

**CARBON COUNTY LIBRARY BOARD
MINUTES
March 18, 2020 Rawlins Branch Library**

CALL TO ORDER: 11:17 am by Chair Linda Fleming

ROLL CALL: All attending by phone. Linda Fleming, Patti Hays, Mandy Goodwin & Alex Bakken. Absent: Steven Dinero Staff: Jake Mickelsen

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

MINUTES: Motion to approve January 15th, 2020 minutes (Bakken/Hays) passed. Motion to approve February 19, 2020 minutes with corrections (Goodwin/Bakken) passed

APPROVAL OF EXPENDITURES: Motion to approve the expenditures for March, 2020 in the amount of \$18,521.38. (Hays/Goodwin) passed Expenditures included the usual advertising, utilities, payroll, vehicle maintenance, retirement, and the first payment on lease for copy machine.

DIRECTOR'S REPORT: Mr. Mickelsen reported: Status on the closing of the libraries across Carbon County due to recommendations by health officials during a meeting of the Carbon County Commissioners on Monday, March 16th. The closures will be in effect until April 6th. The Rawlins staff have been directed to work from home during the 17th to the 28th. Beginning the 30th deep cleaning will begin. Cleaning supplies will be distributed in the coming week. There has been discussion on curb side pickup for reading material but has not been developed. Due dates for materials extended. Programming has been cancelled. Meeting rooms left at the digression of the reservation holder. Plans for programming partnering with the Carbon County Museum on women's history. The Wyoming State Library providing training resources for staff. There are resources available for boards and directors on policy through the WSL, also. Baggs still awaiting parking lot light maintenance. Elevators in Rawlins repaired. Parking lot at Hanna Library will undergo some extensive construction as the mine reclamation program progresses through that area. Library staff will preview the Chrome OS operating system at the spring meeting. All new copiers are in place. Budget preparation includes the repair/replacement list from branches. Waiting for county worksheets on budget. The Library Foundation has offered to push \$20,000 towards the purchase of a library vehicle when needed. Director attended the grant hearing for application of material grant for \$7,000 at the Carbon County School District #2 meeting in Elk Mountain. Question about front door of Rawlins library repair completion by Board member Goodwin. Director will check.

FOUNDATION REPORT: Library Foundation has cancelled the Dessert Variety show this year.

FRIENDS REPORT LSRV, report by Linda Fleming, had no meeting but book discussion group meeting with low attendance was held. Saratoga Friends group, report by Mandy Goodwin, has cancelled programs but continues to sort the books for the annual book sale and packing to transport books to Denver outlets. Encampment saw no meeting.

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

CUSTOMER COMMENTS AND CORRESPONDENCE: Phone message changed to reflect the closure.

UNFINISHED BUSINESS:

- STRATEGIC PLAN: tabled
- Carbon Building Renovation progressing with no joint meeting last month
- Patron Confidentiality Policy in review
- Position changes in Rawlins in trial period until 2020-2021 budget changes from 3 part time 20 hours only assistants to two 30 hour ¾ time positions. **MOTION: Rawlins part time assistants allowed to work over 20 hours but not to exceed 29 hours in a 7 day period for the next 90 days. (Hays/Bakken) passed**
- Board conflict of interest policy revisions - tabled

NEW BUSINESS

- Budget 2020-21 waiting worksheets from county.
- Capital priority listing is still out so staff can add.
- COVID-19 response was addressed in the Library Directors report. **Motion to affirm emergency closure of the CCLS until April 6th by the Library Director following recommendations by the Carbon County Public Health Department due to COVID-19. (Bakken/Goodwin) passed**
- Spring Staff meeting tentatively April 17. Board has directed the Library Director to make the date adjustment and the Library closures as needed if the tentative date changes.

COMMENTS FROM THE FLOOR: Board congratulated Alex Bakken on his new position as Treasurer and the Director invited him to the card signing at the BOC in the near future.

ADJORN: 12:10PM next meeting April 15th at 11am in Hanna

Approved April 15, 2020 (Goodwin/Bakken)