

**CARBON COUNTY LIBRARY BOARD
MINUTES
November 28th, 2018 Rawlins Library**

CALL TO ORDER: 11:00 am by Chair Linda Fleming

ROLL CALL: Linda Fleming, Dr. Steven Dinero & Alex Bakken with Mike Morrell and Patti Hays arriving late. Staff: Jake Mickelsen, Attorney Ashley Davis

AGENDA: Motion to approve (Dinero/Bakken) passed

MINUTES: Motion to approve October 17, 2018 (Bakken/Dinero) passed

CUSTOMER COMMENTS: Joyce Menke contacted the Library Director & Attorney with a question of the donation funds and the use of them for the Elk Mountain Library. Ms. Davis' reply explained the funding was used to purchase a vacuum and curtains for the library.

DIRECTOR'S REPORT: Jacob Mickelsen reviewed the written submission to the board. It included the Rock Springs workshop, the annual free tax service, VITA, that works at the library in each community, the inventory of the Hanna Library, Grant monies vouchered for programming and Travel and training for the director, Wyoming State Library updates and an update on the County's proposed capital building project and the library plans. **Motion to ratify the signature on the request for entry onto property at the Hanna Branch. (Bakken/Dinero) passed**

FINANCIALS: The board would like to receive the financials from the Accountant by the 15th of each month. A Review of the expenditures showed the library to be on budget. A WYLD invoice was received and payment will be partial for two months so payroll is covered. The health insurance was paid for two months so the bill presented is for one month. **Motion to pay bills as presented (Morrell/Dinero) passed.** Year to date reviewed with a question as to what "Payroll Other" line item 44300 included. Director Mickelsen will seek the answer. **Motion to file for audit (Morrell/Bakken) passed.**

FOUNDATION REPORT: The Library Foundation report included the plans for the winter fund raising event, The Variety Show. Funding for the "Little Libraries" and getting the applications and information to different entities. There have been two library employees that submitted applications and were accepted in the scholarship fund.

SARATOGA FRIENDS: They have met.

ENCAMPMENT FRIENDS: Met and discussed possible expenditures this year for the library improvements or programs.

LITTLE SNAKE RIVER: The group has received the grant for the trailer through the Yampa Valley Humanities. The plan is to move forward with matching funding from the Foundation to make the purchase. The trailer will be the property of the library system therefore can be plated with county plates. Inventory will show the trailer as an asset to the entire library system.

UNFINISHED BUSINESS:

- Personnel manual updates included several sections on over time and comp time, resignation of director and several other areas. When finalized the manual will be made available to the public for input, advertised as such in the Rawlins Times, and then adopted. The board set a time line which included December and January as public input time with the January meeting date the

proposed adoption voting time. The copy of the proposal will be available at all branches of the library.

- The Carbon Building Capital project which includes the relocation and modernization of the Rawlins branch library has been successfully moving forward with staff input. A positive reception from the Library Foundation has been established.

NEW BUSINESS:

- The Bank of Commerce Depository application was brought before the board. **Motion to recognize the Bank of Commerce as a depository facility. (Dinero/Bakken) passed**
- **Motion to move \$20,000 from account line item 1220, WSL interest earning account to 10100 Bank of Commerce checking to be used for temporary operating funds to be reimbursed (Dinero/Morrell) passed**

NEXT REGULAR MEETING – December 19th at the Rawlins Library at 11am.

MEETING ADJORNED – 1:10pm

Minutes approved December 19,2018 Dinero/Hays