

## CARBON COUNTY LIBRARY BOARD MEETING

Meeting June 19, 2017 at the Saratoga Library, 10:00 am.

(Agenda is subject to change or reorder at meeting time)

1. Call to Order: Meeting called to order by Chairperson J. Menke at 10:07 am.
2. Pledge of Allegiance.
3. Roll Call: Present are J. Menke, E. Behrmann, A.T.Ezell, C. Bloomquist, T. Callison, and Exec. Director J. Mickelsen. Quorum declared.
4. Approve Agenda: Additions made under new business. Motion made to approve the agenda by C. Bloomquist. Seconded by T. Callison. Motion carries.
5. Approve minutes of meeting May 15, 2017 meeting: Motion to approve minutes made by E. Behrmann. Seconded by C. Bloomquist. Motion carries with spelling corrections.
6. Customer Comments and Correspondence: Exec. Dir. Mickelsen reported a reply from Sen. Barrasso on the letter presented in support of continued funding of Wyoming Library System. A.T. Ezell also reappointed to Board for a 3 year term. Rawlins Library received comments from community members regarding a book display. J. Mickelsen will research a policy to address the cultural, archeological, historical and human relationships content that is meaningful to display for the public.
7. Executive Session: None needed. Board updated on personnel.
8. Financials:
  - a. Review Expenditures: Profit and Loss in the YTD format reviewed line by line. We have not received EFT funds from the State Library System. At this time it was considered that we have an additional meeting before end of June to review our financials before end of fiscal year.
  - b. Motion to Pay Bills; There are 8 bills to pay. Motion to pay bills made by J. Menke with the exception of R. Forrester Landscaping until bill is clarified. Motion seconded by C. Bloomquist. Motion carries. In addition Board will consider other mowing/trimming quotes for other libraries.

c. Y.T.D. figures: Reviewed and approve payroll.

9. Foundation Report: No action. Waiting for money for flooring.

10. Friends of the Library: Saratoga FOTL very active with numerous informative sessions. In addition this group has purchased a new screen, projector, a sound system and a phone charging station for visitors to the library that need their phones charged.

11. Director Report:

a. No updates on grants.

b. Rec Board vouchers are in.

c. Teen Room: waiting for shelves.

d. End of year materials: no more orders submitted. Will restart in new FY 17/18.

e. Starting inventory and a inventory management system in Rawlins before moving to a new storage space.

f. Taking a break from mailing out boxes of books to Better Books. There is still a large supply to get rid of.

g. Wyoming Retirement is now being paid by accountant as soon as invoice is available.

h. Summer Reading Program. More advertising being done to generate interest among adults and children. Wyoming Reads a success. Thank you to the Rotary Club in Rawlins.

i. Technology equipment on order. Some has not arrived.

j. Employee Naomi Manley has been replaced by two other part time employees. Naomi is now the acquisition employee. Victoria Bryan is headed to college her last day is June 29,2017.

k. WYLD Conference: Both J. Mickelsen and Naomi Manley attended. She was able to meet a significant number of state library employees. She is utilizing them for resources and her questions.

l. Flooring: The square footage is approximately 2,000 feet. More information due next month.

m. Lighting issues: In the meeting room in Saratoga the new lights do not put out enough light. Plus Electric and J. Piche will address in next fiscal year.

n. Statistics Report- under way for FY 16/17. Looks strong to date.

12. Unfinished Business:

a. Landscaping and Mowing: Will address at the Special Meeting on June 26, 2017

b. Revised and new budget for FY 17/18. None returned to us as yet.

c. Long Term Planning (Strategic Plan): There is a current plan for 2015-17. This was reviewed and suggestions made. J. Mickelsen will make additions to this and present at the next meeting.

d. Postage Meters: There is a plan proposed to obtain a Postage Meter for each library. Cost is \$85.00 plus the postage. Motion to open an account with stamps.com was made by T. Callison and seconded by C. Bloomquist. Motion carries.

e. Flooring: More information next month.

f. Library Facility Signage: This was addressed as some towns do not have signs directing visitors to our libraries. Project to be undertaken by J. Mickelsen with the Dept. of Transportation. Wanting to post signs on the highways to direct people to our facilities.

### 13. New Business:

a. Elk Mountain Library is having an opening ceremony for their new library. It is scheduled for 6:00 pm on July 17, 2017. Currently J. Markus Library Director at the state level is planning on attending. Our monthly meeting time is changed to accommodate for this.

b. WLA Conference: August 10-11, 2017. Registration is \$150.00/each. Plan is to send J. Mickelsen and two employees to this.

c. WYLD Consortium update: software changes.

d. Review and approve final line item spending: At this time a request for a Special Library meeting was decided. Date and time is Monday, June 26, 2017, at the Rawlins Library at 9:00am.

e. Bonds; two need to be renewed at our next meeting.

f. Financials at State Library level: Board was informed by J. Mickelsen that there were funds received from the state library fund that have been utilized for materials.

g. Letter being sent to Bank of Commerce for our need to have a copy of all checks to the Treasurer, C. Bloomquist.

### 14. Comments from the floor: no one in the audience.

15. Next scheduled meeting: Discussion about the start time as it is same day as the opening of the new library in Elk Mountain. Decision to plan meeting at 3:00 pm prior to the Library opening at 6:00 pm. Date is Monday, July 17, 2017 in Elk Mountain. Alternative location will be chosen.

Respectfully Submitted,

E. Behrmann, Sec.

Minutes were approved by the Board on July 17, 2017

The mission of the Carbon County Library Board is to engage, enrich and empower.