

**CARBON COUNTY LIBRARY BOARD  
MINUTES  
February 12, 2018  
Encampment /Riverside Library**

**CALL TO ORDER:** 11:30 AM Chairman Joyce Menke

**PLEDGE OF ALLEGIANCE:** completed by group

**ROLL CALL:** Present Joyce Menke, Cindy Bloomquist, Linda Fleming, Patti Hays, Mike Morrell  
Staff: Library Director Jacob Mickelsen, Attorney Ashely Davis.

**AGENDA:** (Fleming/Morell) approved

**MINUTES:** January 8 Motion to receive minutes as written and place on file  
(Fleming/Bloomquist) passed  
January 29, special meeting motion to accept the minutes as written (Hays/Bloomquist)

**CUSTOMER COMMENTS:** none at this time

**EXECUTIVE SESSION IN:** Motion made to enter executive session at 11:40am to cover  
personnel matters (Fleming/Bloomquist) passed

**EXECUTIVE SESSION OUT:** Motion made to return to regular meeting at 1:10pm  
(Fleming/Bloomquist) passed. No Action Was taken.

**FINANCIALS:**

- Petty cash will be added by the accounting firm to the assets and declared per branch.
- **Motion made to have the Carbon County Library System libraries report monthly the total petty cash on hand and receipts for expenditures. (Hays/Fleming) approved**
- Board cautioned to avoid making purchases for the libraries.
- Invoices/receipts should be made available to the board for managing
- Amazon transactions through account can be made with debit card.
- Electronic funds transfers are in need of being addressed by the board
- Ask accountant to add the % of budget used to the summary for the month. Jacob will handle that for the board.
- **Motion to pay bills via check in the amount of \$3,460.22 (Fleming/Bloomquist) passed**
- **Motion to approve for payment payroll and other electronic transfers as presented. (Fleming/Morrell) approved**
- **Motion to appoint Patti Hays as the ex-officio member of the Library Foundation (Bloomquist/Fleming) approved**
- Friends of the Library report included minutes of the January meeting, the Librarian, Sandie Cheatham's, report, Movies, bingo, book discussion, story time and kids hour will continue at the library. Funds in the amount of \$974.70 for book discussion will be deposited. Election of President is delayed. Next meeting February 14<sup>th</sup>.
- Director's report recap: wrap up of Winter Library Challenge, partnership with Head Start on literacy program, supply inventory with branches, Teen room almost complete, Grant season, Director's visit with Fremont and Albany county directors coming into Carbon

County, staff updates with new staff coming on, and the Stats for the Branches showing Circulation totals this year 49,201 up from 2017 (47,334).

#### **UNFINISHED BUSINESS:**

- **Board and Chair responsibilities** – the Board agreed that the chain of command should be used in all instances involving staff. All concerns brought to the board will be taken directly to the Director for his attention.
- **By Laws** – included in the packet were they by laws for the Board. Board will revisit these after all members have had a chance to look at them closely
- **Personnel Organization and Job Duties** – will be addressed again under unfinished business with the suggestion from the board addressed at this time.
- **Financial matters-**
  - **Debit Cards/debit card policy** – the debit card policy should be added to the purchase policy. The policy will be revisited at the next meeting. County Procurement policy applies to purchases now. The possibility of purchasing with the county on bulk purchases will be looked into by the Director.
  - **Motion to approve an increase of the debit card limit to \$1500 for the Director only (Fleming/Hays) approved.** The bank notification will be made by Mike Morrell.
  - **Motion to accept no Electronic Financial Transactions using the main Carbon County Library Systems checking account without prior board approval & the signatures of two board members on the checking account. Excluded are the present Electronic Financial Transactions listed as QuickBooks for payroll, Mountain West, FICA, Dubois, Telephone Co., Inc., Union Telephone Co., Inc., Wyoming Department of Workforce Services, Century Link, Unum Life Insurance Co., Orchard Trust, and Charter. Any employee using the main bank account without authorization is subject to disciplinary action up to and including dismissal. (Menke/Fleming) approved**
  - **Motion to allow the accounting firm employed by the Library Board to pay by check out of the main Carbon County Library Systems checking account the following without prior board approval – Blue Cross Blue Shield, Wyoming Retirement Systems and paper payroll for employees. (Hays/Fleming) approved**

#### **NEW BUSINESS**

- **Staff meeting** logistics need to be worked out. Distance is costly when reimbursed
- **Legislative reception** will be attended by the Director on February 22<sup>nd</sup>. Important
- **New Maintenance Software** was not addressed as the IT employee was not in attendance

**NEXT MEETING** – a special meeting of the board to continue the conversation on the purchase policy and debit card policy/program. February 26<sup>th</sup> at 11:30am at the Rawlins Branch Library.

**NEXT REGULAR MEETING** – March 19<sup>th</sup> at the Saratoga Library at 11:30am.

**MEETING ADJORNED** – 2:38pm

PH/ph