

Sheridan County Public Library Board of Trustees
Minutes Monthly Board Meeting
Friday, July 7, 2023 @ 12:00 p.m.
Fulmer Library

I. Call to order and welcome guests.

The meeting was called to order at 11:59 a.m. by Angie Knutson

Trustees in attendance included Angie Knutson, Maureen Olson, Michelle Edwards and Craig Vogt, who was welcomed as our newest Board member. Anna Edwards attended via Zoom. Others in attendance were Michelle Havenga, Library Director; Commissioner Christi Haswell; Shelby Kruse, Sheridan Press; Will O'Dell, O'Dell Construction Project Manager; and Levi Van Buggenum, Lead Architect Arete Design and Project Manager. Amy Long, new In-coming Library Director, was welcomed and attended via Zoom.

II. Approval of Agenda

Michelle Edwards made the motion to approve the agenda after discussion regarding the addition of (1) New Business items, (2) moving the construction update from "VIII A. Continuing Business" to permit Will O'Dell and Levi Van Buggenum the opportunity to discuss the construction update earlier in the Agenda, and (3) moving "VIII. C., Executive Session" to after the public comment portion to avoid asking non-Board members to leave the meeting prior to the Executive Session and then rejoin the meeting after the Executive Session ended. Angie seconded. Motion carried.

III. Disposition of Regular Board Meeting Minutes of June 21, 2023

The minutes were not available for review. This agenda item was moved to the next regularly scheduled Board meeting.

IV. Continuing Business

A. Discussion – Updates on Capital Construction Projects

Will O'Dell and Levi Van Buggenum reported the following:

- Lighting in the Tween Area "check-out" is expected to be completed next week and the space is currently safe and useable.
- Acoustic sound paneling for the Inner Circle is expected next week.
- Concerns were raised regarding the final completion of the Inner Circle which included errant paint on the door, an issue with the deadbolt not locking properly, and a sensor malfunction preventing the door to close

completely. All issues were discussed, and Will O'Dell indicated they will be addressed and remedied.

- It was mentioned that approximately 30-days after a space is deemed "substantial competency," the space can legally be used for its intended purpose.
- The priority is to make the Inner Circle ready for the community to use before August, 2023 and the Fire Marshal is able to re-certify the Inner Circle for its new occupancy capacity at any time.

V. Treasure's Report

Michelle Edwards indicated she thought the budget report was positive, highlighting the overall total expenses were at 95.61% and total income was at 94.70%. She also noted the expenses are \$15,000 higher than income, but that the cash carry over will mitigate the issue.

Angie requested Michelle Edwards notify the Board if adjustments need to be made to the new budget when we discuss it later in the meeting.

Angie made the motion to approve the Treasure's Report as presented. Anna seconded. Motion carried.

VI. Communications

A. Library Correspondence

No formal correspondence was received; however, Michelle Havenga provided an update on the following community activities:

- The WYO Rodeo is next week, which may cause road closures near the library.
- The Thursday Farmers' Market continues to be held at Whitney Plaza, which may cause overflow parking in the Library parking areas.
- The Library will be closed on the Friday, July 14 primarily due to road congestion and parking issues for Library staff and also to provide a "staff appreciation" paid day off as a thank you to staff for their dedication and hard work throughout the year.

B. Board Correspondence

No Board Correspondence was received.

VII. Reports

A. Monthly Statistics

Monthly statistics were provided in the Board Packet.

Maureen Olson asked about the Children’s Library report indicating the Books and a Bite program saw a low turn-out this year, which was attributed to the Food Group only providing a snack this year instead of a full lunch.

Michelle Havenga offered that perhaps participants didn’t know a full lunch was not being served and when it became known, some may have stopped attending. It was mentioned that perhaps the event name should be changed to “Books and a Snack” for clarification. Michelle Havenga indicated she would contact the Food Group and discuss the low attendance and brainstorm ways to increase the number of children participating.

B. Department and Branch Reports

Maureen Olson noted the Clearmont Branch Library again was listed as “no report.” Michelle Havenga mentioned that Library is only open 20-hours a week and has only two staff, which might hinder their reporting activities. She added there has been an increase on-line book checkouts.

C. Update from the Library Director

Michelle Havenga thanked Cameron Duff, immediate past Library Director, for his assistance to her and other staff so they were able to effectively and efficiently complete all end-of-year budget tasks.

