

**CARBON COUNTY LIBRARY BOARD
MINUTES
January 23, 2019 Rawlins Branch Library**

CALL TO ORDER: 11:01 am by Chair Linda Fleming via phone

ROLL CALL: Linda Fleming (via phone), Patti Hays, & Mike Morrell. Absent: Steven Dinero & Alex Bakken Staff Present: Jake Mickelsen

AGENDA: Motion to approve (Morrell/Hays) passed with additions

MINUTES: Motion to approve December 19, 2018 (Morrell/Hays) passed as corrected.

CUSTOMER COMMENTS: Chairman Fleming received input from a customer on the answering machine for the Rawlins Library. Director Mickelsen has assured the group the phone is able to receive messages the caller must be patient. He will however review the situation.

DIRECTOR'S REPORT: Director Mickelsen included the winter reading program active now throughout the county. VITA Free tax service is now working with the community at the library. The position of Programming Manager is currently vacant, Director is seeking qualified applicants. Ms. Monica Gonzales was hired as a Library Assistant at the Rawlins Library, and Mr. Michael Day was hired as a Substitute in Saratoga. Application for the Carol McMurry Endowment grant to attend the ALA annual conference in DC to support the Director and the Rawlins Branch Manager. February 7th the Wyoming State Library Legislative reception will be held at the state library. The Director will be attending as well as attending the training sessions extending into the 8th. Statistics report has been submitted to the WSL and the Commissioners. The report shows in general the total stats show an increase in business from FY 17 to FY18. The purchase of \$38.36 on a library credit card will be reimbursed within the next month by the director. The Carbon Building project update included an informational meeting. Topics shared: Library will be a part of phase three of the project, the library phase is possibly 4 years from project start, the tax that will fund the project through the 6th penny tax is received favorably by the residents surveyed, and the director is taking time to visit other libraries to include new additions for the library when/if relocated including the "creation station". Information from the Commissioners included the appointment of Travis Moore as the Library Board Liaison.

FINANCIALS: The Receipts and Expenditures/Budget vs. Actual was review and filed for audit. The Branch to Branch mailing will be addressed by the Director. Book Rate for mailing will increase.

Motion to pay bills as presented in total \$24,943.18 (Hays/Morrell) passed. The library foundation has paid the movie leasing fee for two years, \$2,634.00. Year to date reviewed and payroll filed for audit. The state money remains in the Rawlins library account.

Motion to accept and place on file the Year to Date financial report (Morrell/Hays) passed.

FOUNDATION REPORT: The Library Foundation will hold the annual Dessert Variety Show will be held on February 8th at 7pm at the Jeffrey Center. Tickets \$8 with \$10 at the door. The little Free Libraries were a topic on the local radio station. The total for the Pumpkin Run was \$1,770. The Kids+Books=fun program will be in Encampment only. Annual report will be incorporated in the annual fund drive. The group will again be in the park for the 50/50 for Music in the Park. The funding for the computer update for the libraries totaled \$10,250.

SARATOGA FRIENDS: January 14th meeting revisited the bylaws. The purchase policy is being reviewed and they are increasing the number of meeting per year for the group. They have \$14,307 in their checking and another \$21,716 in savings. They are receiving a Kelly foundation grant for \$10,000 and are looking for new members.

LITTLE SNAKE RIVER: Book discussion club meeting on January 25th. Looking possibly for a grant for funding

ENCAMPMENT FRIENDS: no meeting

UNFINISHED BUSINESS:

- Personnel manual paperwork is complete. The advertising of the changes will be made public on the library web site so the board can move forward with the policy changes. Director will place that on the web site.
- The long term goals for the library include capital plan. Director will send links for the board to look over. The Fee Schedule for the library was discussed with more discussion to follow. The value of the material will be assessed which will dictate the amount of fine or if there is a fine at all if overdue. Replacement will be the full cost of the material. More research will be done on this subject.
- **Motion to move \$20,000 back into the State library fund. (Hays/Morrell) passed.** This is the money that we moved into the library account as a cushion. It has not been needed therefore we will move it back into the interest bearing account.
- The chairman asked for a copy of the meeting room policy to be emailed to her for review. There will be discussion on changes to clarify and simplify the document at the February meeting.
- A lost check late in 2018 was found and returned to the donor. The check amount, being a donation, was immediately reimbursed by the library to the Elk Mountain account. The board will seek legal advice on addressing the employee file.

NEW BUSINESS:

- **Motion to authorize online payment for Health Insurance premiums currently paid to Blue Cross Blue Shield prior to board approval. (Hays/Morrell) passed.** Currently payment is done post approval by board which now makes that payment late. Online payment speeds up the payment process and will assure insurance remains in good standing. Approval of spending will occur at next board meeting and will be included in the bills to be paid.
- **Motion to complete and submit an application of credit to Skyline Motors for routine vehicle maintenance. (Fleming/Hays) passed Morrell abstained**

COMMENTS FROM THE FLOOR: Board member Hays would like the board to peruse the replacement of carpet in the Rawlins Branch library including a match of funding from the Library Foundation. The thought that the public input into the library possible relocation is necessary was brought forward with the possibilities of the library staff would or could find fun ways to harvest the input.

NEXT REGULAR MEETING – Next meeting February 20, 2019 at the Rawlins Branch.

MEETING ADJORNED – 12:19 pm

Approved this 20th day of February, 2019 (Morrell/Dinero)