



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, September 20, 2023 @ 4:30 p.m.
Fulmer Library - Fulmer Room

I. Call to order

Meeting was called to order at 4:31 PM by Chairman Knutson.

II. Welcome of guests

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

Others in attendance: Amy Long, Library Director; Christi Haswell, County Commissioner (virtual); Shelby Kruse, Sheridan Press; Abe Lentner, Wyoming Institute for Disabilities (virtual)

III. Approval of agenda

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

IV. Disposition of the Regular Meeting Minutes of August 16, 2023

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

V. Treasurer's Report

Anna reported spending is where we'd expect it to be across the board. Anna made the motion to approve the treasurer's report. Michelle seconded. Motion carried.

VI. Communications

a. Library Correspondence

None.

b. Board Correspondence

Anna reported that she received some comments from community members that were sad to have missed the open house.

VII. Reports

a. Monthly Statistics

b. Update from the Library Director (including staff reports)

c. Update from County Commissioners

VIII. Committee Reports

a. Friends of the Library

Angie reported that the current President, Victoria, will be ending her term at the end of the month and new President Tyler will be taking over.

b. Foundation

Amy reported that interviews for the Foundation Assistant will be held on Friday.

IX. Continuing Business

a. Discussion – Telehealth “Talk Box”

Discussion was held with Abe Lentner in regards to the Telehealth project. After receiving some background on the project, Trustees were able to ask questions regarding the MOU, costs, expectations, etc.

After discussion with Abe, Trustees requested that Amy work on items related to where the Talkbox can be located, staffing adjustments (if any) that would need to be made, and a timeline in which the Trustees need to make a decision.

b. Discussion – Construction Update

Amy met with Levi with Arete for a walk through of the construction project and talked through the final punchlist items. The last few items are getting finished up.

Amy has received 2 quotes for the dimmer switches for the children’s area, and plan to get a third.

c. Discussion – HVAC Repairs and Story Carpet Request

The parts for the HVAC repairs have not come in yet. The cost is around \$27,000 and a request has been put into the Foundation to cover these costs.

The Story Board is covering the carpet in the expansion area as a part of the new project, but a request has been put into the Foundation to cover replacing the carpet in the existing part of the library.

X. New Business

a. Discussion – Policy review process (Schedule, subcommittee, approach)

A subcommittee was created of Maureen and Angie to start through a review of the policies. The subcommittee will meet monthly with Amy and can bring policies to the board for discussion/approval.

XI. Question and Answer

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

None.

XII. Adjournment

Meeting was adjourned at 5:45 p.m.

Next meeting will be Wednesday, October 18, 2023 at 4:30 p.m.

Respectfully submitted,



Michelle M. Edwards
Secretary – Library Board of Trustees
October 11, 2023