

**CARBON COUNTY LIBRARY BOARD**  
**MINUTES**  
**April 21, 2021 Rawlins Branch Library**

**CALL TO ORDER:** 11:01 am by Chair Linda Fleming.

**ROLL CALL:** Linda Fleming, Patti Hays, Leigh Nation, Mandy Goodwin, and Alex Bakken. Staff: Jake Mickelsen

**AGENDA: (Hays/Bakken) passed**

**MINUTES: March 17th, 2021 regular meeting (Nation/Goodwin) Passed**

**APPROVAL OF EXPENDITURES: Motion to approve the expenditures for April 2021 in the amount of \$16,401.03 (Hays/Bakken) passed** Expenditures included all accounts for phone service, internet services, accounting services, travel fuel, advertising, and copy machine rental.

**DIRECTOR'S REPORT:** Mr. Mickelsen reported the Wyoming Reads program sponsored by the BOC will be at the Jeffrey Center on the 18<sup>th</sup>. The programming at the Rawlins library has downscaled in readiness for the move in June. April 26<sup>th</sup> will be a full staff meeting to review the Summer Reading program. Overdrive and Libby now available to all patrons. The weeding and location selection of the books has been successful. Sinclair Refining Co. will be asked to fund the Makers Space in the new library. There has been a budget cut and employee turnover at the Wyoming State Library. May 14 to the 17 will see the library and total Carbon Building closed for the remodel. LSRV plumbing is being addressed. The current capital funding list for the county has been submitted. Most of the staff has been vaccinated. Bonnie Culver of Medicine Bow will be retiring May 20<sup>th</sup>. There will be a noon reception at the Library.

**FOUNDATION REPORT:** there was no meeting in April. May 15<sup>th</sup> is set for the day the foundation will be doing the shredding day for a fund raiser. They have plans to do the Pumpkin Run in the fall and possibly a home book delivery service.

**FRIENDS REPORT** Saratoga Friends group has the seed library going right now. Sunflower growing contest planned for the summer. Encampment Friends have not met. LSRV Book discussion continuing monthly The Millie Mosier rocking chair dedication will be this month.

**FINANCIALS:** Bonds for the library system have been in question as the State Treasurer reported they were not good. A meeting between the County attorney and the director will settle this. Payroll, Budget VS. Actual and General Ledger were reviewed. **Motion to accept the financials reviewed and file for audit (Goodwin/Bakken) passed**

**CUSTOMER COMMENTS AND CORRESPONDANCE:** Continental Divide Trail talk with Carrie Adderley was informative.

**MEET CCLS STAFF:** Ms. Maria Wenzel was highlighted for us during this time. She introduced herself as the Rawlins Branch Manager starting in September of 2020. She oversees the operations of the library, schedules, oversees the Storytime program as well as the onsite programming. She is excited about the

library move. She brings skills and knowledge in time management, research, and resource management to the library.

#### **UNFINISHED BUSINESS:**

- **Carbon Building Renovation** – design and floor plan presented to the board. Additional shelving was not in the budget as agreed upon which was a surprise. The library will need to purchase that. Security cameras will be placed in the library with viewing at the front desk. The planned book move has been discussed with a possible theory that will ease some of the pain. The designation of a “Bess Sheller” room or area has been discussed. June will be the first arrival of new things with May 28<sup>th</sup> possibly being the beginning of the 2-3 week move/transition.
- **Performance Review** – most of the board agreed the chairman should possibly do the review with each of the board members submitting their input via the form Patti Hays presented to the board. The Form may need some reworking. This can easily be done. There will need to be an executive session for this evaluation. The May meeting will be the time for this.
- **Local Government Liability Pool** renewal – This is not back from the Attorney’s office for review as of meeting time.

#### **NEW BUSINESS**

- **FY22 Budget**-discussion covered the 4 proposals from the Director. It was agreed to move the flat proposal forward to the main hearing.
- **Policy Review – Children’s Safety in Library:** Policy adopted will include the age of 10 and under can not be left unattended in the library, the staff can not transport at closing time, the staff will not supervise children and will make the call when the child must leave the building due to behavior. This policy will be posted and online. **Motion to adopt the addition (Hays/Bakken) passed**
- **Policy Review – Meeting Room:** The meeting rooms at this time in the remodel of the building the meeting rooms are still not secured. It would be beneficial to assess the policy after the new rooms are in place. The board would like this item tabled.
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12:51 PM adjournment with the next meeting May 19th at the Medicine Bow Branch library.

PH/ph