

**CARBON COUNTY LIBRARY BOARD
MINUTES
April 18, 2018 Rawlins Library**

CALL TO ORDER: 11:32 AM Chairman Joyce Menke

PLEDGE OF ALLEGIANCE: completed by group

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

AGENDA: (Fleming/Bloomquist) approved

**MINUTES: March 19, 2018 minutes (Fleming/Bloomquist) approved
April 13, 2018 Special meeting minutes (Hays/Morrell) passed**

CUSTOMER COMMENTS: Jacob Mickelsen shared a Birthday wish with Joyce Menke. Letters from Tom Patras and Ralph Lyons to thank the Library for allowing the tax preparation to happen again. Joyce Menke received correspondence from Susan Prescott-Havers from the Elk Mountain Hotel. The letter concerned a check from a patron/donor to the library that had not been cashed. The letter will be addressed in the agenda. A Concern was voiced to Joyce Menke concerning the Town of Elk Mountain and the Elk Mountain Library holding the meetings in the building during times the building is not staffed. A letter from the Town of Elk Mountain and Dawn Kenneda concerning the usage of the Elk Mountain Library was received. The contact will now be Jake as the director to address the concern & work with the staff. Jake will contact the town and be placed on the Agenda for the next meeting of the town council. He will share the date and time with the board so they may attend also. The meeting will address the need for the Library to stay available for the meetings as it has in the past. The policy currently in use to rent/use library facilities will be adjusted to fit the Elk Mountain Library and will include a pre and post building check. The possibility of an MOU with the Town can be made and a Key be available at the Town Clerk's office.

EXECUTIVE SESSION: Motion to go into executive session at 12:05 pm for matters of personnel. (Morrell/Bloomquist) passed

Motion to leave executive session at 12:20pm (Fleming/Morrell) passed with no action taken.

Motion to appoint the County Attorney's office specifically Ashley Davis to handle the personnel matter. (Fleming/Morrell) passed

FINANCIALS:

- Review of expenditures still had Cash on Hand missing. Director will touch base with the Accounting firm. The firm has the amounts. The purchase account is under assets now. The cash on hand should be under assets also. That total at present is \$212.05. Discussion on salary caps and % of raises was touched on involving all staff.
- Year To Date Figures show an average of 71% being used.
- **Finances were then filed for audit.**
- Bills for payment included Branch purchase accounts used for a total of \$338.85. The total amount submitted included accounting fees, utilities, dues, insurance, advertising and retirement.
Motion to pay bills in total of \$4,959.40 (Bloomquist/Morrell) passed

FOUNDATION REPORT: The Foundation is now offering scholarships for employees of the Library system. These will be on class per semester with prior approval of the class, proof of grade at completion and proof of payment. The group is planning on book exchange kiosks to be placed in areas

of high traffic. These are take-one-leave-one type systems. May 15th in Encampment the group will host the annual Commissioners Luncheon.

FRIENDS OF THE LIBRARY REPORT: LSRV book discussion group going strong. Encampment is working on outdoor signage. Saratoga has a seed collection library with still room to work out the regulations on sharing seeds.

DIRECTOR'S REPORT: Given by Jacob Mickelsen. Staff meeting on March 23rd successful. Personnel action forms were collected with a few still out. General information shared included the Head Start partnership renewed again, the teen room shelving being still 3 weeks out, the glass at the Saratoga branch still need of repair, the grants vouchered and up to date on hearing dates, Summer reading program updates, conversations to the branch managers increasing to once a week and courier visits to twice a month, road trip on April 19th to complete the library branch visits, and the statistics for the Year to date on circulation. The laptop purchases are being completed slowly. The "postage account" was set at \$2,000 and approved at the last meeting. \$8,000 was approved for the director purchase account. Mike Morrell will make sure that is moved and available.

UNFINISHED BUSINESS:

- By laws were asked to be placed on the next agenda by Linda Fleming. June will be the target date for adopting the new version with published hearing prior to the adoption.
- The Board has been assigned a file cabinet. Patti Hays has the key for the Board and will take time to organize the files. Included will be personnel records, executive session minutes, bonds, policies and minutes with financial reports. Ashley Davis in the Attorney's office will have another key.
- A Bank of Commerce Debit Card Procedures Manual was presented to the Board. Changes included the title page to state "procedures" not program, Amounts of \$200 per month for branches with receipt always, Point of purchase of \$1,500 specific to the Library Director and the consistent use throughout the procedure manual of titles and references. **Motion to accept Bank of Commerce Debit Card Procedures Manual as a working document with changes (Fleming/Morrell) passed**
- Purchase policy was presented by Ashley Davis. Adjustment suggest to reflect the addition and changes to the debit card procedures with a reference to the termination or cancelation of the card by the Executive Director. **Motion to accept the Purchase Policy for the Carbon County Library System with additions (Bloomquist/Morrell) Passed**
- **Motion to accept the Carbon County Library System Petty Cash Policy as presented (Morrell/Bloomquist) passed.**

NEW BUSINESS:

- Vorhies Plan was covered by the Director.
- Personnel Manual updates will be mailed to members.
- Budget presentation will be April 25th at 3pm in the commissioners meeting room.

COMMENTS FROM THE FLOOR:

- Jacob will be on Vacation beginning May 1.
- Hanna Branch Librarian Kaitlyn Logan will be in training April 27th.

NEXT REGULAR MEETING –May 16th at the Sinclair Library at 11:30am.

MEETING ADJORNED – 1:50pm

PH/ph

