

**CARBON COUNTY LIBRARY BOARD
MINUTES
December 19, 2018 Rawlins Branch Library**

CALL TO ORDER: 11:05 am by Chair Linda Fleming

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

AGENDA: Motion to approve (Dinero/Fleming) passed

MINUTES: Motion to approve November 28, 2018 (Dinero/Hays) passed A copy will be signed at the next board meeting adding to the minutes the submitted and approved signage.

CUSTOMER COMMENTS: Director Mickelsen a letter to the editor appeared in the Rawlins Times from a visitor to our community that has spent some time in the library and was very complimentary on the facility and staff.

DIRECTOR'S REPORT: Jacob Mickelsen's director report included the Winter Reading program to begin January 7th with a Mystery topic. Branches will be the same theme but different activities. Prizes have been selected. The community of Hanna has solved the mobility issues for the library patron. The Rawlins Head Start literacy night will have the director participating with stories and activities as is traditional. The event will be held at the library this year. The Web page has been updated and a Google calendar added. The auditors have all their requested library information. Holiday events are being held by the programming area of the library staff. "Girls Who Code" are helping with establishing programming ideas for a possible tech club. CCLF scholarship was awarded to Valencia Sherman. Application for two traveling displays regarding war ship history and Wyoming veterans of the war on terror have been completed. February 7 is the State Library reception for the Legislature with a training session on the following day. This will be in Cheyenne and Director Mickelsen will attend. The Library project has been helped by the 3D render of the new entry. The Rawlins branch circulation desk may be moved as a trial run for the potential new desk location in the potentially new facility. The staff is considering a no fine for late books policy. The staff finds books need to be returned for other readers and possibly that process would move forward if the fine was removed. Also, patrons with large fines may return to the library may return. Stats show the library usage within the county is lower this year at all libraries except Elk Mountain. New Hire Brittany George with an opening remaining for part time in the Rawlins area.

FINANCIALS: The Receipts and Expenditures/Budget vs. Actual was review and filed for audit.
Motion to pay bills as presented in total & \$12428.38(Hays/Dinero) passed. Year to date reviewed and payroll filed for audit. Question: The line "Payroll other" is the financial amount charged for the direct deposit of payroll.

FOUNDATION REPORT: The Library Foundation report has the group working on the winter fund raising event, Variety Show, to be held at the Jeffrey Center February 8th. The Pumpkin run was a financial success. Funds for the Baggs area book trailer were matched with the granted funds the Friends Group in that area received.

SARATOGA FRIENDS: The group is funding the circulation desk redo. Next meeting January 14th.

LITTLE SNAKE RIVER: Trailer shopping is taking place.

UNFINISHED BUSINESS:

- Personnel manual updates were discussed section by section with additions, explanations and discussion on items still to be worked on. The County Plan has been incorporated into areas which include the Drug Free Workplace and Drug Testing sections. The release of this policy will be in January. Advertising for the new policy changes will occur very soon with placing of the new policy in libraries throughout the county. The board will readdress the policy after the meditated public review period.
- **Motion to table the WSL funds until the next meeting (Hays/Dinero) passed**

NEW BUSINESS:

- The current meeting room policy was presented to the board. There was a discussion on the document and the need for change. This will be addressed under unfinished business at the January meeting having the board review the document before the meeting with points of discussion noted.

NEXT REGULAR MEETING – Next meeting January 16th, 2019 at the Rawlins Branch. Some board members cannot attend. Another date may be addressed.

MEETING ADJORNED – 12:50 pm

Minutes approve January 23, 2019 Morrell/Hays