

**CARBON COUNTY LIBRARY BOARD
MINUTES
May 16, 2018 Sinclair Library**

CALL TO ORDER: 11:31 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 with additions

MINUTES: April 18, 2018 regular meeting (Fleming/Bloomquist) passed

CUSTOMER COMMENTS: Jacob Mickelsen the Carbon County Treasurer's office has not yet released the second half of the taxes to the library budget.

EXECUTIVE SESSION: Motion to go into executive session at 12:26 pm for matters of personnel. (Bloomquist/Fleming) passed

Motion to leave executive session at 1:04 pm (Bloomquist/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 shows the cash on hand as requested.
- Year to day figures showed the budget being used
- **Finances were then filed for audit.**
- **Motion to pay to Elk Mountain Library \$369.00 reimbursement for lost money. (Bloomquist/Morrell) passed.** Joyce Menke will write a letter to accompany the check.
- **Motion to pay bills in total of \$13,532.32 (Hays/Morrell) passed**
- To be included in the next month financial review is a purchase card account print out of activity.

FOUNDATION REPORT: Foundation report included hosting the Commissioner's luncheon in Encampment, an annual event. The Kids + Books = Fun was completed only in the Encampment schools this year. Other plans to continue to get books into the community will replace this program in the near future.

FRIENDS OF THE LIBRARY REPORT: Saratoga Friends group will be looking at replacing the blinds for the west window where the heat is extreme in the summer. There is a telescope available for check out. The book sale netted around \$1000. The stage curtain is being replaced along with the tracking for the curtain. LSRV report was given by Linda Fleming. Mowing the property has now become a question as to where the responsibility lies. A possible contractor will be sought for this job. The idea of a mobile book unit in that valley area is now moving forward. Delivery times and dates, book loading and unloading, driver, trailer ownership and funding with several other logistical issues would need to be worked out. The plan will continue to be worked out and possible completion date for summer 2019 was realistically projected.

DIRECTOR'S REPORT: Given by Jacob Mickelsen. The planned road trips on Monday's and check in with all branches has been effective in keeping contact. The Library was represented at the Spring Fair for the Pre School with the director and information about the summer programs. Wyoming Reads, a Rotary Sponsored program, has bussed all the 1st graders in Rawlins schools to the library. Each

student received a book, lunch and participated in story time reading. The teen room at the Rawlins library has no shelving but nothing has been invoiced either. Saratoga branch still awaiting the emergency exit door glass. Summer programs will include the Gypsy Cowbell for three days all around the county libraries from June 20th to the 22nd. This program will include the prizes and great programming materials. The charging stations will be purchased as budgeted. Ingram will now be the primary library material vendor.

UNFINISHED BUSINESS:

- By laws revisions were distributed to the board. Ashley Davis will be revising them with small changes. June meeting for the first reading. Points changed
 - Meeting missed by board members suggesting the request to have the member removed by the Commissioners. Working toward language that suggests the request for removal coming from the board and going to the commissioners in a formal manner.
 - Parliamentary authority to omit the Robert's Rules of order and replace with language suggesting an orderly meeting.
 - Language adjustment for special meetings and emergency meetings
 - Executive session restrictions
 - Addressing the meeting date for the election of officers.
 - Addressing the officers duties and responsibilities
 - Continuing to rework the language throughout the document to be consistent.
- Joyce Menke and Jake Mickelsen will attend the City Council meeting Elk Mountain. The Library as a public meeting room was discussed. As a result the Public Meeting Room Policies for the Carbon County Library System was revised to include the sentence "Through the Elk Mountain Library does not have a separate meeting room the meeting room policy still applies." The responsibility of the key was given to the representative of the group using the room, the library materials being secured and out of bounds, and the Public Wifi availability were included in the revision. **Motion made to accept the Carbon County Library Systems Public Meeting Room Policies with the revisions. (Bloomquist/Hays) passed**
- Personnel Manuel updates will be addressed by Jake Mickelsen and brought to the board for the June meeting. Ashley Davis will be working closely with the Director.
- Copies of the Petty Cash policy, Purchase policy and the Bank of Commerce Debit Card Procedures manual for the library system were distributed. These policies are complete. The branches have these policies and are using them as working documents.

NEW BUSINESS:

- There are no customer Fees for research requests currently at the library. The research is taking very valuable time from staff and there have been increasingly difficult search requests made. Copies are being charged but time for the research is not being financially accounted for. There are other places that charge. Director presented a possible \$10 to \$40 fee per hour depending on the type of research. The Director will continue to investigate using the Wyoming libraries for some ideas.
- Summer meeting places and times are as follows:
 - June 20th/ Hanna
 - July 18th/ Baggs
 - August 15th/ Elk Mountain
 - September 19th / Medicine BowThank you Linda Fleming for inquiry.
- Mike Morrell will be authorized to get Pin #s for the Debit Cards from the Bank of Commerce as the bank requires debit cards to use a Pin #.

COMMENTS FROM THE FLOOR:

- none

NEXT REGULAR MEETING –June 20th at the Hanna Branch Library at 11:30am.

MEETING ADJORNED – 1:50pm

PH/ph