



Library Board of Trustees
335 West Alger Street
Sheridan, WY 82801
(307) 674-8585 – Ext. 113

Sheridan County Public Libraries: Dynamic Gateways for Lifelong Learning

Sheridan County Public Library Board of Trustees
Monthly Board Meeting Minutes
Wednesday, October 18, 2023 @ 4:30 p.m.
Fulmer Library – Inner Circle

I. Call to order

Meeting was called to order at 4:30 PM by Chairman Knutson.

II. Welcome of guests

Trustees in attendance: Angie Knutson, Craig Vogt, Michelle Edwards, Maureen Olson, and Anna Edwards (virtual)

Others in attendance: Amy Long, Library Director; Holly Jennings, County Commissioner; Shelby Kruse, Sheridan Press; Cameron Duff, Former Library Director; Zac Smiley, Tongue River Branch Manager (virtual)

III. Approval of agenda

Angie requested that we add Item IV. Presentation for Cameron Duff and Item XIII. Executive Session to discuss personnel matters.

Maureen made the motion to approve with the changes. Craig seconded. Motion carried.

IV. Presentation for Cameron Duff

A commemorative photo of the library signed by Trustees, employees, Foundation members, and Friends of the Library members was presented to former Library Director Cameron Duff in appreciation of his 13 years of service to Library in that role.

V. Disposition of the Regular Meeting Minutes of September 20, 2023

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

VI. Treasurer's Report

Anna reported spending is tracking at about 24%.

Angie made the motion to approve. Michelle seconded. Motion carried.

VII. Communications

a. Library Correspondence

Amy mentioned the letter to withdraw participation from the telehealth project, which will be discussed further under item X, a.

b. Board Correspondence

None

VIII. Reports

Discussion was had about making a future change to the agenda to reflect the report that Amy has been providing, which covers the Monthly Statistics, Department and Branch Reports, and Update from the Library Director.

a. Monthly Statistics

Included in Item VII, e. Update from the Library Director

b. Department and Branch Reports

Included in Item VII, e. Update from the Library Director

c. Story Branch Manager Report

Included in Item VII, e. Update from the Library Director

d. Update from Story Library Board

Amy reported that the Story expansion project is going well.

e. Update from the Library Director

There were no questions on Amy's report.

Amy brought up the topic of the Tongue River Branch's calendar. Historically, the Tongue River Branch has been closed on the day after Thanksgiving. Branch Manager Zac has asked if they can be open on this date, similar to the Fulmer Branch. Maureen asked Zac about letting the community know about this change and he reported that he has gotten questions in the past from the community wondering why they are closed.

Michelle made the motion to modify the 2023 Library calendar to approve the Tongue River Branch to be open on the day after Thanksgiving. Maureen seconded. Motion carried.

Amy reported that story time numbers are up significantly. They are watching the numbers and may add another day or time to the story time schedule in January.

f. Update from County Commissioners

Commissioner Jennings introduced herself as the newest member of the County Commission. She did not have any updates from the Commission, but just wanted to meet us and learn more about the County Boards, including the Library Board.

IX. Committee Reports

a. Friends of the Library

Amy attended the last meeting. Tyler Julian is the new President. They are reviewing their mission, activities, and goals with more focus on getting community members into the library and supporting library efforts. They plan to be a button sponsor for the Christmas Stroll, which should bring more community members into the library that evening and throughout December.

Discussion took place about the possible need to modify our budget if we do not receive their \$35,000 donation that we budgeted for. It was confirmed that we have received their donation for this year, which was \$12,500.

b. Foundation

Amy reported that the new Foundation Assistant, Cassie, has started and is doing well learning her role.

X. Continuing Business

a. Discussion – Updates on Capital Construction Projects

Amy reported that there just few minor things remaining including the covering of the cords and wires in the Inner Circle and final touches to the plexiglass in the tween area. Maureen asked about the possibility of painting the registers in the Inner Circle.

XI. New Business

a. Discussion – Telehealth Library Project

After discussion with staff, Amy feels it is best for the Library to withdraw from the pilot project at this time. Concerns discussed included lack of space and how the project fit into our Library's mission and vision. Amy will continue to be involved with the project and learn how it goes for other libraries across the state. It was confirmed that another Library in the state was willing to take our spot in the pilot project.

b. Discussion – Library Circulation Policy for Subcommittee work before next meeting

The Policy Subcommittee (Maureen, Angie, and Amy) will bring suggestions to the next Trustee meeting for the Circulation Policy and will start working on the Fees Policy.

c. Discussion – Closure request for the Story Branch Library on 10/23 or 10/30 for the construction to connect the two rooms

Amy gave details on the need to close the Story Branch Library for the tearing down of the wall between the new expansion and the existing library.

Michelle made the motion to approve the Story Branch to be closed for a 24 hour time period, as needed for construction purposes. Craig seconded. Motion carried.

XII. Question and Answer

a. Opportunity for non-Trustee participants to comment or ask questions (limited to a maximum of 5 minutes per individual)

None.

XIII. Executive Session to discuss personnel matters pursuant to W.S. 16-4-405

Michelle made the motion to move into Executive Session at 5:09 pm. Craig seconded. Motion carried.

Maureen made the motion to move out of Executive Session at 6:20 pm. Anna seconded. Motion carried.

XIV. Adjournment

Michelle made the motion to adjourn the meeting at 6:21 pm. Maureen seconded. Motion carried.

Next meeting will be Wednesday, November 15, 2023 at 4:30 p.m.

Respectfully submitted,



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