

## **CARBON COUNTY LIBRARY BOARD MINUTES**

**MONDAY, JULY 17, 2017, ELK MOUNTAIN MUSEUM, 3:00 PM**

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

- 1. Call to Order: Meeting called to order at 3:08 pm by Chairperson J. Menke**
- 2. Pledge of Allegiance:**
- 3. Roll Call: Present are J. Menke, E. Behrmann, C. Bloomquist, A.T. Ezell and Exec. Dir. J. Mickelsen. Absent is T. Callison. Quorum declared.**
- 4. Approve Agenda: Motion to approve agenda made by E. Behrmann, second by A.T. Ezell. Motion carries.**
- 5. Vote for Officers: Nominations and votes as follows:**

**President: E. Behrmann nominates J. Menke for President. Seconded by A.T. Ezell. Nominations closed. Votes taken. J. Menke is President.**

**Vice President: J. Menke nominates C. Bloomquist for Vice President. Seconded by E. Behrmann. Nominations closed. Votes taken. Vice. Pres. C. Bloomquist.**

**Secretary: C. Bloomquist nominates A.T.Ezell. J. Menke nominates E. Behrmann. Nominations closed. Vote by hand count: E. Behrmann, Secretary.**

**Treasurer: E. Behrmann nominates A.T. Ezell for Treasurer. Seconded by J. Menke. Nominations closed. Votes taken. A. T. Ezell is Treasurer. New bank signature cards needed and new bond needed for the treasurer. New officers assume their elected positions.**

- 6. Approve Minutes:**
  - a. Motion by E. Behrmann to approve Minutes of June 19, 2017 as amended upon review. Motion seconded by A. T. Ezell. Motion carries.**
  - b. Motion made by E. Behrmann to approve minutes of meeting on June 26, 2017. Motion seconded by C. Bloomquist. Motion carries.**

7. **Customer Comments and Correspondence:**
  - a. J. Mickelsen received his Certificate for attending the Leadership Carbon County Training.
  - b. Carbon County Commissioners complimented the Board and Exec. Dir. Mickelsen for their work this past year in directing the library operations county-wide with success.
  - c. The Rocket Program as part of the summer reading program has been very successful.
  - d. On the main library web site all the Branch Managers will be invited to submit information about coming programs so we can see items from our neighboring libraries.
  - e. Board will author a letter to be sent to the Branch Managers thanking them for their service this past year.
  
8. **Executive Session: Motion to go into Exec.Session made by A.T. Ezell at 3:35 pm. Seconded by C. Bloomquist. Motion carries. Motion to come out of Exec. Session made by A.T. Ezell at 3:40 pm. Seconded by C. Bloomquist. Motion carries. No action taken in Exec. Session.**
  
9. **Financials:**

There was considerable discussion about the amount we are over in area of Acquisitions on page 2. State library sent us the total amount for the whole year and it came to our attention with a late posting by our accountant on July14, 2017. This amounted to a total of \$75,511.38. This then translated into our being over budget a total of \$48,745.30. It was also discovered by the Auditors that the prior year's board had not disclosed both of the state funds the board is in possession of. This concern was corrected when we did our 2017/18 budget where they were listed in budget submitted to the County Commissioners. Also the state library will issue us a monthly amount that we have spent for acquisitions so it does not come as a surprise at the end of the fiscal year.

  - a. Review expenditures: done.
  - b. Pay Bills; Motion to pay seven bills was made by A.T.Ezell. Seconded by E. Behrmann. Total for bills is \$4,584.15.
  - c. Y.T.D. figures: noted.
  - d. Grants: no update
  
10. **Foundation Report: No meeting minutes are available. Two comments were made. They have adequate funds to support the library service this next year. They were unhappy that we were directed to place their contribution in our budget when it was developed.**
  
11. **Friends of the Library Reports:**
  - a. Saratoga has the surround sound system completely installed now.
  - b. Baggs states there are dwindling numbers in their FOTL. They also plan to fund one more hour for their librarian to do outreach.

**12. Director Report:**

- a. Available to board
- b. Grants: No update
- c. J. Mickelsen has begun Administrative Staff training with three of his employees. He is using a curriculum for some competencies via online WSL. Also, cross training for different roles they may need to work.
- d. Programming: Summer program doing well.
- e. J. Mickelsen has applied for a scholarship to attend the MPLA(Mountain/Plains Library Assn. conference).

**13. Unfinished Business:**

- a. New Budget for 2017/18 signed and delivered today. The mill levy is .458 mill. It is estimated we will receive \$258,456.30 in income.
- b. Landscaping at Branches: last month's decisions are enacted.
- c. Long Term Planning: defer to next month
- d. Flooring: One estimate has come in at \$7,500. This project will need to go to bid due to the amount to be spent from the Foundation as they said they would finance this project. Flooring for the main library in Rawlins.
- e. Bonds: Two bonds need to be completed. Burns Insurance will be utilized.
- f. Letter to Bank of Commerce: new treasurer.
- g. Audit Results: Reported earlier. Done yearly.
- h. Teen Room: Work scheduled to start this week.
- i. Boxes of Books: still in progress. Will try to sell more at the county fair.
- j. Supplies: spreadsheet being developed for inventory in Rawlins Library. Goal is September. Also in September will repeat program "Supplies for Fines." As it was a success last year.
- k. Lighting Issues: there are a number. Meeting room lights in Saratoga are not adequate. A suggestion to ask the FOTL there to address this issue. Numerous issues at the Medicine Bow Branch ie, paint, electrical not repaired from problem of long standing, three libraries having problems with old timers for outside lights for security issues( Encampment, Satatoga, Baggs).
- l. Signage: When school is in session in August will request the shop classes make library signs and J. Mickelsen will work with the DOT on highway signs directing visitors to our facilities. These signs will be located on the highway going through our towns.

**14. New Business:**

- a. Foundation Funding Request: Foundation has assured us there are funds to provide money for materials, special collections, they need to know our priorities, and money for programs.
- b. Reschedule August meeting: (was to be same day as eclipse). Date changed to Monday August 28, 2017 at 10:00 am at the Rawlins Library.
- c. Elk Mountain New Library: Ceremony at 6:00 pm today.
- d. New signature cards. Addressed earlier.

**15. Comments from the Floor:**

- a. Josh Woods has completed one full year of employment. A certificate of Service will be given to him.

**16. Next meeting: Monday August 28, 2017 at 10:00 am at the Rawlins Library.**

**17. Adjournment: at 4:40 pm.**

**Respectfully Submitted**

**E. Behrmann, Sec.**

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

**(Minutes approved by Board on August 28, 2017)**