

**CARBON COUNTY LIBRARY BOARD  
MINUTES  
October 17th, 2018 Rawlins Library**

**CALL TO ORDER:** 11:03 am by Chair Linda Fleming

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

**AGENDA: as amended to include New Business/Rawlins Branch Parking (Dinero/Hays) passed**

**MINUTES: September 19, 2018 regular meeting (Hays/Fleming) passed**

**CUSTOMER COMMENTS:** A question of the Elk Mountain Library funding has again come before the board submitted by Joyce Menke. This will be directly addressed. The company that bonds the Chairman of the Library Board has made contact with Ms. Menke to renew the bond. This issue was brought to the Library Director's attention in the same email correspondence. The bond company will be contacted with the change. The bond company will have a different contact and the payment contact will be changed.

**DIRECTOR'S REPORT:** Jacob Mickelsen reviewed the material covered in the recent staff meeting. Updated policy manuals, concerns and ideas from patrons, and winter library events were covered. The Encampment and Hanna librarians were not present. A short report on the recent Design Institute the director attended included the quality feedback from architects and colleagues regarding the future plans for the Rawlins facility. Very productive workshop. Inventory in Sinclair was first on the list. A Director's Retreat sponsored by the WSL was attended. Events upcoming will be a night with Head Start, and Various Halloween events in all Locations. There will be a book signing event featuring Local author, Sheryl Bailey on November 29<sup>th</sup>. Maintenance issues were moving forward with the winterizing, painting and general maintenance in several branches. Bridges Out of Poverty Workshop was attended. Streamlining ordering from branches, Rotating programming with a staff member facilitating, new library card designs with the next order, and the Health insurance were topics covered. Stats received for the library in Carbon County showed 1369 items added to the collection in the fiscal year, and a very slight decrease in circulation from last year at this time.

**FINANCIALS:**

- Review of Receipts & Expenditures – Budget vs. Actual, Statement of Receipts and Expenditures – Cash basis and Payroll summary for August filed for audit. Group discussed the payroll issue that happens each year the end of the calendar year. Funds in account 12200 (WSL Interest Earning Account) may need to cover the payroll. This will be addressed in November and will need a vote by the board moving the funds.
- **Motion to pay the bills are presented totaling \$13,567.88 (Hays/Dinero) passed**
  - Discussion covered the new entry for the RLI Surety which is the health insurance company.
- The Year to Date figures were reviewed and filed for audit.

**FOUNDATION REPORT:** The Library Foundation hosted the Pumpkin Run as a fund raiser on October 13. Feb 8<sup>th</sup> will be the annual Desert Variety Show. Funds from the Library Foundation are available at any time for programming and materials. New community room curtains that the FOL purchased were hung. The biannual book sale was held. LSRV has applied for a grant in the amount of \$1,500 towards the book trailer. Matching funding for the \$3000 purchase is available from the CCL Foundation. The

LSRV Friends group are hosing their book sale. Plans for the winter book series with the Humanities Council are shaping up.

**UNFINISHED BUSINESS:**

- By laws – No comments have been received on the current changes after postings. **Motion to adopt the amended Carbon County Library Systems Board of Directors Bylaws. (Dinero/Hays) passed**
- The personnel manual updates are in review with the office of the attorney and Staff.
- Mr. Milosovich from Voorhis Associates will return to the library with documents that will show the usage and space used within the current occupied area of the Carbon building. The Director will keep the board informed.
- Fee Policy – **Motion to adopt the revised fee policy which would include “refunds are not available for lost items if the item is found after fee is paid” (Dinero/Hays) passed**

**NEW BUSINESS:**

- Personnel update included the announcement that two employees have resigned. The Rawlins position will be posted. There is a possibly the Elk Mountain librarian may take on the Hanna position.
- The winter programs for the library will be funded again by the Library Foundation leaving a larger amount of money for awards through the budget. This could be up to \$300 per branch
- The City of Rawlins is reassessing the parking to the south of the Carbon Building which is the major parking for library patrons. The board will let board member Hays pursue with questions. The general consensus of the board is to leave the diagonal parking for safety and availability of more spaces.

**COMMENTS FROM THE FLOOR:**

- Board Chairman Fleming brought up the board training through CCHE offered at no cost to board members through the county. This training will be held on October 23<sup>rd</sup> in Rawlins.

**NEXT REGULAR MEETING** – November 28<sup>th</sup> at the Rawlins Library at 11am.

**MEETING ADJORNED – 12:30pm**

PH/ph