D. Update from County Commissioners

Commissioner Haswell indicated there were no updates for today’s meeting.

VIII. Committee Reports

A. Friends of the Library

No update was received. There was; however, discussion regarding their 501.3c status that is no longer in place and their recent lack of fundraising events could potentially impact the Library’s budget due to a reduction in the Friends of the Library donation they provide each year.

B. Foundation

Michelle Havenga indicated the Foundation will meet in August. There was also confirmation provided that the sign-on bonus for Amy Long will be added to the Library Budget.

IX. Continuing Business

A. Discussion and Approval of 2023-2024 Budget

Michelle Edwards asked if the Board should anticipate not receiving the Friends of the Library donation for the 2023-2024 Fiscal Year and perhaps removing that line item until we had additional information regarding the amount of the donation the Board might expect for this coming year. Angie

mentioned that the Friends of the Library did not hold the Gala or the Summer Festival this year, both two of the “Friends” largest fundraising events. However, she did mention they are still participating in Wyoming Gives.

Michelle Edwards asked Commissioner Haswell if there is an opportunity to provide mid-year adjustments to the budget. Commissioner Haswell indicated that she is unsure, but that she will research the issue and provide a response. A recommendation was made to approve the budget as is, discuss the Board’s concern with the Friends of the Library to learn more information, review the dollar amount received from the Wyoming Gives fundraiser, and then conducting a budget adjustment is needed.

Anna discussed the Library Policy Book requires a very small budget requirement 1% for a budget amendment and mentioned that percentage is very small so it is most likely will not require the Board enact a budget adjustment. Michelle Edwards added that she did not currently have any concerns that would cause an adjustment at this time. Commissioner Haswell mentioned the Capital Budget will decrease next year.

Anna asked if the increased in the monthly internet costs for the Story Library was added to the budget, mentioning that it will increase to \$9,000/year. Angie recommended the Board keep the current internet budgeted amount and ask the Foundation if they could possibly fund the additional costs. The increased costs were due to a new internet server installation. Michelle Havenga commented that there was only one internet provider that serviced that area. Commissioner Haswell asked if the solicitation was done as part of a Request for Proposal (RFP) and Michelle Edwards asked if there were other vendors available. It was recommended the Board add the increase, but do its due diligence research if there are other providers available in the Story area who could provide a quote.

Angie made the motion to approve the budget with the addition of the increased internet costs for the Story Library. Anna seconded. Motion carried.

B. Discussion – Library Director Search Update

Angie announced the Board hired Amy Long to be the new Library Director and thanked Michelle Havenga for her service as Interim Director. There was discussion about providing some flexibility regarding Amy’s start date due to the challenges of relocating her family to Sheridan, including securing housing. Angie indicated that the Board and Amy will work together do provide a remote working option to assist with the transition. Amy thanked the Board for the consideration.

Angie told Amy the Public Pulse radio show is interested in introducing her to the Sheridan community on its next show, but that she requested the interview to August to accommodate Amy's relocation and settling-in period. Angie also indicated the Board would like to schedule a public "meet & greet" to welcome her to our community.

X. New Business

A. Election of Library Trustee Officers for 2023-2024

Angie Knutson – Chair

Maureen Olson – Vice Chair

Anna Edwards – Treasure

Michelle Edwards – Secretary

Craig Vogt – Member at Large

Angie made the motion to approve the new Library Trustee Officers, indicating today's meeting minutes will be used to add Craig to the list of authorized check signers. Michelle Edwards seconded. Motion carried.

XI. Questions/Comments from the Public

Commission Haswell asked about the status of the Story Library construction project, indicating that there does not seem to be much progress. Michelle Havenga mentioned the basement walls are up, but the basement itself is full of water due to the increased rain fall the area has received over the past several weeks. The water is currently being pumped out of the basement and added that the Story Library staff is very pleased with the work and safety precautions being conducted by the contractor.

XII. Executive Session

Angie advised that the meeting was not ended for the general public and that the board would now begin its closed Executive Session. (Executive Session Meeting Minutes were captured separately)

XIII. Adjournment

The Board returned from its Executive Session at 2:19 p.m. where Angie motioned to adjourn the regular meeting at 2:20 p.m. Michelle Edwards seconded the motion. The motion carried.

Respectfully Submitted,

Maureen Olson
Secretary – Library Board of Trustees