

## **CARBON COUNTY LIBRARY SERVICES BOARD MEETING**

**MONDAY NOVEMBER 20, 2017 @ 12:00 NOON, BAGGS LIBRARY**

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

1. Call to Order: Meeting called to order at 12:02 pm by J. Menke, Chairperson
2. Pledge of Allegiance: not done as no flag is in evidence.
3. Roll Call: J. Menke(phone), A. T. Ezell(phone), E. Behrmann, and Exec. Director J. Mickelsen, Absent are C. Bloomquist and T. Callison. Quorum declared.
4. Approve Agenda: Motion made by E. Behrmann to approve agenda as presented with the addition of one item under New Business d. add Designate Depository Bank. Seconded by A. T. Ezell. Motion carries.
5. Approve Minutes: Motion made by E. Behrmann to approve the minutes from the October 2017 meeting. Motion seconded by A. T. Ezell. Motion carries.
6. Customer Comments and Correspondence: none
7. Financials:
  - a. Review Expenditures: all lines reviewed and questions answered.
  - b. Motion to Pay Bills: Motion made by E. Behrmann to pay bills in the amount of \$54,328.76. Motion seconded by A. T. Ezell. Motion carries. A very expensive month.
  - c. Year to Date Figures: Next month we will be half way through the fiscal year. At that time we need to take a good look at expenses and income. Currently not enough income to consider any salary raises.
8. Foundation Report: The Foundation has approved the bid for carpeting the Teen Room in the amount of \$2,616.91 by Carpet Etc. in Saratoga, Wy. No other written report is available.
9. Friends of the Library Reports:
  - a. Report received from the Encampment-Riverside Branch and was sent to Board members. They are having quarterly meetings. They have solicited donations from area friends, will have carpet shampooed in the library, and have funds for postage and will discuss library sign which is in poor condition.
  - b. Saratoga FOTL. They have a number of projects under way, non-glare cover for some windows, the wooden sign in front is being replaced, new curtains for the stage, purchase of two telescopes, and some landscaping in front of the building.
  - c. Baggs FOTL: They are decreasing the number of books and C.D.'s used sparingly. They also put in for a grant to support their Library Book Discussion Group.
10. Director Report: emailed to Board. Will highlight the major points.
  - a. Exec. Dir. reported on system wide usages by all branches.
  - b. Acquisitions that have been processed.
  - c. Working with Branch Managers to ensure sufficient variety of new materials.

- d. Community Partnerships: goal is to meet with school administrators after Thanksgiving.
  - e. Winter Library Challenge: bookmark contest completed.
  - f. New copier in Saratoga: prints, faxes, and scans. Three more ordered.
11. Executive Session: not needed.
12. Unfinished Business:
- a. Long Term Planning: The draft is being sent to all Board to review and make additions. It is to be a three year plan covering 2018 to 2021. Board needs to be prepared to discuss and vote at the December meeting.
  - b. Teen Room: Work is underway. Expect completion by January 2018.
  - c. Emergency Planning: In this area there will be education of library staff on some topics of interest as they are serving the public. The first topic to be presented to them is on Sexual Abuse Training. It is a 90 minute presentation and will take place in December 2017. There are other topics being planned for the future.
  - d. Maintenance Issues: Making headway on repairs requested by branches. There are still items that are not completed.
13. New Business:
- a. Staff Updates:
    - 1. Acquisitions Manager: this employee hired at a lower salary and was to be given her raise after a 6 month period. Current salary is \$32,000.00 and this will increase to \$35,000.00 on December 1, 2017.
    - 2. Tammy Page the current Hanna and Elk Mountain librarian is leaving the system on November 28, 2017. Her position is being interviewed for within the week.
    - 3. Current Child Librarian is taking a leave to adopt a child. Cross training other employees.
  - b. Community Partnerships: Especially with schools is being targeted.
  - c. Carbon County Volunteer Handbook: Getting this information and signatures of volunteers so they can serve within the system.
  - d. Designate Depository Bank: The Bank of Commerce is our current depository. Motion made by E. Behrmann to have the Bank of Commerce be the depository for County Library funds. Motion seconded by A. T. Ezell. Motion carries.
14. Comments from the floor: no one in attendance.
15. Next scheduled meeting: The next meeting is scheduled for Monday December 18, 2017 in Elk Mountain Library at 12:00 noon.
16. Adjournment: Time is 12:51 pm.

Respectfully Submitted,  
E. Behrmann, Sec.

Minutes approved by Board on December 18, 2017.  
The mission of the Carbon County Library Board is to engage, enrich and empower