

CARBON COUNTY LIBRARY SYSTEM BOARD MEETING MINUTES

MONDAY MAY 15, 2017, MEDICINE BOW LIBRARY BRANCH AT 10:00 AM

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

1. Call to Order: Meeting called to order by Chair, J. Menke at 10:04 a.m.
2. Pledge of Allegiance.
3. Roll Call: Present are J. Menke, C. Bloomquist, T. Callison, E. Behrmann, A.T. Ezell per phone and Ex. Director, J. Mickelsen. Quorum established.
4. Approve Agenda: Motion made by C. Bloomquist to accept agenda as presented. Seconded by T. Callison. Motion carries.
5. Approve Minutes: Motion presented by E. Behrmann to approve minutes of the April 17, 2017 meeting. Motion seconded by C. Bloomquist. Motion carries.
6. Customer Comments: The program started as Food For Fines has been popular in Rawlins. The local food bank came to library and picked up donated food items for their food bank.
7. Executive Session: None needed. Ex. Director Mickelsen did update Board on two positions. One being the Acquisitions and Resources position. It is being vacated in late May. A current employee is being trained for this position. A substitute position in Rawlins recently vacated but sufficient help is currently available.
8. Financials:
 - a. Review expenditures:
 1. All lines of financial reports reviewed.
 2. We still see that some utilities still reflect on our budget. These need to be corrected and placed in the County maintenance budgeted expenses.
 3. J. Mickelsen encouraged to get this corrected with the secretary for J. Piche.
 4. Income from Motor Vehicles and the mill levy at this time is unknown. There should be more income before end of the current fiscal year.
 - b. Motion to pay bills:
 1. There is a motion to pay 11 bills with a value of \$5,970.33 made by C. Bloomquist. Seconded by T. Callison. Motion carries.
 2. The Wyoming State Retirement bill arrives at such a time that we are getting an overdue charge. To bypass this problem a motion made by C. Bloomquist to give our accountant K. Ramsey the authority to pay this bill when it comes due so we are not charged a late fee. Motion seconded by E. Behrmann. Motion carries. Exec. Director Mickelsen will relay this to accountant.
 3. The quarterly bill for Unemployment has just arrived per J. Mickelsen. It is approximately \$750.00 for a quarter. This does not yet reflect on our financial report. It should reflect on next months financials.
 - c. Y.T.D. Figures:
 1. We can see the available amount to utilize to end of fiscal year. There are still one months of voucher income not reflected on this report. (April).

9. Foundation Report: Available at Rawlins Library. Foundation supplies books for county students up to 6th grade. We want them to also seek out the home schooled child/children.
10. Friends of the Library Reports:
 - a. Little Snake River Branch- their account shows \$3,300.00. They want to get new carpeting in their meeting room at the library.
 - b. Saratoga Branch- They made \$1,200.00 at the recent book sale. They are planning to purchase a projector screen, projector and mounting equipment for their meeting room.
 - c. Update on Elk Mountain new library construction. The construction is nearly completed. Fill dirt happening now. Kyle our service tech employee working to locate wiring for computers and desk area. Some local people are volunteering to help with moving books from the old library to the new one. This is a major undertaking.
11. Director's Report(lengthy)
 - a. Grants- CCSD #1 and #2-later this month.
 - b. Audit. No report
 - c. Internet Providers- Fat Beam would require cable to all facilities. Not available in our area. May look at a service called Millhouse.
 - d. Vouchers done monthly-current on these
 - e. Teen Room in Rawlins- construction materials ordered.
 - f. First shipment to Better Books accomplished. Plan to ship some on a weekly basis until all boxes are removed.
 - g. Staff meeting for employees is Friday May 19, 2017. Will plan for summer reading programs.
 - h. State Librarian legislative update. J. Markus did go to Washington D.C. and met with our one representatives/and two senators regarding state funding for libraries.
 - i. A program called Wyoming Reads sponsored by the Rawlins Rotary Club will take place this week.
 - j. Lighting project in Baggs, Saratoga and Encampment is completed. The lighting in the meeting rooms are not as bright as was anticipated.
12. Unfinished Business:
 - a. Policy Manual Updates. The initial one was to replace the prior term Public Service Librarian in all policies with the currently used Executive Director term/job description. The Board members are still in need of approved policies/job descriptions/forms recently approved at the Board level for our policy manuals. (Personnel Action Form, New Rawlins Branch Manager Job Description, Holiday Pay).
 - b. Revised Budget sent to Board already. Some comment from the Recreation Board that they thought their money should not show as revenue for the library system. This will not change the current proposed budget.
 - c. Postage Meters: Research done. No decision made.
 - d. Board Bylaws discussion. Last month we reviewed a number of other county library system bylaws. Today a number of recommendations made. J. Mickelsen will make these changes and next month will address at meeting for approval.
 - e. Technology Update: A number of items approved last month by Board. Some new equipment/supplies have arrived already.

- f. Flooring in the Rawlins Library: Need to calculate the square footage in area to be replaced. Then seek some bids for carpet replacement. Foundation funds will pay for this.

13. New Business:

- a. Approve expenditures for Summer Reading Programs. Plenty of funds are available. The program about Model Rockets for kids to build will be undertaken. There are funds for prizes. Possibly plans about instruction on GPS systems.
- b. Landscaping at Branch Libraries: Saratoga FOTL looking at planting drought resistant bushes at their facility.
- c. Town of Elk Mountain made an inquiry about taking over their library. After making contact with the State Librarian this issue was put to rest.
- d. Strategic Planning: there is a two year old plan for the system on file. Exec. Dir. Mickelsen looking for some direction on how to plan and proceed in the next few years. More discussion next month.
- e. WYLD Conference: In Casper on June 1 and 2. The Board supports two employees to attend. Motion made by E. Behrmann and seconded by T. Callison to send J. Mickelsen and Naomi Manley, the new A and R. employee. This will include travel, meals and registration.
- f. Signage at facilities: next month discuss this.

14. Comments from the floor: no visitors in attendance.

15. Next scheduled meeting is June 19, 2017 at 10:00 a.m. in Saratoga.

16. Adjournment: At 12:00 noon.

Respectfully Submitted,

E. Behrmann, Sec.

Minutes approved by Board on June 19, 2017

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