

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

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

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

AGENDA: Motion to approve (Hays/Dinero) passed

MINUTES: Motion to approve October 16, 2018 (Bakken/Dinero) passed as corrected

APPROVAL OF EXPENDITURES: Motion to ratify payment of November bills totaling \$1,806.04. (Hays/Bakken) passed. Expenditures included WLD membership dues, Library card design contract labor, and the lost book replacement to the Sheridan Library. Other bills paid were normal monthly costs.

DIRECTOR'S REPORT: Director Mickelsen reported the programming for winter will begin December 16 and run to January 31. Prizes will be collected from all areas of Carbon County to be "basket" packed into a Taste of Carbon County for all the age group categories. Story outreach continue. Programming ideas will explore the "how to" projects and the possible DIY first aid and survival kit project partnering with possible first responders and wilderness hikers. Successful programs at the Rawlins branch have been the Native American Heritage weekly events and the Tech Help for seniors incorporating local students. LSRV Harry Potter escape room is a hit also. Shelving needs are being addressed and collection sizes are being noted in anticipation of the new space. Maximum collection size for branches is being addressed along with the purchasing of new material for the Sinclair Branch. New additions of two roving reference iPads from the Foundation funding. Staff changes and additions include Lauren Gamblin as Rawlins Branch manager, Steffani Flauding and Savannah Cherry Library assistants. The Sinclair branch librarian is back to work. Successful staff meeting held October 18. . Legislative Reception hosted by WLA in February at the State Library. WLA Executive Secretary job description is presently being written in committee for WLA board presentation. Around the county branch building/grounds work included Saratoga branch new roof, LSRV window replaced, sprinkler systems winterized, fire extinguishers inspected, light ballasts replaced with the promise of replacement of burnt out bulbs, and Hanna gas meter replaced by gas company. The no fines assessed program will be addressed at the next meeting with a complete month evaluated. New Rawlins branch library hours are being well received. Purchase of network switches that are movable, staff has separate Wi-Fi set up for confidentially, and the copy machines are still on order. The vehicle was fixed by the county shop.

FOUNDATION REPORT: Director Mickelsen attended the November meeting where the group is revisiting fund raising ideas and sponsorships. A workshop for this is being held on November 21st. Dessert Variety show will be held during the month of March. Music in the Park event 50/50 raffle participation planned for late June. Landscaping with native plants will be addressed for some of the branch libraries. Two Rawlins Branch library employees were awarded the educational reimbursement scholarships.

SARATOGA FRIENDS REPORT: November 7 meeting attended by Director Mickelsen. The friends continue to financially and physically support the programming in Saratoga. Ideas for new programs were discussed. The group discussed the purchase of inexpensive, small flash drives to give to patrons that would like to take information from the computer home. The group addressed the addition of benches for the library grounds. The Friends covered the auditing of their financials in the near future. The procedure for capital expenditures for the Saratoga facility are being addressed on the county level.

LSRV FRIENDS: Chair Fleming reported the group is continuing the support of programming at the branch. The mobile book trailer is being painted.

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

CUSTOMER COMMENTS: Customer complaint was recently addressed by staff.

UNFINISHED BUSINESS:

- Strategic plan: Meeting for workshop set for December 3 from noon to 1pm. Conference call will be set up for board. The Workshop will cover the SOAR ACTivity distributed in the packet and the first 35 pages of the Action Guide for Re-Envisioning Your Public Library distributed last month. More workshops will be planned to complete the plan.
- Carbon Building Renovation – continuing project with new floor plan presented with furniture. There is a space issue that the director will address. Furniture for the new facility will be addressed through the 6th penny project. Security camera system and software was discussed with points made on confidentiality of patrons, who and where access to the software viewing needs to happen and the accessibility by the law enforcement to the continual monitoring of the library. The Director will address these issues with the other building residents and come back to the board. A drop/lock gate will be proposed in one or two areas to isolate the library from the open building after hours.

NEW BUSINESS:

- November 30- **Motion to close the Rawlins Branch Library on November 30 as a gesture of recognition for work done by staff. (Dinero/Bakken) passed**
- Confidentiality acknowledgement waiver – board had several questions on the definitions and meaning of the waiver. The director will seek assistance from the state library and the county attorney's office in interpretation of the waiver. State law provides protection for library patrons. Questions of the extent of the confidentiality needs to be clarified.
- LSRV volunteer – a member of the Baggs community has asked to complete an mission project by volunteering for the branch library. The project management requirements were reviewed by the board and found too specific and against state statute (specifically where liability was concerned) for the library to formally acknowledge the volunteer.
- 2019 Audit – this process will mainly be done by the CPA employed by the board. January 6, 2020 is the date of the audit. There is some access paperwork the Director will take to the board treasurer for signing.

ADJOURN: 12:25 pm

NEXT MEETING: December 18th at the Rawlins Branch