

## **CARBON COUNTY LIBRARY SERVICES BOARD MEETING**

**MONDAY OCTOBER 16, 2017 HANNA LIBRARY AT 10:00 AM**

(Agenda subject to change or reorder at meeting time)

1. **Call to Order:** Meeting called to order by Chairperson J. Menke at 10:00 am.
2. **Pledge of Allegiance:** done
3. **Roll Call:** Present are J. Menke, T. Callison, C. Bloomquist, A.T. Ezell, E. Behrmann and Executive Director J. Mickelsen. Quorum declared.
4. **Approve Agenda:** Motion to approve agenda as presented made by T. Callison, seconded by E. Behrmann. Motion carries.
5. **Approve Minutes:** Motion made by E. Behrmann to approve the minutes of the September 18, 2017 meeting. Motion seconded by T. Callison. Motion carries.
6. **Guest:** Ashley Mayfield, Carbon County Attorney's Office per phone to board via speaker. The Board had a question as to her recommendation regarding the position bond for the following individuals involved in Library financial business. She recommended that we proceed with the position bond and have it split out to cover the Board Chair(\$20,000.00) then the Legal Designee(\$20,000.00) and the Executive Director(\$10,000.00) for the balance of the \$50,000.00 bond which has been applied for. The Treasurer Bond must be obtained per statute and is in possession of the County Treasurer. Appropriate changes will be made in the Bylaws to reflect these recommendations. Phone call at 10:10 am.
7. **Customer Comments and Correspondence:** none available
8. **Financials:** Board is in possession of the accountant financial statements.
  - a. **Review Expenditures:** at this time there are a number of questions regarding the accountant's figures and where and how the budget numbers were derived. With this in mind the Board contacted Kassandra Hoffman Ramsey per phone. On Thursday October 19, 2017 Board will meet with Kassandra at 1:30 pm at her office to review her figures, ask questions regarding the financial statements in a work session.
  - b. **Motion to Pay Bills:** Motion made to pay bills made by E. Behrmann in the amount of \$3,696.98, seconded by A.T.Ezell. Motion carries.
  - c. **Y.T.D. Figures:** reviewed: At this time a question came up about petty cash at our local libraries. There are varying amounts kept on hand depending on how much business is transacted at each facility. Money sent from petty cash is reflected in the financials as Customer Charges and goes in with fines etc. No set amount decided upon. The money is collected by K. Skelly when he delivers books and tech equipment.
9. **Foundation Report:** Their current focus is to sponsor the Pumpkin Run this weekend Saturday October 21, 2017. They have partnered with other agencies to hopefully increase participation. This function seems like a good one to continue. The Foundation has also asked about the fact that their disbursement to the Library System not be a part of the Library Budget when it is generated each spring. The Foundations in other counties have the same question. There are other options open to the Foundation with changes to their Bylaws which they may be looking in to.

**10. Friends of the Library Reports:**

- a. Saratoga met recently and is purchasing a telescope for the library. In addition they are looking at the improvement in their sign and landscape options. They have sufficient funds to think about improving the circulation desk area.
- b. Baggs F.O.T.L. meet regularly. No new news.

**11. Director Report: given to each board member.**

- a. Report on Director Retreat: there were 21 Directors present. J. Mickelsen reported he was able to meet and discuss items of concern related to his position.
- b. Circulation and Patron Statistics: Report attached to Board. Will not reflect in the minutes. But will be available at the Rawlins Library.
- c. Audit: no report
- d. Acquisitions: some changes being made. Libraries are discontinuing CD's as poorly utilized. The Acquisitions report from the State Library now is reflected in the financials. Each library is pruning lists of books not signed out for a period of time.
- e. Community Partnerships; Some thought and work being done to partner with Museums, and Boy and Girl Scout Troops.
- f. Winter Library Challenge: going on now. More activities planned in addition to the bookmark contest.
- g. Postage: this program to get under way week of October 23, 2017.
- h. State Library: The WyLD bill will come soon. It is to stay unchanged at \$6,200.00 per year. We have included this in the budget process.

**12. Unfinished Business:**

- a. Bonds: The Board heard the recommendations earlier in the meeting from Co. Attorney Ashley Mayfield.
- b. Bylaws and Policies: Board has taken the recommendation of our County Attorney. With this in mind there is a motion made by A.T.Ezell to make the following change in the Bylaws which will read under Article VI. Fiscal Year. Section 5. Bonds. The Library Board Chairman shall secure a position bond covering the Board Chairman, the legal designee and the Director in the total amount of \$50,000.00. The Library Board Chairman shall also secure the required treasurer's bond. This motion was seconded by T. Callison. Motion carries.
- c. Long Term Planning: decision by Board to meet in Rawlins on Monday November 6, 2017 at 10:00 am at the Library.
- d. Flooring: Two meetings ago J. Piche was in attendance at our meeting. He stated he would obtain flooring quotes for our service. To date no report.
- e. Elk Mountain Utilities: there was an attempt to rectify the problem of the bills in Elk Mountain of the library being mixed up with the town hall. Decision to let this topic go. Currently the new library has the correct meter number.
- f. Maintenance Issues: This has surfaced again as the list of needed and requested repairs has gone unfulfilled in our town libraries. The initial list sent in July 2017. A number of County Commissioners were notified as to the delay in repairs. The item will be discussed at the C .Commissioners tomorrow 10-17-17. Also, today the temperature in the Hanna Library was 48 when the Librarian arrived. The furnace had been turned off as a new igniter was required. Librarian had brought

a heater of her own to work. More heaters were brought from the school to help warm the patron section. The other heater in the meeting room is functioning.

- g. Signage: a work in progress.

At this time C. Bloomquist left the meeting. Time is 12:15.

**13. New Business:**

- a. **Library Foundation Changes:** they are considering some Bylaw changes but no new action at this time.
- b. **Newspaper Archive:** The library has historically archived the Rawlins Daily Times. This whole process has now become very expensive but is of historical value. No action.
- c. **Bill Of Rights:** the library has a nice display regarding the Bill Of Rights. There is a desire to share this with a school /schools. Director Mickelsen will contact schools to seek appropriate permission to post. A motion made by A.T.Ezell to obtain permission in advance of posting was made and seconded by E. Behrmann. Motion carries.
- d. **Emergency Planning and Training:** Director Mickelsen will be in process of seeking training for the employees regarding Safety, CPR, First Aid, Fire Safety, Security in case of threats to any of our facilities.

**14. Comments from the Floor:** no one in attendance.

**15. Next scheduled meeting:** Will be at the L.S.R.V. Library in Baggs on Monday November 20, 2017 at 12:00 noon. Lunch on your own. May want to pack it or purchase.

**16. Adjournment:** Meeting adjourned at 12:30 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 November 20, 2017