

**CARBON COUNTY LIBRARY BOARD  
MINUTES  
March 20, 2019 Rawlins Branch Library**

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

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

**AGENDA: Motion to approve (Morrell/Dinero) passed**

**MINUTES: Motion to approve February 20, 2019 (Morrell/Hays) passed**

**CUSTOMER COMMENTS:** none at time of meeting

**DIRECTOR'S REPORT:** Director Mickelsen reported on the branch closures during the March 23<sup>rd</sup> snow storm. All have recovered and are back in full operation. The internal manuals and procedures are being revised. Summer reading will be themed Space. WSL will be sending packets. Ms. Sherman will be attending training in Laramie paid by WSL funds. Free tax services are winding down. Food for Fines will be extended for a week due to the snow. The Community Resource Expo was a great event for the Library. The library will be represented at the My Plate walk and the community baby shower hosted by Public Health will be in the next two months. Pam Krause has been hired as sub in Rawlins. The Wyoming State Library will be lobbying as there is a potential cut in funding being discusses. May there will be a meeting of the WYLD in Riverton. Staff has been working with the county on the building project potentially funded by the 6<sup>th</sup> penny. There have been some patron conduct issues that will be discussed at the April staff meeting.

**FINANCIALS:** The Receipts and Expenditures/Budget vs. Actual was review and filed for audit. **Motion to pay bills as presented in total \$13,912.18(Hays/Dinero) passed. Motion to accept and place on file the Year to Date financial report (Dinero/ Morrell) passed.**

**FOUNDATION REPORT:** Foundation met on March 19<sup>th</sup>. Funding of \$8,000 was approved for the HVAC system in Saratoga. The group is working on the Commissioners luncheon possibly in Encampment again this year.

**SARATOGA FRIENDS:** \$10,000 approved for the HVAC system at the library during a special meeting.

**LITTLE SNAKE RIVER:** still questions about the trailer for the book mobile. Staff and group are working close with friends group.

**ENCAMPMENT FRIENDS:** meeting in April

**UNFINISHED BUSINESS:**

- Personnel manual updates have been released from legal and the advertisements will be posted for the next 30 days. **Motion to advertise as required by state to invite public comment on changes prior to adoption on the Carbon Count Library Systems Web Site. (Dinero/Morrell) passed**
- Agenda item Carbon Building/Long Term Goals discussed in Director's report.
- Meeting Room Policy – **Motion to accept policy as presented (Hays/Dinero) passed.** Elk Mountain Library has been used as a public space for many years. The policy for that building will stand unchanged.

- Saratoga HVAC and roof will be addressed to County building maintenance and will move forward.

**NEW BUSINESS:**

- Library open house will be April 15<sup>th</sup> from 5-7pm. The public is invited to participate in a reception and add input to the proposed Carbon Building renovation plan. Library Foundation will support the efforts of the library staff. Drawings will be onsite. Points of topic for collective use. A sticky note/wall pad process for input will be used gleaning comments from those attending. There will be an information flyer developed for the evening. The notes/community input will remain at the library and will be compiled into a report.
- Budget 2019-2020 Plans for the budget were reviewed by the board and the budget as presented by the Director was planned to be voted on in April. The presentation to the commissioners will be May 21 or 22.

**COMMENTS FROM THE FLOOR:** The Board has asked Ashley Mayfield to inquire into a file on the Elk Mountain fund raising check from 18 months prior. At this time the inquiry is incomplete. Mira Miller was in attendance representing the Library Foundation. She invited the board to the commissioners luncheon in to be in Encampment this year.

**NEXT REGULAR MEETING** – Next meeting April 17<sup>th</sup>, 2019 at the Rawlins Branch.

**MEETING ADJORNED** – 12:31 pm

PH/ph

Adopted June 19, 2019 (Dinero/Morrell)