

**CARBON COUNTY LIBRARY BOARD  
MINUTES  
August 22, 2018    Rawlins Library**

**CALL TO ORDER:** 11am by Patti Hays, Secretary. The Secretary relinquished the meeting to Chair assigned, Linda Fleming to continue leading the meeting as voted in the July meeting.

**ROLL CALL:** Mike Morrell, Linda Fleming, Dr. Steven Dinero, Alex Bakken & Patti Hays. Staff: Jake Mickelsen & Attorney Ashley Davis.  
Visitor signing in: Emyle Wass

**AGENDA: (Morrell/Dinero) as amended**

**ELECTION OF OFFICERS: Motion to adopt the slate of officers for the 2018-2019 fiscal year as follows: Chairman, Linda Fleming; Vice-Chair, Alex Bakken; Treasurer, Mike Morrell; Secretary, Patti Hays. (Hays/Dinero) passed**

**MINUTES: July 25th, 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.

**CUSTOMER COMMENTS:** An email was received by the board from Joyce Menke asking a year end statement and summary for payroll to include the branch designated funds. This request will be handled by Attorney Ashely Davis.

**DIRECTOR'S REPORT:** Jacob Mickelsen's report included the overall summer reading program success with a big thank you to the Library Foundation for funding larger prizes this year. The announcement of an all staff meeting on September 28<sup>th</sup>, a Friday from 10am to 4pm which will mean only the Saratoga and Rawlins libraries will have to be closed. At this point the board decided Mike Morrell will take the lead on an appreciation luncheon for the staff that day. WLA Conference was attended with 3 staff attending one day and 3 attending two days. Good sessions. Website has been cleaned up with the calendar a challenge. At the Staff meeting on the 28<sup>th</sup> the weeding and inventory of the libraries throughout the county will be a major topic. The collection guidelines have not been maintained. This will be a major project with the possibility of days closed for some facilities. All books will be handled. September is National Library Card Sign-Up Month. Libraries plan on waiving fees for replacement cards and sending messages home with school aged children on how to procure a library card. September also will support the School Supplies for Fines program. This annual program forgives overdue fines with the donation of requested supplies. The book sale will wrap up with again, more books generated than sold due to contributions made and left on the back loading dock. This year 650 items have been added to the CCLS collection and does not include periodicals, newspapers or other temporary collection materials. Stats given to the board reflected a steady and very comparable use of the libraries from 2017 to current. Board binders to all board members were distributed with thanks from the members. Contents included bylaws for the Board and the CCLF, Policies, Wyoming Library Law and a tab for personnel.

**FINANCIALS:**

- Statement of Bills to Approve & Pay August 2018 was reviewed. **Motion to pay the bills are presented totaling \$26,105.15 (Morrell/Hays) passed**
- **Review of Receipts & Expenditures – Budget vs. Actual, Statement of Receipts and Expenditures – Cash basis and Payroll summary for July all filed for audit.** Director Mickelsen shared history and information regarding these accounts with the new board members. Alex Bakken asked about finding other resources to possibly fund salaries through grants. Mike

Morrell asked about the postage cost. This is ILL based with the funding coming from the Library Foundation. The contractual labor, Forester Landscaping, will be moved from the budget as it was found to be a County project and not specific to the library as billed.

- Fund replacement to the Elk Mountain Library –**Motion made to cut a check to the Library Foundation totaling \$369.00 from fund 45750-Program Expenses. (Hays/Morrell) passed.**

**FOUNDATION REPORT:** Jake Mickelsen and Patti Hays reported. Foundation has not met but has plans for another Pumpkin Run on October 13<sup>th</sup> at 9:30am as a Fund raiser. \$20 per runner/walker. The Foundation also did well at a 50/50 raffle with the winner returning winnings back to the group.

**FRIENDS OF THE LIBRARY REPORT:** The Baggs Library Friends group helped with the summer programming and found it to be fun and very successful. The Friends group meets at the library on September 19<sup>th</sup> next at 10am. Regular meetings are held on the 3<sup>rd</sup> Wednesday of each month. Saratoga and Encampment had no meetings during July or early August.

#### **UNFINISHED BUSINESS:**

- By laws – Ashley Davis distributed new copies of the bylaws to the board. She had available the older version for comparison. Discussion of the changes noted as Article III – Government concerning the filling of board vacancies; Article IV. – Meetings: Section 1 updating the language for the Library Directors attendance to meeting; Section 2, Parliamentary Authority by removing Wyoming Statutes and Robert’s Rules of Order; Section 3, Board Attendance placing a clearer value on absence of board members; Section 4, Special meetings redefining the notification to meet the requirements of the open meeting laws; Section 5. Emergency meeting –the section is a new addition with a call for special meetings using the open meeting laws as a guide; Section 6. Executive session narrowing the meeting need to matters deemed confidential and the state statute addition; and Section 8, Fiscal Year Reorganization Meeting stating first regular meeting and bond or the treasurer. Article V. Officers, Chair duties outlined and defined using updated language. Article VI, Fiscal Year, and Payment of accounts, replacing legal designee with Library systems’ accountant or bookkeeper. And Bonds Section 5 essentially calling for bonds obtained covering the responsible signatory parties as defined in section 4. Article VIII was omitted being a job description and not to be included in by laws. Article IX Amendments placing the proposal of bylaw amendments into the public before changes adopted. Article X Savings Clause added procedure for board if said bylaws become contested or changed by court order. These bylaws will be posted for 30 days at the libraries, social media and via print. The Board will revisit them at the next meeting, September 19<sup>th</sup>.
- Personnel Manual updates are still under review with the Director moving for a Health Insurance change and then the will go to legal for review.
- Customer fees have been dropped. The collection of the fee would override the fee itself. The ILL fees are currently paid for by the Library Foundation.
- Bank Signers, Bonds are required of the Chair/Linda Fleming, the Treasurer/Mike Morrell and The Library Accountant/Cassandra Ramsey. This is through the Bank of Commerce. Mike Morrell will take this as his project.
- Youth services manager will take the programming manager position as proposed by the Director. The job description will reflect the changes in language and job duties. **Motion to adopt the Job Description for the Programming Manager for the Carbon County Library Systems with the few corrections to titling (Dinero/Morrell) passed**

