

**CARBON COUNTY LIBRARY BOARD**  
**MINUTES**  
**October 16, 2019 Elk Mountain Library**

CALL TO ORDER: 11:01 AM by Chair Linda Fleming

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

AGENDA: **Motion to approve (Bakken/Hays) passed**

MINUTES: September, 2019 **Motion to approve with corrections (Dinero/Bakken) passed**

APPROVAL OF EXPENDITURES: **Motion to ratify payment of bills totaling \$12,183.91 (Bakken/Dinero) passed**

DIRECTOR'S REPORT: Winter program planning is underway. School outreach story times are going in Rawlins, Saratoga and Baggs. Other opportunities for volunteering and outreach are being pursued by the Programming manager. The periodical subscriptions and back issues of the Rawlins Times are being updated. Two iPads purchased through the Library Foundation support. The individual libraries will participate in the community Halloween festivities. Partnerships with senior centers are being developed. Rawlins branch manager position still remains open. Staff meeting now scheduled for the 18<sup>th</sup> of October. Library Assistant Laurie Taylor new hire. Kumphas Kev and Brittany George hired as subs. Director Mickelsen attended the Research institute in Billings in early October. Planning the 2020 conference for the WLS will be the job of Director Mickelsen. Director also on the AD Hoc committee to seek employee for the WLA. Budget questions from the board were addressed with the petty cash reading correct, the reports matching and the mileage payments staying in the payroll. Issues structurally with Libraries were reported on. Saratoga will have a major crack in the wall fixed by the town of Sinclair. Baggs has had several issues for some time that will again be addressed including the window repair and the security light replacement. The Carbon county School District #1 Recreation Board hearing was held October 14<sup>th</sup> with the Library moving forward presenting the ask for \$20,000 programming grant.

LIBRARY FOUNDATION: The Library foundation has submitted the remaining balance of funding to the library for the 2019 year. The foundation Pumpkin Run profited the group to around \$3,000 total. The last meeting was a debriefing of the event and the beginning stages of planning for the February Dessert Variety Show.

FRIENDS OF THE LIBRARY: Book club In LSRV will participate in the Hemmingway one book Wyoming program in January 2020 supported by a gift from the Wyoming Humanities. The group is also considering a "free" Library onboard the trailer supplying the area with library materials for check out. Saratoga or Elk Mountain have not met.

FINANCIALS: No questions or discussion **Motion to accept the financials and file for audit (Dinero/Bakken) passed**

CUSTOMER COMMENTS: No comments were brought to the meeting.

UNFINISHED BUSINESS:

- Strategic plan- The Director proposed a possible workshop date for the plan. He will make the presentation of the plan to the staff at the October meeting. The board will review the plan on November 20<sup>th</sup> in Rawlins.
- Building plans – Renovation plans continue with another meeting on October 17<sup>th</sup>. This will again be an update on the plans in work.
- Library hours – **Motion to adopt hours beginning November 1, 2019 for the Rawlins Branch as follows: Tuesday thru Thursday from 10am to 6pm, Friday and Saturday hours from 10am to 5pm. Sunday and Monday the branch will be closed. (Dinero/Bakken) passed**
- Copiers – After research and review the director has found Capitol Business to be the best deal. 2 Rico copiers, networked, new service and supply contract included have been proposed. The director will proceed.

NEW BUSINESS:

- The newly proposed circulation policy revision will exclude all fines. November 1<sup>st</sup> roll out for the policy with changes. Discussion included the use of the fines, amount of fines and the value of a repercussion system like fining for lenders and the effectiveness of the system presently in use. **Motion to accept the Circulation Policy with changes: User must be in good standing before any new material can be checked out and the deletion of the fine scale from the policy. (Bakken/Dinero) vote 3 for and 1 against the motion with the motion passing.**

ADJOURNMENT: 12:06 pm Next meeting will be November 20, 2019 in Rawlins. 11AM meeting time with workshop planned.

PH/ph

**Adopted November 20 (Bakken/Dinero)**