

**CARBON COUNTY LIBRARY BOARD
MINUTES
September 19, 2018 Baggs Library**

CALL TO ORDER: 11:04 am by Chair Linda Fleming

ROLL CALL: Mike Morrell, Linda Fleming, Alex Bakken & Patti Hays. Staff: Jake Mickelsen
Absent: Dr. Steven Dinero Guest: John Milosovich

AGENDA: (Bakken/Hays) passed

MINUTES: August 22, 2018 regular meeting (Bakken/Hays) passed with correction of Jake Mickelsen's name

CUSTOMER COMMENTS: Joyce Menke has emailed the Director requesting further financial information that the Library Foundation not the Library is responsible for. The information request was forwarded to the Library Foundation and will be handled by Attorney Ashely Davis.

EXECUTIVE SESSION: Motion made to enter executive session at 11:11pm for personnel matters (Hays/Bakken) passed
Motion to move out of executive session at 11:23pm (Bakken/Hays) passed

Motion made to have the personnel file of Director Jake Mickelsen's reviewed & updated as per written request assigning Attorney, Ashley Davis to the task. (Morrell/Bakken) passed.

DIRECTOR'S REPORT: Jacob Mickelsen's report began with building maintenance issues sighting the Encampment door locks failing on the exterior door but the interior door is secured keeping the library secure and the steps of the Rawlins branch at the Carbon Building still not repaired as promised. Staff meeting on September 28th at the Rawlins Main Library with the libraries closed for the day. Focus will be on the planning for programs and streamlining supplies touching on the policies somewhat. The program manager will also introduce the development of a uniform Storytime system for Carbon County. Minneapolis trip for the Director will be the 20th returning to work on the 24th. This trip will help develop the plans for a new or redesigned facility in Rawlins. The Web Site for the systems has been updated and an employee will be given the social media task. Inventory and weeding will be discussed at the staff meeting where plans for each branch will be addressed and implemented. October events will include Library Snapshot Day and WSL annual event. Director's retreat in Rock Springs in October on the 17th to the 19th. There were 1085 items added to the collection so far in FY 19. Other numbers show a slight decrease in overall circulation totaling 17,315 (FY18 20,861)

FINANCIALS:

- **Review of Receipts & Expenditures – Budget vs. Actual, Statement of Receipts and Expenditures – Cash basis and Payroll summary for August Motion to receive and file for audit (Bakken/Morrell) passed**
- **Motion to pay the bills are presented totaling \$5,258.89 (Morrell/Hays) passed**
- Director Mickelsen brought to the board the State Library Funds of \$24,630.00 received from the CC Library Foundation that remain in the General Funds of the Budget. The money should be transferred into the State Library Fund within this fiscal year. The Director would like to work with the State Library to get a reconciliation of the Carbon County account before this money is moved. The board was in agreement and will readdressed the funds in January 2019.

FOUNDATION REPORT: The Library Foundation met in Saratoga for their annual Old Baldy luncheon. Jake Mickelsen attended plans for the Pumpkin Run on October 13th at 9:30am as a Fund raiser we

solidified. The investments of the Library Acquisitions funds have done well. The foundation was advised to make some investment changes to accommodate the growth.

FRIENDS OF THE LIBRARY REPORT: Baggs/LSRV Friends has no meeting but a book sale was currently in progress. Saratoga met the week prior to the board meeting and has plans for their book sale. Encampment has a new sign made by Mr. Bromley's class which is laser cut and very nice.

UNFINISHED BUSINESS:

- By laws – have been completed and will now be placed on the Library Web Site for public view. The adoption vote will be on the agenda for the October Board meeting.
- The personnel manual updates are into the attorney office and waiting updates.
- Strategic planning was discussed with the Director moving towards the System Goals which expired in 2017 and have not been addressed. The goals will be emailed to the board members to examine before the October meeting. There were several questions from the Voorhis Assoc. office that will help examine the space and use of space if the Library is placed in the plan for the County office revision.
- Direction for preparation of the board meeting will be given by the board to the Director. No need for a policy was found.

NEW BUSINESS:

- A fee policy for the library will include a specific statement covering the reimbursement for returning lost material after the fine for replacement was paid. The policy statement will be drafted by the Director and addressed at the October meeting.
- Mr. John Milosovich of Voorhis Associates shared with the board the Carbon County Commissioners plan for the County offices. Plan includes consolidation of offices, expansion of work spaces and increased security. The plan may include the use of the area currently occupied by the Rawlins Branch Library. The use of that area will lead to the relocation of the Library to the garden level of the Carbon Building leaving the entrance on the south of the building. A study of the floor space, entries, accessibility, parking, work patterns of the offices and the storage and meeting space will be done in the next few weeks. The staff of the Voorhis Company will work closely with the library staff to coordinate floor plans and usage of area. The company will then move forward with the total plan for the Commissioners by November. The finances for the project will be based on the 6th Penny election in May of 2019.

NEXT REGULAR MEETING – October 17th at the Rawlins Library at 11am.

MEETING ADJORNED – 1:53pm

PH/ph