

**CARBON COUNTY LIBRARY BOARD
MINUTES
March 19, 2018 Saratoga 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.

AGENDA: (Fleming/Bloomquist) approved w/additions

**MINUTES: February 12, 2018 minutes (Fleming/Bloomquist) approved
February 26, 2018 minutes (Bloomquist/Fleming) approved with requested
corrections**

CUSTOMER COMMENTS: Jacob Mickelsen information from WYLD on fee increase to increase revenue and on the legislation at the Federal level in budgeting cut for Libraries. Jacob asked for letters of support sent to the Legislatures for Library funding.

FINANCIALS:

- EBSCO, the periodical subscription vendor the Library currently uses, will be paid out of the state account beginning April.
- **Motion to pay bills are presented & ratify payroll (Bloomquist/Morrell) approved**
- YTD figures were reviewed with Linda asked to include the % of funds used into the financial reporting. Grant spending was discussed. Petty cash not entered as of the meeting date as requested.

FOUNDATION REPORT: Board will be having a retreat on March 21st at the home of Dinky Peverley. Feb 13th was the Variety Show that showed great profit. Kids + Books = Fun is being revisited by the group due to the donation of books already in place by the Sinclair Corporation. Endowment Challenge distribution of funds will possibly be changed in the coming year.

FRIENDS OF THE LIBRARY REPORT: LSRV Friends met with a book talk and discussion. Summer programming will include a partnership with the museum. Saratoga Friends are having a Paul Taylor event.

DIRECTOR'S REPORT: Given by Jacob Mickelsen. The library Challenge event is over with success. Partnership will continue with the Head Start. Quill and Brodart accounts will be opened for office supplies as they are specific to library needs. Teen room shelving has not been invoiced. Library staff meeting scheduled for March 23rd at the Rawlins Library. Rec Board Grants for both School Districts are being written. Vouchers for the CCSD #1 grant are being prepared. Trip to the Legislature was great to visit. Connections were made with other libraries to continue the relationships building better libraries across the state. The State has incorporated new software and they are online testing. Carbon County Library Stats are showing use is up from past years.

EXECUTIVE SESSION IN: Motion made to move to executive session for matters of personnel at 12:50PM (Fleming/Bloomquist) approved

EXECUTIVE SESSION OUT: Motion made to move out of executive session for matters of personnel at 1:09PM with minutes of session dated, signed and sealed for file. (Fleming/Bloomquist) approved No action taken.

NEW BUSINESS:

- Budget worksheet was given to the director by the County. Board discussed any changes to the budget from last year. The Recreation Board for CCSD #1 will accept grants but funding will probably be zero for the 2019-2020 budget year. Board accepted the challenge of the budget and will be working on it via emails to each other in the next month. Budget due April 13th

UNFINISHED BUSINESS:

- Board and Board Chari Responsibilities - tabled
- Debit Card Procedures - tabled
- Purchase Policy – tabled
- Petty Cash Procedure – tabled
- The bylaws were closely looked at by Linda Fleming. The board agreed her suggestions were valid. Cindy Bloomquist added a few inconsistencies to the list of improvements. Ms. Fleming was then tasked with the job of working with Ashley Davis to bring back a draft to the April meeting.
- Branch gift cards have been accounted for. Jacob Mickelson reported 5 cards total in Rawlins, 2 LSRV, 4 Saratoga, 1 Hanna (also not reporting the balance on the card), 2 Medicine Bow, 2 unspent and 2 missing or lost in the mail as they were mailed to the Elk Mountain Branch. Jacob is working with the vendor to gather the numbers on the missing cards to regain the money. All the cards have small balances which will be used for incidental spending.
- The Library general fund at the state has a balance of \$40,501.00. The interest fund balance is \$91,354.00
- Updates - from Director Jacob Mickelson
 - Grants for the School District Recreation Boards - applied for
 - Boxes of Books – still in the library
 - Carpet for the main floor Rawlins Branch – estimate higher than gift from the Library Foundation, looking for another solution
 - Teen Room is still under construction
 - Branch library signage – some completed others still in the process
 - The lap tops have not been purchased and a new quote is being sought. Allocated \$5,500 for 11 units
 - 2 cameras have been bought and set up. More will be purchased using the total \$5,500 allocated. \$700 per unit
 - Wall chargers, \$2,800 have not been purchased
 - 2 of the 4 new copiers/printers have been purchased and installed
 - The employee action forms are still being gathered. The board suggested this be done by April. Director will address this at the staff meeting in March.
 - The board suggested these items be added to the Directors report and not placed under Unfinished Business.

COMMENTS FROM THE FLOOR:

- Jacob will be on Vacation beginning May 1.
- Front steps of the Rawlins Main library were addressed by board. The steps are in need of repair and repainting. The board will address the steps to the commissioners individually. Jacob will address the steps as a Library Director.

NEXT REGULAR MEETING –April 18th at the Rawlins Library at 11:30am.

MEETING ADJORNED – 1:30pm

PH/ph

