

**CARBON COUNTY LIBRARY BOARD
MINUTES
June 19, 2019 Saratoga Branch Library**

CALL TO ORDER: 11:09 am by Chair Linda Fleming

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

AGENDA: Motion to approve (Morrell/Dinero) passed

MINUTES: March 20, 2019 (Dinero/Morrell) passed, April 17th, 2019 (Dinero/Morrell) passed

CUSTOMER COMMENTS: The election for the 6th penny was successful although the questions by voters during the vote included many misconceptions. The nonvoters were active after the election with social media comments also expressing the misconceptions around the election.

EXECUTIVE SESSION: Motion to move into executive session to consider personnel matters at 11:16 am (Dinero/Morrell) passed

**EXECUTIVE SESSION: Motion to come out of Executive Session at 11:27am (Hays/Dinero) passed
Motion to approve minutes from executive session (Hays/Morrell) Passed**

Motion to have Ashley Davis, County Attorney expunge for Jake Mickelsen's personnel file the documentation and disciplinary action directly relating to a check and other finances from the Elk Mountain fund raising efforts of 2017 and disciplinary action records surrounding the event as well as the indirectly related documentation/correspondence of the incident (Morrell/Dinero) passed

DIRECTOR'S REPORT: Director Mickelsen reported the budget hearing went well with the Commissioners. The Library vehicle is out of service but will be repaired. The summer reading program is underway and very successful. Grand tour program will include every library with the Library Director doing a workshop/class and star gazing event, and a special prize for patrons who visit every CCLS Library. . Denise Gard and the "Dog Star" program was held in Saratoga, Medicine Bow and LSRV. Funding for Ms. Gard was also provided by the Saratoga Jaycees and the Friends of the Library. The work to consolidate all the tech services in Rawlins in the Manual revisions is going well with the help of the WSL at times. Rotary Club of Rawlins sponsored the "Wyoming Reads" program at the Rawlins Branch library bringing in 1st grade classes to the library. Library also participated in the Community Baby Shower sponsored by the CC Public Health. New programming manager is Amelia Gilbert. Library assistant position is again open due to a resignation in Rawlins. Conferences WYLD will be May 16 and 17. Director nominated for VP but declined. WYLD (Wyoming Libraries Database) conference will be held August 8-9 in Cheyenne. Director nominated for President and accepted. Summit for Western Wyoming Public Library Directors will be in Pinedale June 25 and 16. Sources for finding more books for the digital collection is being researched with joining a Wyoming consortium of Overdrive the potential addition. The LSRV book trailer will move forward with the purchase from Wyoming Trailers in Casper.

FINANCIALS: The Receipts and Expenditures/Budget vs. Actual was review and filed for audit following consult with accountant on technical services vs. technology line items. **Motion to acknowledge and ratify the payment bills as presented in total \$14,109.91 for the month of April (Dinero/ Morrell) passed. Motion to pay the bills for the month of June as presented in the amount of \$19,898.04 (Morrell/Dinero). Motion to accept and place on file the Year to Date financial report (Dinero/ Morrell) passed.**

FOUNDATION REPORT: Luncheon on May 14th was attended by Commissioners Moore, Johnson and Jones.

SARATOGA FRIENDS: The Sound system for the Library will be the next project for purchasing for this group. Co-sponsored the special presenter Denise Gard for the patrons. The May events included the Mother's Day Tea, Gun's to Roses event and the Edible Fungi event. They continue to support the library with June programs.

LITTLE SNAKE RIVER: the trailer is the main interest for this group. Meetings are not well attended but the community as a whole supports the group.

ENCAMPMENT FRIENDS: no meeting was held

UNFINISHED BUSINESS:

- **New personnel and benefits manual** – the book has been advertised and posted online and made publically available in print at library locations. There have been no comments. **Motion: To approve the Personal and Benefits Manual for the Carbon County Library Systems as advertised (Dinero/Morrell) passed**
- **Carbon Building/Long Term Goals** –goals for the building and the staff/programming are different. They will be listed on the agenda differently. Board will receive copies of past goals to reignite the conversation for updating. Building goals relate to the construction of the new location. This will also be an update item as the project progresses.
- **Trailer for the LSRV area library – Motion for the Director to move forward with the purchase of the trailer for the LSRV mobile library using not more than \$3000 in funds. (Morrell/Dinero) passed**

NEW BUSINESS:

- **Library Survey review** – The survey taken during the open house for the building 6th penny project was compiled. Each comment was noted in the compilation. This will now be used to make the space better for the patrons.
- **Hour survey** – Staff has compiled information taken from a 6 week observation of usage hours at the library. The Results will be used in reassessing the open hours for the Rawlins Branch. Possibility of closing Monday and open on Saturday will be seriously considered.
- **Holiday schedule for 2020- Motion to adopt schedule as follows: holidays observed as closed for the facilities and paid for employees are: July 4, Labor day, September 2; Veteran's Day, November 11; Thanksgiving, November 28; Friday following Thanksgiving, November 29; Christmas, December 25; New Year's, January 1; a floating holiday which they can use with advance notice; Equality Day, January 20, Presidents Day, February 17, Memorial Day, May 25. (Hays/Morrell) passed.**

COMMENTS FROM THE FLOOR: The Carbon County School District #1 will be taking grant applications for the 2019-20 year up to August 15th. Mike Morrell and Steve Dinero are board members with expiring terms.

NEXT REGULAR MEETING – Next meeting July 23, 2019 at the Rawlins Branch. At 11am.

MEETING ADJORNED – 12:43 pm

PH/ph

Accepted August 21 (Dinero/Morrell)

