

**CARBON COUNTY LIBRARY BOARD
MINUTES
February 26, 2018
Rawlins Library**

CALL TO ORDER: 11:43 AM Chairman Joyce Menke

PLEDGE OF ALLEGIANCE: completed by group

ROLL CALL: Present Joyce Menke, Cindy Bloomquist, Linda Fleming, & Patti Hays. Staff: Library Director Jacob Mickelsen, Attorney Ashely Davis. Absent/excused: Mike Morrell
Community members in attendance: Sandra Cheetham and McKay Cheetham.

AGENDA: (Fleming/Bloomquist) approved w/additions

MINUTES: no minutes were addressed

CUSTOMER COMMENTS: none at this time

EXECUTIVE SESSION IN: Motion made to enter executive session at 12:31 to cover financial matters (Fleming/Bloomquist) passed

EXECUTIVE SESSION OUT: Motion made to return to regular meeting at 12:51 pm (Bloomquist/Fleming) passed. No Action was taken.

POLICIES:

- Debit Card Procedures Manual. Revisions of policy will be brought back to the board by legal, Ashley Davis. Conversations on changes included purchase card procedures, consistent wording throughout the manual and contact numbers. Several suggestions were noted.
- Petty Cash Procedures included suggestions on keeping a money bag to organize the cash, branch balancing money bag using a standard record sheet. Money collected in excess of the base amount would be turned into the Library Director to be taken and recorded as income with the accounting firm. Accountability for cash on hand is essential. Use of the cash was discussed and general group condenses was money can be used for postage but anything else needed to be taken up directly with the Library Director. Ashley Davis was asked to draft a procedure/policy.
- Purchase policy is needed to be more detailed and include the debit card and petty cash handling. A clean draft of the policy will be done.
- Meeting room policy specifically for Elk Mountain as this room is not closed off to the main library building. The key to the entire facility is the key to the meeting room. Community use of the meeting room inadvertently allows the library to be exposed. The board is ok with the lending of the key out with a completed room use form being filed.
- By-laws discussion included the bonds and duties and the job description of the library director. Linda Fleming volunteered to take a closer look and send the board some suggestions on changes/improvements that will make the board more defined and more effective. The by-laws will be addressed at the March 19th meeting.

FINANCIAL REVIEW: Jacob Mickelsen will meet with board treasurer Mike Morrell and outline the financial report that will be helpful for the board at monthly meetings. Jacob will also address the Gift Cards addressing points of distribution and use to include receipts.

PERSONNEL:

- The description of youth job duties and other jobs within the organization are the responsibility of the Director. The board requests updates on duties as they are distributed by the Director.

NEXT REGULAR MEETING – March 19th at the Saratoga Library at 11:30am.

MEETING ADJORNED – 1:45pm

PH/ph