 2, and the NASA library grant.
 - c. There is a plan for food for fines which has been well received.
 - d. There are plans for summer reading programs.
 - e. Motion made by E. Behrmann to have J. Mickelsen request the following money from the State Library Interest Earning Account. LSRV=\$588. Elk Mountain=\$397. Encampment=\$511. And Saratoga=\$371. For a total of \$1,867.00. Motion seconded by A.T.Ezell. Motion carries.
11. Unfinished Business:
 - a. Personnel Manual update and review planned for April 2017.
 - b. Saratoga Library funding, long discussion, opinions voiced, no action.
 - c. County Surplus Auction: all libraries alerted. There is some equipment in Rawlins to be placed at auction.
 - d. Facility lighting. As noted above. It is in progress.
12. New Business:
 - a. Budget: The board met with Gwynn Bartlett and Cindy Baldwin in a budget work session prior to today's meeting. They were helpful with knowledge at the county level regarding the mill levy etc. Our next budget discussion will be on Monday March 27, 2017 at the Rawlins Library.

- b. Xerox agreement: unchanged for present time.
 - c. LPLG Renewal: cost is \$3,060.00/yearly. Motion made by C.Bloomquist to pay this amount. Motion seconded by A.T.Ezell. Motion carries.
 - d. Library Vehicle Insurance renewal: State Farm is agent. No change needed.
 - e. Saratoga Library Funding: no action.
 - f. Strategic Planning for Library district is needed. Will address at the May 2017 meeting.
 - g. Branch Hours: Discussion centered around time spent by the librarians in cleaning and going to Post Offices for mail and to send books out. Will address in further budget session. Read j. also as below.
 - h. Board Members and mileage requests: It has come to our attention that not all board members are adhering to the mileage request form and filling it out properly and after each meeting. There are changes being made after the Board Chairperson has signed it. Board is asked to comply with this request. Payment may be denied.
 - i. Budget cuts: A number of ideas will be further discussed at the next budget work session.
 - j. Employee Action Sheet: This sheet had been presented to each employee when the Board was new in July 2016. This form addressed pay/salary only. A couple new areas will be addressed in a new sheet to be presented by the Exec. Director to the Board at the April 2017 meeting to address additional staff responsibilities. Holiday Pay? Discretionary Pay? No action taken.
 - k. Postage Meters in each library is a new idea not yet acted upon.
13. Comment from the floor: no one in attendance. We were very appreciative of the two county employees who attended our budget session.
14. Next regular scheduled meeting will be held April 17, 2017, Monday, in Elk Mountain at 12:00 noon.

15. Motion to adjourn: Made by E. Behrmann. Seconded by A.T.Ezell. Motion carries. Done at 1:50 pm.

The mission of the CCLS Board is to engage, enrich, and empower.

Respectfully Submitted, E. Behrmann, Sec.

Minutes approved by Board on 4-17-2017