

CARBON COUNTY LIBRARY BOARD
MINUTES
August 18, 2021 Encampment Branch Library

CALL TO ORDER: 11 am by Chair Linda Fleming.

ROLL CALL: Linda Fleming, Patti Hays, Leigh Nation, & Mandy Goodwin. Staff: Jake Mickelsen

AGENDA: (Goodwin, Nation) passed

ELECTION OF OFFICERS: Motion to accept the slate of officers as follows for the 2021-22 fiscal year: Chairman, Linda Fleming; Vice Chairman, Mandy Goodwin; Secretary, Patti Hays; Treasurer, Lea Nation. (Goodwin/Nation) passed

MINUTES: Minutes for the June meeting were tabled.

APPROVAL OF EXPENDITURES: Motion to approve the expenditures for July 2021 in the amount of \$29,925.82 (Nation/Goodwin) passed Motion to approve the expenditures for August 2021 in the amount of \$23,810.87 (Goodwin/Nation) passed. Expenditures included normal operating expenses with the purchase of cases for CD's from a previous order and additional IT expenditures for the new facility. Both were budgeted items.

DIRECTOR'S REPORT: Mr. Mickelsen reported renovation of the building continues with less abrasive noises. Parking lot now under construction. Staff parking has relocated. Meeting room policy has not been addressed by the Commissioners. This policy is a county wide policy and must be modified by the Commissioners. County has approved \$390,000 for the 2021-22 budget. This will be distributed in 12 monthly equal increments. Chair and Secretary will sign the contract. Contract has clause this money will continue as long as the County has the money. Holidays for the Library were presented to be addressed in the agenda under New Business. Debit cards will be issued to the two new branch managers for postage and small programming purchases. Makerspace Policy will be developed using a template from other Libraries with similar spaces. It will include training by the user along with other requirements before use is authorized. Around the county: Rawlins had a successful opening on July 1 after the month of move. The libraries were represented at two community functions. Book groups are continuing, and vacations taken by staff. Elk Mountain shows a busy summer. Fall brings the return of programs with school beginning. Encampment overcame their lawn sprinkler system break. Programming is continuing. Hanna is still feeling the mine reclamation project. This will soon end and the entrance to the building will be accessible again. LSRV held a Chalk the Walk program. Great community turnout. Alice in Wonderland themed party brought community together also. Medicine Bow sees a new Librarian, Jo Wohl. A Friends Group is forming with the assistance of the CCL Director Mickelson and the leadership of past Librarian Bonnie Culver. Saratoga is addressing the kitchenette with the Friends group. Water fountain and fill station are also in the plans for this branch. Sinclair branch is struggling with the unaccompanied miner policy. Director Mickelson will meet with the Town Council to try to solve the latch/key child issue. The staff and volunteers see some changes with Jessica Mustard remaining in Elk Mountain only, Brittany George is the Hanna librarian. Maria Wenzel is back on staff after leave. A change in providers for the internet service may be in order after an outage in the Hanna/ Elk Mountain libraries. Rawlins library has full working capacities. 3-D printers are up and working well in the Makerspace. 216 items were added in July to the collection. Weeding of library branches will continue on an annual basis making room and not overcrowding. Elk Mountain and Sinclair

may do some storage at the Rawlins Branch after weeding annually. Item request forms will be revisited by staff. Financials are being handled differently this year with the distribution from the county monthly. The bottom line is all the Commissioners will be concerned with. There is an excess of around \$50K that will need to be designated by the board. Recommendation to move those funds to the WSL. Mill levy for the library is being loosely considered by the County. Conference Chair for the WLA is now Amelia Gilbert from the Rawlins Branch library. Annual conference will be virtual again this 2021 year. The Library Director's Retreat will be in Rawlins.

FOUNDATION REPORT: Foundations regular meeting focused on the planning of the Pumpkin Run. This 5K/10K run is a major fundraising effort by the foundation. September 25th is the set date. Save the Date cards have been distributed.

