

CARBON COUNTY LIBRARY BOARD
MINUTES
July 20th, 2022 Hanna Branch

CALL TO ORDER: 11:13 am by Chair Linda Fleming.

ROLL CALL: Linda Fleming (via teleconference), Patti Hays, Karon Wilson & Leigh Nation Staff: Maria Wenzel

AGENDA: (Nation/Wilson) passed

CUSTOMER COMMENTS AND CORRESPONDENCE: Notification from the County Clerks office on the increase to be paid board members to travel was shared. Several positive Facebook customer comments and Rawlins branch comments were shared by Director Wenzel. The budget contract for the county was presented and signed by Treasurer Leigh Nation.

APPROVAL OF MINUTES: Approval of the June 15th regular meeting minutes (Wilson/Nation) passed

APPROVAL OF EXPENDITURES: Motion to approve the expenditures for June 2022 in the amount of \$18,593.32 with a credit card payment of \$2,561.02 (Hays/Nation)

DIRECTOR'S REPORT:

- The Summer reading program continues around the county ending 7/31
- Rawlins Branch offers Lego club, craft club and Dungeons & Dragons along with Story time. Library presence at events in Rawlins proved a great experience. Fire prevention program for kids held. Working with State Library clearing old accounts with the support of the other county branches
- Elk Mountain – summer reading program
- Encampment – book group had guest speaker and holding sewing and yoga groups
- LSRV – Sidewalk was repaired. Lego program and story time as usual
- Med Bow – CD fish, Pom Pom turtles were crafts during the summer reading program
- Saratoga – Movies, beading and story time have been popular this summer
- Sinclair – beading and slime with the Lego club are great. With no substitute at that branch the library was closed a few days with staffing issues.
- Facilities and Tech – working with Kyle on the installation of new patron computers donated by the Library Foundation. They are time consuming but are completely in all the branches
- State Library is hosting an in person training on 7/9 for staff. Global Leadership Summit on August 4th and 5th will be virtually attended by Executive Director and Programming Manager.

FOUNDATION REPORT-Meeting on the 28th.

FRIENDS OF THE LIBRARY – LSRV poetry reading on August 19th. Book discussion continues successfully.

FINANCIALS: Reviewed payroll, budget vs. actual, receipts and expenditures and general ledger. County deposits have been prompt. New budget July 1. **Motion to accept the financials as reviewed and file for audit (Hays/Nation) passed**

UNFINISHED BUSINESS:

- No unfinished business

NEW BUSINESS

- CCLS 2021 Statistics were presented to the board by Director Wenzel. The number of patrons using the library continues to fluctuate at the Rawlins branch and remain quite steady in the other branches. Circulation remained steady until June where it is clear the Summer Reading program has an impact on the books/materials checked out.
- Branch Manager positions discussed. Director Wenzel would like to see this position a ¾ time position with the minimum hours worked 30 per week but fewer than 40hours. Job description changes/ updates were suggested
 - Assisting in the selection, training, and evaluation of branch staff
 - Supervises library assistant 1 & 2, subs, and volunteers
 - Moving some jobs to director such as the appraisal of employee performances
 - Assists in developing goals, plans, programs, and services for a branch library as assigned
 - Moving jobs to the Assistant 1 position
 - Eliminating 7.B under County Support Duties – files and records – maintains hard file of library card applicants for all locations. This is an obsolete job.

The board agreed on the changes but also agreed the decision for staff job description changes can be done by the executive director. The review was educational.

ADJOURN: 12:12 pm

Next meeting August 18th, 2022 Encampment Branch

PH/ph