



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, December 20, 2023 @ 4:30 p.m.

Fulmer Library – Inner Circle

I. Call to order

Meeting was called to order at 4:35 PM by Chairman Knutson.

II. Welcome of guests

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

Others in attendance: Amy Long, Library Director

III. Approval of agenda

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

IV. Disposition of the Regular Meeting Minutes of November 15, 2023

Typo in Craig's name in Section 3

Maureen made the motion to approve with the correction of Craig's name in Section III. Michelle seconded. Motion carried.

V. Treasurer's Report

Amy presented the Treasurer's Report with the new look from QuickBooks.

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

VI. Communications

A. Library Correspondence

Amy reported that the Story addition is finished and they received occupancy. The contractor also made a sign for the library as a gift.

We have gotten lots of thank you's and gifts from the community for the holiday season.

B. Board Correspondence

None.

VII. Reports

A. Monthly Statistics

B. Update from the Library Director

There was some discussion on the food for fines program.

C. Update from County Commissioners

None

VIII. Committee Reports

A. Friends of the Library

The Friends were pleased with the Christmas Stroll participation. They will meet again in January.

B. Foundation

The Foundation will meet again in January.

IX. Continuing Business

A. Discussion – Policy Review Circulation and Fines and Fees (move to January)

Peak Consulting will be doing HR Audit to determine where we may need additional assistance. This is scheduled for January 4. Peak Consulting will also be undertaking the Employee Handbook as a separate project. Peak Consulting will begin Strategic Planning sessions in February with numerous stakeholders.

Angie made the motion to hire Peak Consulting for the 3 tasks and dollar amounts as presented in the handout from Amy and shown below. Michelle seconded. Motion carried.

- Human Resources Audit: \$800-\$1,200
- Employee Handbook: \$800-\$1,000
- Strategic Planning and Operational Goals setting: \$4,000-\$6,000

There was discussion around bookkeeping and moving everything online in QuickBooks.

Anna made the motion to approve the QuickBooks Bill Pay process as outlined in Amy's handout. Angie seconded. Motion carried.

X. New Business

A. Discussion – 2024 Holiday Closures (see included calendar)

Michelle moved to approve the 2024 Holiday Closure Calendar. Anna seconded. Motion carried.

B. Discussion – Payroll Calendar changes for 2024 (see included calendar)

There was discussion regarding the payroll calendar.

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

Michelle made the motion to adjourn the meeting at 5:29 pm. Anna seconded. Motion carried.

Next meeting will be Wednesday, January 17, 2023 at 4:30 p.m.; Fulmer Branch Library

Respectfully submitted,



Michelle M. Edwards
Secretary – Library Board of Trustees
December 27, 2023