FRIENDS REPORT Saratoga Friends are focusing funding on the kitchenette and the water fill station replacement. Guidance on building renovation/changes is being done by Director Mickelson. Next meeting Sept. 2nd. Medicine Bow Friends are up and running. Two meeting have been held. \$300 funding is available. LSRV Friends were a part of the Chalk the Walk this summer.

FINANCIALS: Reviewed by board finding no changes/questions a **Motion to accept the financials reviewed and file for audit (Goodwin/Nation) passed**

CUSTOMER COMMENTS AND CORRESPONDANCE: Those that attended the open house were excited about the new facility. The book signing was a great plus. A donation of \$1000 was given to the Library by Meadow Lark Clinic Valence Health Care Group.

UNFINISHED BUSINESS:

- **Carbon Building Renovation** – for the most part the renovation to the library is complete. There are still disruptions to the patrons with work still in progress on the floor above the library. Front door is the main entry for the building now with traffic counts including all that enter. Parking lot is now the center of attention outside. Parking for the staff as been assigned by the County Clerk.
- **Meeting Room Policy** – as reported by the Director the policy is “stuck” in the office of the Commissioners and the policy is a county wide building policy. Pushing that forward will be a task for the Director.

NEW BUSINESS

- **FY22 Budget-Motion to adopt the 2021-22 fiscal budget reviewed by the CCL Board and presented to the County Commissioners with a total of \$570,339.07. (Nation/Goodwin) passed**
- **Budget – Motion to accept the contract for disbursement of budgeted funds in the amount of \$390,000.00 from the Carbon County Board of Commissioners to be paid by check in 12 equal allotments. (Goodwin/Nation) passed.** Contract signed by Chair Linda Fleming and Patti Hays, Secretary.
- **Holiday 2022 Calendar – Motion to close all the branches of the Carbon County Library on the dates listed: Labor Day, Monday 9/6; Veterans Day, Thursday 11/11; Thanksgiving, Thursday/Friday 11/25 & 26; Christmas, Friday 12/24; New Year's, Friday 1/1; Equality Day, Monday 1/17; President's Day, Monday 2/21; Memorial Day, Monday 5/30 and Independence Day, 7/4. Floating Holiday for each employee during the fiscal year, not to carry over to the next year. (Nation/Goodwin) passed**
- **Makerspace Update** - Policy on the Makerspace in the library will be drawn by the Director. Currently there is a need to have each user/patron be trained on the area they will be using

prior to the use of the equipment. The Director is currently working with other libraries with similar spaces to develop the policy.

- **Issue Debit Cards** – cards for postage and small programming purchases will be given to the two new librarians in the Saratoga and Hanna Librarians.
- **COVID precautions** - COVID precautions for CC Libraries have been addressed. Because of the lack of National or State mandates the librarians and staff have been asked to be cautious and aware of their personal health and work at their own comfort level.
- **Hanna Library Hours** – Director Mickelson will tweak the hours at the Hanna Library to serve the community more effectively. This will entail adjusting the closing and opening possibly by 30 minutes to an hour. He will work with the Librarian for the most effective hours. **Motion to permit Director to adjust Hanna Library Hours to best fit the community (Goodwin/Nation) passed**
- **Health Insurance Options:** The Blue Cross Blue Shield of Wyoming currently is the staff carrier for health insurance. Director Mickelson would like to seek other options for the insurance. The board agreed.

EXECUTIVE SESSION

- **Motion to move into executive session to consider personnel matters at 12:30pm (Hays/Goodwin) passed**
- **Motion to move out of Executive Session at 12:39 with no action taken (Goodwin/Nation) passed**

COMMENTS FROM THE FLOOR

Board Secretary complimented Director Jake for his great leadership in moving forward with the building design and renovation, the library move, the opening of the Library to the public along with his Chairmanship of the Wyoming Library Association. He has moved the CC libraries forward with success and with his serving on the state board has given Rawlins some great PR. Thanks also for bringing the Library Directors to Rawlins. Jake has worked successfully through the COVID. Thank you!

12:50pm Next meeting September 15, 2021, 11am Baggs, WY at LSRV branch.

PH/ph