

CARBON COUNTY LIBRARY SYSTEM BOARD MEETING

MONDAY APRIL 17, 2017, ELK MOUNTAIN LIBRARY

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

- 1. Call to Order: Meeting called to order by Chair J. Menke at 12:15 pm**
- 2. Roll Call: Present are J. Menke, A.T. Ezell, E. Behrmann, T. Callison, and Exec. Director J. Mickelsen. Absent is C. Bloomquist. Quorum present.**
- 3. Approve Agenda: Motion made by T. Callison to approve agenda. Seconded by A.T.Ezell. Motion carries.**
- 4. Approve minutes; 2 sets need approval.**
 - 1. Minutes of March 20, 2017; Motion to approve by E. Behrmann. Seconded by A.T.Ezell.T. Callison abstains. Motion carries.**
 - 2. Minutes of April 3, 2017 Budget Meeting. Motion to approve made by E. Behrmann. Seconded by A.T.Ezell. T. Callison abstains. Motion carries.**
- 5. Customer Comments: Board has received four thank you notes from employees for the unexpected bonus checks. This was done to thank employees who continued to work tirelessly to keep all libraries in the service open. Verbal thank- you comments from the Rawlins staff. Also a nice article in the Saratoga Sun featuring the seed give away for neighborhood gardens that were provided by the Saratoga F.O.T.L.**
- 6. Executive Session: none needed**
- 7. Financials:**
 - a. Review expenditures: all pages of reports are reviewed. The voucher income does not show. It will be seen on next month's income report. J. Mickelsen the vouchers are prepared monthly.**
 - b. Motion to Pay Bills: Motion made by E. Behrmann to pay bills. Motion seconded by T.Callison. Total of bills to pay is\$3,243.09. Motion carries.**
 - c. Y.T.D figures: there is \$101,873.81 left . Income from Motor Vehicles is much less than that budgeted for the 2016-17 fiscal year. There will be more mill levy income coming to us before end of this fiscal year.**

8. Foundation Report: (minutes are found in the main library) They present a report of their monthly activities to support the library system.

9. Friends of the Library Reports:

- a. LSRV Library: Celebration had 30 folks attend along with a cake celebrating 30 years in the current library building.**
- b. Saratoga Book Sale begins April 21, 2017.**
- c. Elk Mountain and the Rawlins Library teamed up to provide 450 books to Basic Beginnings in Laramie a pre-school system.**

10. Director's Report: Lengthly report of activities including: grant applications (three), bonus checks to employees, request of state funds in the amount of \$1,867.00 to match donations from some municipalities/or FOTL groups, no audit report as yet, internet providers researched getting more information from a service called Fat Beam, vouchers, teen room remodel, hallway books removed, and refurbishing of computers by Kyle. Library system received 5 donated computers from the Little Snake River Clinic. We replaced the hard drives and they will be sent to replace computers at the Baggs Library. The boxed books in back storage area will be mailed to Better World Books over a period of weeks. This area then will be utilized to store office materials. In time will get the copier and work area placed inside the storage room and out of hallway.

11. Unfinished Business:

- a. Policy Manual Updates. The primary item to address was the prior term Public Services Librarian and to change this to Executive Director. A motion was made by A.T. Ezell to change this wording. Motion seconded by E. Behrmann. Motion carries.**
- b. Volunteer Section: Current manual has it as a deleted section. Prior Board having made this action. A motion to reinstate the Volunteer Policy was made by A.T.Ezell. Seconded by T. Callison. Motion carries. The web site has a section to go to if a person seeks to become a Library Volunteer in any of our communities.**
- c. Combining Issues of Facility Lighting c. and e. Maintenance/Requirements. Many items to address. Regarding the lighting. Baggs Library upgrade to LED lighting was completed in March 2017. The Saratoga and Encampment branches are waiting for their installation. Other issues surfaced**

as plumbing repairs, custodial services, general maintenance, requests for shelves to be placed in Tech area and requests not completed in a timely fashion. J. Menke will discuss with our liaison to the County Commissioners.

- d. **Update from WSL on IMLS Funding:** The state librarian is seeking input from counties regarding a potential cut in Federal money that the state utilizes to keep WYLD, and other statewide library programs working for our communities. On average the state has received \$900,000.00 annually. Our Board will submit a letter as has our Exec. Director.
- e. **Staff/ Positions Update:**
 1. **A. and R. Position-(Acquisitions and Resources)** This position will be vacated in May 2017. A current employee is being trained to do this work. The salary for the trained employee will start at \$32,000.00 and after a six months evaluation may be increased to \$36,000.00.
 2. **Rawlins Branch Manager Job Description:** This position is expanding to include a series of duties that support county wide library services. A motion to add these duties to the job description was made by E. Behrmann, seconded by A.T. Ezell. Motion carries. Job Description will be updated. Then a motion to increase the salary of the current employee from his current salary of \$25,750.00 to \$28,530.00 was made by A.T. Ezell. Seconded by E. Behrmann. Motion carries.

12.New Business:

- a. **Personnel Action Form:** A new sheet has been developed to address salary, hours worked and employee status, beginning and ending service dates etc. A motion to approve this new form was made by A.T.Ezell. Seconded by T. Callison. Motion carries.
- b. **Holiday Pay Policy:** Changes made to holiday pay policy presented by J. Mickelsen. Policy will included list of yearly holidays and how employees are reimbursed related to the holiday. Motion to update this policy made by E. Behrmann. Seconded by A.T.Ezell. Motion carries.
- c. **Letter to Congressional Delegation re: IMLS. (see above)**

- d. Carbon County Library Board Bylaws: Board reviewed a number of bylaws from other counties. A number of changes were considered. When final draft is ready board will take action.
- e. Summer Reading Program: plans are under way to proceed with summer programs in all libraries
- f. Technology Update: they are as follows:
 - 1. New Computers. 6 new Dell CPU's @ 500.00 = \$3,000.00
 - 2. Laser Printers-4- (3 in 1) to be ordered @\$550.00=\$2,200.00
 - 3. Anti-fatigue Mats for behind desks 8 requested =\$400.00
 - 4. Hard Drives 5 needed @ \$20.00 = \$100.00
 - 5. Head Phones (limited amount) =\$80.00
 - 6. Total Expenditures \$ 5,780.00

Motion made by A.T.Ezell to make these purchases. Motion seconded bt T. Callison. Motion carries.
- g. Discuss flooring in the Rawlins Library: Get at least three bids for flooring and present at next meeting.
- h. J. Mickelsen will present our next budget to the County Commissioners on 4/26/17 at 2 pm in their chambers. Board members encouraged to attend.

13. Comments from the floor; no one in attendance.

14. Next Meeting: Monday May 15, 2017 with a 10:00 am start time at the Medicine Bow Library.

15. Motion to Adjourn: Motion made by A.T.Ezell. Seconded by E. Behrmann. Motion carries. Adjournment at 2:50 pm.

16. Board took tour of the new Elk Mountain Library facility. It is still under construction.

Respectfully Submitted,

E. Behrmann, Sec.

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

Minutes approved on 5-15-17 at Board Meeting.

