

**CARBON COUNTY LIBRARY BOARD
MINUTES**

January 15, 2019 Rawlins Branch Library

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

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

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

ELECTION OF OFFICER: The Carbon County Commissioners and the Library Board have received from Mr. Mike Morrow a letter of resignation. With the resignation comes the position of Treasurer Vacancy.

Motion to elect to a temporary position Patti Hays as Treasurer (Dinero/Bakken) passed

MINUTES: Motion to approve the minutes of the December 18th Regular meeting (Bakken/Fleming) passed with Dinero abstained. Motion to approve the minutes of the special meeting of December 20th (Dinero/Bakken) passed

APPROVAL OF EXPENDITURES: Motion to approve the expenditures for January, 2020 in the amount of \$12,554.71. (Bakken/Hays) passed Expenditures included Advertising, utilities, payroll, vehicle maintenance, and retirement.

DIRECTOR'S REPORT: Mr. Mickelsen reported: Submission of materials requested for audit from ACMLLP. The library system was selected for disbursement testing. The meeting with the auditor included a fraud interview, walk through and disbursement tracking. Checks and balances are in place. Results will be shared. Winter programming end date is January 31. School outreach is still going well. Special program for the CDT will be presented by the director in January. The Paw Patrol program was a huge success with more than expected. The summer reading program is in the planning stage. Little Snake River programming is on the one book Wyoming programming with the Hemmingway series now. The DVD purchase program being reassessed for purchasing options. The Fiction section is getting a "shift" and the automatic purchase that has been set up through the state library is being trimmed also. The Library staff has given great input and will be able to narrow the purchase effectively. State library reception for legislatures is scheduled for Feb 20th in Cheyenne. Director will be out of the office Jan 15th for conference planning in Casper. Building maintenance in Rawlins included the light fixture replacement and Hanna had ice buildup on the building. Update on the no fines assessed process. It is moving very smoothly. New copy machines have been in place the first lease payment made. The Windows support system recommended update is quite costly for the computers county wide. The Public computers may go to a Google system for cost effectiveness.

FOUNDATION REPORT: Library Foundation is finalizing the Dessert Variety show for April. The group has gone to a new system of sponsorship with levels and options sponsoring all events. Letters have gone out to local and regional businesses, corporations and individuals.

FRIENDS REPORT: Friends of the Library in Saratoga would like to start a seed library with intercounty sharing only. Encampment will be on the 20th. LSRV is meeting with book discussion group. There has been low attendance. May they will encourage story time for the new mothers.

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

UNFINISHED BUSINESS:

- STRATEGIC PLAN: Director will facilitate a phone workshop on January 29th.
- Carbon Building Renovation update for January moved the children's area and the news archive area. The public room was moved to the outside wall of the building which will be accessible for afterhours use.
- Patron Confidentiality Policy remains in legal for review. Chair will follow through.

NEW BUSINESS

- Annual designated depository addressed with an application from the Bank of Commerce in Rawlins. **Motion to designate the Bank of Commerce of Rawlins as the official bank for 2020 (Hays/Bakken) passed**

COMMENTS FROM THE FLOOR: The policy on public notifications was discussed. The library does not have to follow county policy. The Rawlins Times or the Saratoga Sun or the Snake River press will be used appropriately for public notice as well as social media. Legal advertising is sent to the county legal offices via the library director. Museum Director Dr. Dinero invited the board to the CJ Box book signing on March 19th at 5pm. In Plain Sight is the newest book featured.

ADJOURN: 12:19PM Next meeting February 19th at 11am in Rawlins

Adopted March 18, 2020 (Bakken/Hays)