

CARBON COUNTY LIBRARY BOARD
MINUTES
February 19th, 2020 Rawlins Branch Library

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

ROLL CALL: Linda Fleming, Patti Hays, Mandy Goodwin & Steven Dinero. Absent: Alex Bakken Staff: Jake Mickelsen, Valencia Sherman. Introduction and welcome by chair to Mandy Goodwin the newest appointed member of the board.

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

ELECTION OF OFFICER: Motion to elect Alex Bakken as Treasurer of the Carbon County Library Board (Dinero/Goodwin) passed

MINUTES: minutes of the January 2020 meeting were not available at this time.

APPROVAL OF EXPENDITURES: Motion to approve the expenditures for February, 2020 in the amount of \$15,943.75. (Dinero/Hays) passed Expenditures included the usual Advertising, utilities, payroll, vehicle maintenance, retirement, and the expenditure for the check in/out new cards.

DIRECTOR'S REPORT: Mr. Mickelsen reported: Summer program theme announced. Fantasy in Folklore. Special presenter being sought. The presentation of the CDT program had low attendance but will be held again. Count on the Paw Patrol program was over 250 in Rawlins and 50 some in Saratoga. Winter reading program concluded with low numbers. The dates were altered and staff felt maybe this was a reason for the participation numbers. After assessment of the DVD purchase the current supplier will be retained. The automatic purchase accounts are continuing to be assessed and evaluated by staff for efficiency. Staff opening in Rawlins. Reminder of the Legislative reception Feb 20th in Cheyenne. Director will meet with the state library business office on billing system on the 21st. Building maintenance needing addressed included the LSRV parking lot lights, Rawlins Library elevator and the front door of the Rawlins Library. Adopted by the County Commissioners recently and sent to the occupants of county buildings is a resolution banning animals from county buildings not designated as service animals. Information was shared with other county library facilities. IT update on the operating system shows the Chrome OS will be less expensive in the long run. Clarification and comparison on test sites will continue. The board has asked they be kept in the update loop. Statistics report for the state library have been completed and submitted.

FOUNDATION REPORT: Library Foundation minutes were included in the board packet. Highlights included the planning for the Dessert Variety show, April 2020, the annual report and fund drive mail out plans, business sponsorships to include the Friends of the Library group throughout Carbon county, By laws and conflict of interest policy review, Kid's plus books equal fun program putting books into young readers hands, and the applications out for little libraries and staff reimbursement programs.

FRIENDS REPORT: LSRV reported from Chairman Fleming expressed the library is used constantly by the community and it is rewarding to witness.

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

UNFINISHED BUSINESS:

- STRATEGIC PLAN: The County Commissioner was absent from the meeting to do the summary of the plan. Director will summarize the work done so far and distribute to the board including the County Commissioner representative in the next month.
- Carbon Building Renovation reviewed for information.
- Patron Confidentiality Policy not returned from legal.

NEW BUSINESS

- Summer program to include the Latino Celebration and a partnership with the Carbon County Museum on the exhibit to be traveling throughout Carbon County. This will also be coordinated with the summer reading program.
- Debit cards for the Rawlins Branch manager and the programming manager will require signatures for applications from the board.
- Potential position changes within the Rawlins Library. Currently 3 assistants at 20 hours each exist. A possible budget solution would be to place 1 full time or two full time into the position. The budget has 60 hours. Position open will not be hired at this time awaiting the adoption of the budget for 2020-21 and the definition of 2, 3/4 time employees with benefits.
- Board discussion of current conflict of interest policy with the Director pursuing the possible re write.
- Board agrees no designation of newspaper of general circulation needed for the Library as a whole.

EXECUTIVE SESSION: Motion to move into executive session to consider personnel matters at 1:10pm (Dinero/Goodwin) passed

EXECUTIVE SESSION: Motion to move out of Executive Session at 1:25pm (Dinero/Goodwin) passed
Motion to accept the minutes of the executive session of 2/19/2020 (Dinero/Goodwin) passed
No action taken

ADJORN: 1:29pm Next meeting April 18, 2020 at 11 AM in Rawlins.

Adopted March 18, 2020 (Goodwin/Bakken)