

Sheridan County Public Library Board of Trustees
Monthly Board Meeting Minutes
Wednesday, August 16, 2023 @ 4:30p.m.
Fulmer Library - Fulmer Room

I. Call to order and welcome of guests

Meeting was called to order at 4:33 PM by Angie

Trustees in attendance included Angie Knutson, Craig Vogt, Anna Edwards, and Michelle Edwards. Trustee Maureen Olson was an excused absence. Others in attendance were Amy Long, Library Director; Shannon Anderson, Library Foundation Chair; and Shelby Kruse, Sheridan Press.

II. Approval of agenda

Angie suggested the addition of the following items to the agenda:

- IX. New Business: a) Story Lumen fiber approval
- IX. New Business: b) Meet and Greet for Amy
- VI. Committee Reports: b) Foundation: i) Job position opening

Michelle made the motion to approve with additions. Anna seconded. Motion carried.

III. Disposition of Board Meeting July 7, 2023

Michelle suggested two changes to the minutes from the July 7, 2023 meeting:

- Under Section IV (Continuing Business), A. Discussion, 4th bullet: Change "substantial competency" to "substantial completion."
- Under Section IV (Continuing Business), A. Discussion, Add a new bullet: "The Trustees asked about the completion timeline for the office areas. Levi and Will said they would check on the area to see what work is remaining and get back to the Trustees."

Angie made the motion to approve with the suggested changes. Anna seconded. Motion carried.

IV. Treasurer's Report

Anna reported that after review of the monthly financials, she did have some questions. After discussing with Amy and Michael, she determined any budget overages are due to quarterly expenses that were due at the beginning of the quarter. Anna recommended that in the future, it might be best to look at expenses and income quarterly. There was discussion about the general fund payments and the Library receives 2 payments in June, and no payments in July. Anna will work with Michael and Amy to add some additional note and/or columns to the Budget spreadsheet to help with clarification of those abnormal items.

Anna made the motion to approve the Treasurer's Report. Craig seconded. Motion carried.

V. Communications

a. Library Correspondence

Amy will be sending the Trustees an email with info about the Telehealth Talk Box pilot project that we will be starting here in Sheridan. Three or four libraries in Wyoming will be piloting this project. It is grant funded through an ARPA grant of approximately \$74,000. The University of Wyoming – Wyoming Institute of Disabilities is managing this grant. Amy requested that the Trustees review the information so that we can discuss at the next meeting before signing the Memorandum of Understanding with the University of Wyoming.

b. Board Correspondence

None.

VI. Reports

a. Monthly Statistics

b. Department and Branch Reports

Department and branch reports were included in the Board packet. There was great success for summer reading program

c. Library Director Update

Welcome to Amy! Amy reported that she is working to teach herself the job by meeting with a number of people including Trustees, library team members, former Library Director Cameron Duff, and Sheridan County HR Manager Kenny Custis. She attended the in-service day with all employees. She met with Shelby at the Sheridan Press for a introductory article. She will be going onto to Sheridan Media's Public Pulse with Floyd. Shannon suggested she meet with Commissioner Haswell.

d. Update from County Commissioners

None. Commissioner Haswell was not in attendance.

VII. Committee Reports

a. Friends of the Library

The Friends donated \$500 to children's library programing for the summer reading program. They made ~\$9,000 from the WyoGives campaign in July. They are making plans to celebrate Friends of the Library Week in October. Michelle asked about their 501(c)3 status. Angie will check on that.

b. Foundation

i. Job position opening

Shannon reported that the Foundation Administrative Assistant Erin has left the position for a new job after being with the Foundation for a number of years. This position is officially a County position through the Library and the Foundation reimburses the Library for the salary. It is currently part-time of 15 hours per week with no benefits. This position processes all donation checks to the library, provides thank yous to donors, manages book sales, etc. A number of options were discussed. One option is to post the position exactly as it was previously. Shannon has the job announcement ready to go with the exception of the updated salary and benefits. Another option is to utilize a current part-time Library employee to do the additional work to get them to full-time status. Another option discussed was increasing the job duties of the position to include things that the previous Director and bookkeeper were doing, especially with Michael and Amy being so new. Amy presented a revised job description to include these duties. Shannon agreed to take the revised job description back to the Foundation Board for discussion, but would like to move forward now with the current position to see if they can find someone.

After discussion, Angie made the motion to approve the posting of the current position at the rate of \$15.50/hr for 15-20 hours per week. Michelle seconded. Motion carried.

Shannon asked if we would like to have a Trustee on the hiring committee for this position. Michelle agreed to serve on that committee.

Anna requested that we have a larger conversation at a later date about the number of part-time, non-benefitting positions we have at the library. She expressed concern about our employees and keeping them long-term.

ii. Other Foundation items

Shannon reported that a fix to the Library roof is needed due to extreme snow from last winter. The Foundation will be meeting with the construction company and architects to figure out what needs to be done, since the roof is still new.

Shannon reported that things are good with the Foundation's finances, even though the market has been volatile. They will be taking another look at their investment and spending policies.

VIII. Continuing Business

a. Construction Updates

The offices are completely done except for some light switch covers. The Inner Circle is completely usable, with only some paint and minor electrical work to be completed. The room has been used and the staff is working out the kinks with the hearing loop to ensure it works with all brands of hearing aids. The tween and children's area have minor work remaining including plexiglass installation and re-installation of some electrical outlets on the tables. In the children's area, the lighting has been installed, but it is very bright and needs dimmer switches. Angie has asked for a quote from the electricians to add the dimmer switches and she will provide that to the Trustees.

After discussion, Craig made the motion to authorize the Library Director to make budgetary decisions up to \$1,500 on currently approved construction projects or emergency situations. Angie seconded. Motion carried.

The Story Library will be getting new carpet installed in the expansion. Branch Manager Stephanie has asked about recarpeting the entire existing library to match the expansion. Discussion was had about the Story Library's separate 501(c)3 fundraising arm and how the Library Foundation has not funded any capital projects in Story. Angie will speak with Stephanie about getting carpet quotes to the Story Library board to see if they can cover the cost.

Angie discussed the need for a part for the air conditioner. More information is needed to determine if that is covered under the existing budget. Amy will confirm that it fits in the Maintenance & Repairs line items. If not, she will bring it to the Trustees for approval.

IX. New Business

a. Story Lumen fiber approval

There was previous email correspondence and discussion about Story fiber internet. The timeline is to have it completed in January. At that time, the monthly bill to the Library will increase.

Craig made the motion to approve the Lumen fiber installation to the Story Library. Anna seconded. Motion carried.

b. Meet and Greet for Amy

Trustees will provide coffee and cookies. A great opportunity for the public to meet Amy and see the newly renovated Inner Circle. Wednesday, September 13, 5:00-7:00 PM

X. Opportunity for non-Trustee participants to comment or ask questions about items not on the agenda (maximum of 5 minutes per individual).

No questions from the public.

XI. Adjournment

Next meeting will be September 20, 2023 at 4:30 PM. Angie made the motion to adjourn the meeting at 5:42 PM. Anna seconded. Motion carried.

Respectfully submitted,



Michelle M. Edwards
Secretary – Library Board of Trustees
August 20, 2023