

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

CALL TO ORDER: 11am by Patti Hays, Secretary

ROLL CALL: Mike Morrell, Linda Fleming, & Patti Hays. Staff: Jake Mickelsen & present by phone during parts of the meeting Attorney Ashley Davis.
Cindy Bloomquist and Joyce Menke have resigned from the Carbon County Library Board as of July 3, 2018 (Carbon County Commissioners meeting)

AGENDA: (Fleming/Morrell) as amended

Motion to temporarily place Linda Fleming as Chair of the Carbon County Library Board (Hays/Morrell) passed

EXECUTIVE SESSION: Motion to enter executive session for personnel matters (Hays/Morrell) Passed at 11.01 pm

Motion to come out of executive session with no action taken at 11:07 (Hays/Morrell) passed.

MINUTES: June 20, 2018 regular meeting (Morrell/Hays) passed

The financials will be posted with the minutes of the meetings online and on file specifically the Receipts and Expenditures-Budget vs. Actual report generated by Hofmann and Ramsey. The Bond information is in the Attorney's office with Ashley Davis.

June 27th special meeting as corrected (Hays/Morrell) passed

UNFINISHED BUSINESS:

- **Bylaws** –Ashley Davis joined the conversation via phone. The By Laws were presented with the proposed changes sighting the Article III Government changing the reason for release from the board, Article IV Section 1-6 excluding 5 completely, Article V revising 4 and 5 rewarding duties and responsibilities removing “control” of the director, and Article VI Section 4 revision the Signatures for banking becoming more specific as to the designee will be and Section 5 covering the bonding of Section 4 designees, and Article VIII removing Director to create a policy, This would make Article VIII the Library Foundation representative appointment, and Article IX Amendments adjusted to post any proposed changes to the bylaws and in all the language of the bylaws adjusted for legal use. The appointment of a general media contact appointed by the board will be added. Proceeding forward with the Bylaws, Ms. Davis will make the adjustments final and present the board with the clean copy for public posting and comments before adopted by the board. A short discussion of the director and the preparation of the board meeting packet concluded with the policy for the Director being drawn up and including this recommended procedure.
- **Bank information** – The bank will need the draft of the minutes to make the changes in the signature cards. Mr. Morrell will attend to this task.
- **Minutes** – the director will send a copy of the minutes to each meeting to the County Clerk for availability to the Board of Commissioners.

CUSTOMER COMMENTS: Medicine Bow Library Branch lawn will be mowed by Karla Denzin as a volunteer. Thank you note is being sent with a personal thank you from the Director and Library Branch staff.

*It was asked by the board to have the Directors Report moved to just below the Customer Comments in the agenda in the future. Business covered in the report can then be reflected in the remaining agenda

FINANCIALS:

- Statement of Receipts and Expenditures-Cash Basis was review and filed for audit showing total income of \$427.03 for the month of June and a total expense showing \$48,318.69. **Report filed for audit**
- **Motion to pay bills as presented in total of \$23,965.51 with the \$200 bill from Forster Landscape not paid until conversation with Director Mickelsen sorting out scheduling of work can be completed. (Morrell/Hays) passed**
- Year to date figures and Review of 2018 spending showed 98.3% budget spent.

DIRECTOR'S REPORT: Reflected staff and visits to branches progressing. Summer reading program in last days. Mobile device charging stations being installed. A calendar function and general web site cleanup will be occurring in the next few days. Laptops delivered to branches, complete inventory and weeding of present inventory will progress throughout the system in the next year being a large project. The process will require the library to be closed to patrons for a few days. WLA conference costs will be covered by the Library Foundation. 3 staff will attend both days and 3 staff will attend only day two. Staff proposals for future programming will follow a protocol for organizational reasons requesting not only the thought or idea of the program but the cost, logistics and staff needed for the program. Cameras that were purchased have been returned being they are not user friendly. And the Youth Services manager will be moved into the Programming Manager with a new job description by the next meeting of the board. The stats show the Library system added 4,750 new items to the collection with a donation of 351 of that number. Total items used within the system are down about 6,000 from last year.

FOUNDATION REPORT: Foundation will have the 50/50 raffle at the Music in the Park event on July 26. The endowment has given the Library a lot of material, capital funding and project purchases. The annual Pumpkin Run will be held October 14 at the Rochelle Ranch Golf Course. The applications for the proposed book nooks for open area exchange are now available.

FRIENDS OF THE LIBRARY REPORT: Linda Fleming reported the rock hunting adventures at the library "Libraries Rock" days. A birthday party for the library was celebrated being around 31 years old. Saratoga Friends have covered the west windows with blinds to cut light and unwanted heat. The Stage curtains have been purchased and not installed due to the cost of the hardware replacement. Air conditioning for the building will be again addressed.

UNFINISHED BUSINESS:

- **Budget – Motion to adopt the budget as presented (Hays/Morrell) passed** Discussion on options for staff salary adjustments moved forward with an acceptable plan in place. Director will notify staff as per plan.
- **Personnel Manual Updates** – moved to the August meeting
- **Customer Fees** – addressed at the August meeting pending personnel manual updates

NEW BUSINESS:

- **Designated holidays – Motion made to accept holidays for Libraries within the system for paid staff days closed will be 11 in 2018-2019 fiscal year as follows Labor Day: September 3, Veterans Day: November 12, Thanksgiving: November 22 & 23, Christmas: December 24 & 25, New Year's: January 1, Equality Day: January 21, Presidents Day: February 8, Memorial Day: May 27, and July 4: Independence Day. The 11th holiday is a floating holiday which staff can choose a day to take off. (Morrell/Hays) passed**
- **CCLF funding request** – Discussion for CCLF funding for 2018-19 will include the programming and purchasing and possibly a vehicle.

- **Audit** – Working closely with the Mitchell, LLP firm from Laramie in September the Director and the Accounting firm of Hofmann and Ramsey will be participating in the annual audit of the financials for 2017-18.

COMMENTS FROM THE FLOOR: Linda Fleming would like to address the mowing of the library properties again. There needs to be an agreement somewhere on this maintenance item. No action was taken.

NEXT REGULAR MEETING – August 15th Rawlins Branch Library, 11:00am

MEETING ADJORNED – 12:55pm

PH/ph