

CARBON COUNTY LIBRARY BOARD
MINUTES
August 21, 2019 Sinclair Branch Library

CALL TO ORDER: 11AM by Chair Linda Fleming

ROLL CALL: Linda Fleming, Mike Morrell, Steven Dinero & Patti Hays
Absent: Alex Bakken Staff: Jake Mickelsen

AGENDA: **Motion to approve (Dinero/Morrell) passed**

ELECTION OF OFFICERS: **Motion to elect slate as follows: Chair, Linda Fleming; Vice Chair, Steven Dinero; Tres. Mike Morrell; Sec. Patti Hays. (Hays/Morrell) passed**

MINUTES: June, 2019 **Motion to approve (Dinero/Morrell) passed**

APPROVAL OF EXPENDITURES: **Motion to ratify payment of July bills totaling \$22,549.36 (Dinero/Morrell) passed**
Motion to pay August bills totaling \$25,184.78 (Dinero/Morrell) passed

DIRECTOR'S REPORT: Summer program wrap up with success with the theme and with the participation at very good levels. Tec services will be updating while consulting with the WLA. Continuing with community partnerships the Continental Divide Trail committee met with the coordinator and the Library Director will be applying as the CDT Gateway Community Ambassador. The Divide Trail runs on 3rd Street with is just west of the entrance in Rawlins. There will be some staff changes as positions open and staff recovers. The Director reported on the Summit in late June he attended and the Conference in early August along with plans to attend a director's retreat in September and Early October with a stipend awarded to cover institute cost. Election as Vice-President to the Wyoming Library Association by the Director with the move into the President position in 2020-2021 was announced. Overdrive may be a part of the e audio book connection for the Carbon County Library Systems being more efficient and a larger selection. The LSRV book trailer in becoming closer to working as the licensing is being processed and shelving is being designed.

LIBRARY FOUNDATION: Currently supported the library with \$60,000 to be used for materials, programming, postage and staff. The foundation continues to support staff with scholarships reimbursing continuing education. Staff appreciation by the Foundation is an annual event.

FRIENDS OF THE LIBRARY: The Saratoga Friends have successfully funded the new air conditioning system and upgraded the heating system for the building. The Friends have also supported and funded several areas of the summer programming. LSRV Friends group supported the summer programs with funding.

FINANCIALS: The board reviewed the Payroll summary, receipts and expenditures, assets and liabilities with the general ledger. The final budget will be clarified as the board has not seen final numbers from the Commissioners. Director will take that to the County Clerk's office for clarification. A fund balance of \$43,000 will be moved from interest account to general for immediate use. This will be reimbursed by the Library Foundation incoming funding. **Motion of accept the financials as presented and file for audit (Dinero/Morrell) passed.**

CUSTOMER COMMENTS: Letter was received at the Medicine Bow Library expressing appreciation for the branch librarian.

UNFINISHED BUSINESS:

- Strategic plan- the Director will research the past plan and send to board members for examination in order to continue to work towards a current, usable plan. A guide link will be shared with the board. The board will then move forward to develop a time line for the planning.
- Building plans continue to change as the work progresses. New weight bearing walls have been found. Doors have been added to isolate areas for general use when library or CCPH is closed. Developer is working closely with Director.

- Library hours – Monday vs. Saturday Rawlins Branch library hours are being assessed. Numbers will be discussed with staff to continue to accommodate the patrons.

UNFINISHED BUSINESS:

- Adoption of 2019-2020 budget – **Motion to accept Budget of \$484,127.04 for the 2019-2020 fiscal year. (Hays/Dinero) passed**
- Bank signature cards/bonds – no change in the signers after elections
- New funding model for County Commissioners – September 3 at the commissioners meeting a clarification of the newspaper article on the funding opportunities for the Library system will be presented by the Director. Board asked to attend in support.
- Staff meeting/library closure – Director asked for permission to close the Carbon County branches for a staff meeting on September 20th. Permission granted. Board asked if the staff meetings could be incorporated with the closures for holidays for consideration all at one time.
- Copy machine replacement – as the copy machines continue to age the lease to own option for replacement becomes more appealing. Repair response time is the most important in the search for a company. Suggestion from the board to call the school district or the city for information on their lease companies.
- The Carbon County School District #2 has asked permission to use the Elk Mountain Library building as a shelter off site for their school. After short discussion the board agreed there would be no problem.

ADJOURNMENT: 1:08 pm Next meeting will be September 18, 2019 in Baggs. 11AM meeting time.

PH/ph

Minutes accepted September 18, 2019 (Bakken/Morrell) passed