

CARBON COUNTY LIBRARY BOARD
MINUTES
December 18, 2019 Rawlins Branch Library

CALL TO ORDER: 10:59 am by Chair Linda Fleming

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

AGENDA: Motion to approve the agenda (Bakken/Hays) passed

MINUTES: Motion to approve the minutes of the November 20th Regular meeting (Hays/Bakken) passed

APPROVAL OF EXPENDITURES: Motion to approve the expenditures for December, 2019 in the amount of \$18,294.65 (Bakken/Hays) passed Expenditures included Advertising, utilities, payroll, insurance, vehicle maintenance, and retirement.

DIRECTOR'S REPORT: New library cards are ready for distribution. Winter Reading will run until January 31st. Bingo cards are being used. Outreach story time continuing. LSARV escape room is being used as a plan to expand to other branches. As part of the CDT Ambassador Program the director will host a DYI First Aid and Survival Kit program. An identification plan to reduce unnecessary shelving is being done. Working to id some branch reduction in collection also. Branch Managers are submitting updates to their automatic acquisitions lists with staff implementing those updates. Circulation staff increasing training to cover other tasks. WSL/WLA hosting legislative reception on Feb 20th at the State Library. Executive Secretary position for WLA open due to resignation with Amigos Library Services contracting as interim. Saratoga Branch roof completed, LSRV parking lot lighting replaced then broken again. County plans to LED update. The Library vehicle had the back window replaced recently. With the fine policy for the libraries updates there has been no reported issues. Renewals are proceeding as they did prior to the change. The Copy machines will potentially be installed in mid-December. The old copy machines are still in usable condition. Direction from the County Clerk has been sought. IT manager will explore options to upgrade the operating Windows 7 system before the end of support. Sinclair branch has reported an internet blackout with problems being worked out presently.

FOUNDATION REPORT: Library Foundation had no formal meeting but held a workshop on fundraising strategies for the coming year. The plans to move the Dessert Variety Show to March were confirmed.

FRIENDS REPORT: Friends of the Library in Saratoga did not have a meeting. LSRV also did not meet. LSRV book club did however have their meeting.

FINANCIALS: Motion to accept the financials and file for audit (Bakken/Hays) passed

CUSTOMER COMMENTS: Director Mickelsen reported a volunteer confronted him this past month resulting in the dismissal of the volunteer. This is a positive move for the library. A better fit for the volunteer.

UNFINISHED BUSINESS:

- STRATEGIC PLAN: There will be two meetings to continue working on the plan. The Director will email the board on dates.
- Carbon Building Renovation is moving forward with a visit from the Clerk's office to the library's current site. A timeline for construction should be happening soon with maybe an acceleration due to the necessity to vacate the current space.
- Patron Confidentiality Policy has been moved to the legal offices for confirmation and review. Step two will be patron distribution before final board adoption.

COMMENTS FROM THE FLOOR:

ADJORN: 11:51 AM Next meeting January 15th, 2020 at 11 AM in Rawlins.

Adopted January 15, 2020 (Bakken/Fleming)