#### **NEW BUSINESS:**

- Strategic planning presented by Chair Fleming included a look at the County’s overall upgrade plan to move the departments, such as the courts and offices closely related, into one area and making it more secure. One of the proposals may include the use of the space currently occupied by the Library for county offices and relocating the Library to the “garden level” of the Carbon Building. The planning group with the architects will meet with staff and compile a

working plan using input from the public also. Public input is very valuable. This plan is dependent on budget. Budget is dependent on the election and the adoption of the 6<sup>th</sup> penny by the residents. There will be an entrance enhanced for handicapped at the south of the building limiting access to the library only. The library has the opportunity to become more efficient enhancing the desk, storage, office and IT areas to work for the needs and for the future. There was discussion on the forward movement of the staff, board and the county. The planning will continue working towards a better space for the community and a better use of the available space within the buildings county owned.

- Director Mickelsen will be attending a Library Journal Design Institute in Minneapolis Sept 24<sup>th</sup>. Funding for attendance made possible by the Wyoming State Library and the Carbon County Library Foundation. He will be gone for 3 days.
- Health Insurance for the two full time employees is presently at a set cost to the employee. The Director suggested to the board it be at a percentage, as it will be less complicated at the payroll end of the payment. Shopping for a better plan is also predicted or a policy update.
- The Board was asked to look over the Board Meeting and documentation Policy as presented for the next meeting. This policy will be discussed in depth at the September meeting.

**COMMENTS FROM THE FLOOR:** Discussion on location of the meetings left the next meeting still TBA. Visiting local branches has not proved to be as productive as predicted. The board met at different locations to give the patrons a chance to stop in and contribute. The times of the meetings were in the past set to accommodate for this. At present the board meets at 11am. Progressing forward with the new members of the board this philosophy is not proving to be effective as hoped.

**NEXT REGULAR MEETING** – September 19<sup>TH</sup> WITH LOCATION TO BE ANNOUNCED, 11:00am

**MEETING ADJORNED** – motion made (Dinero/Morrell) passed

PH/ph



**Carbon County Library System**  
**Statement of Receipts & Expenditures- Cash Basis**  
**July 2018**

	<u>Jul 18</u>	<u>Jul 18</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
15200 · Motor Veh. County Fees	2,699.80	2,699.80
26750 · Interest Income	119.40	119.40
<b>Total Income</b>	<u>2,819.20</u>	<u>2,819.20</u>
<b>Gross Profit</b>	2,819.20	2,819.20
<b>Expense</b>		
27100 · Advertising	25.50	25.50
27200 · Business Office	585.83	585.83
27300 · Contractual Labor	250.00	250.00
28200 · Bank Expenses	0.00	0.00
30500 · Repairs & Maintenance	298.61	298.61
31500 · Materials - General	305.10	305.10
39300 · Accounting & Legal Services	845.00	845.00
44200 · Payroll Expenses		
42000 · Salary & Wage Expense	21,031.11	21,031.11
42100 · FICA Expense	1,594.76	1,594.76
43000 · Health (company paid)	560.30	560.30
43500 · WRS (company paid)	1,699.69	1,699.69
44000 · Workers Comp expense	122.00	122.00
44210 · Life (company paid)	4.88	4.88
44200 · Payroll Expenses - Other	63.00	63.00
<b>Total 44200 · Payroll Expenses</b>	<u>25,075.74</u>	<u>25,075.74</u>
45750 · Program Expenses - Foundation	1,737.61	1,737.61
47501 · Postage	266.27	266.27
51500 · Technical Services	592.00	592.00
51700 · Technology	1,185.00	1,185.00
52400 · Telecommunications	843.95	843.95
56400 · Vehicle Expenses		
56410 · Fuel	244.93	244.93
56420 · Maintenance	56.94	56.94
<b>Total 56400 · Vehicle Expenses</b>	<u>301.87</u>	<u>301.87</u>
57100 · Mileage	167.00	167.00
<b>Total Expense</b>	<u>32,479.48</u>	<u>32,479.48</u>
<b>Net Ordinary Income</b>	<u>-29,660.28</u>	<u>-29,660.28</u>
<b>Net Income</b>	<u><u>-29,660.28</u></u>	<u><u>-29,660.28</u></u>

