



Library Board of Trustees

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Sheridan County Public Libraries: Dynamic Gateways for Lifelong Learning

Sheridan County Public Library Board of Trustees

Monthly Board Meeting Minutes

Wednesday, January 17 @ 4:15 p.m.

Fulmer Library – Inner Circle

I. Call to order

Meeting was called to order at 4:20 PM by Chairman Knutson.

II. Welcome of guests

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

Others in attendance: Amy Long, Library Director; Commissioner Christi Haswell (via video); Cassie Stone, Foundation and Administrative Assistant;

Introduction of Cassie Stone, new Foundation and Administrative Assistant. Cassie left the meeting after being introduced.

III. Approval of agenda

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

IV. Disposition of the Regular Meeting Minutes of December 20, 2023

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

V. Treasurer's Report

Amy and Anna are working on new layouts from the new QuickBooks to find the best one to present information to the board. Amy clarified the following questions about last month's Treasurer's report:

- The \$10,000 from the State of Wyoming was a grant for Creative Aging programs. The funding should have gone straight to the Foundation account, and instead was direct deposited into the SCPL account. We will be moving the funds over into the Foundation account.
- The question about why postage charges were so high in July was because of the process for refilling our ILL postage account. The previous process resulted in funds showing as charged to the account that were only approved. Therefore, the approvals happened in July but the actual spending was spread throughout the quarter. This process has been changed and should more accurately show the postage expenses in the future.
- Some of the items that were shown under "Contracts" needed to be re-categorized into other categories such as building repairs and HVAC repairs. These have been remedied.

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

VI. Communications

A. Library Correspondence

Amy has received the HR Audit Report from Peak Consulting, but has not had a chance to review it yet. She will review and provide it to the board. This HR audit will help the Amy and board determine which HR tasks may need to be consulted out.

B. Board Correspondence

None.

VII. Reports

A. Monthly Statistics

Updated statistics were provided in hard copy at the meeting, see attached.

B. Update from the Library Director

No questions or additions from the Director's Report provided in advance of the meeting.

C. Update from County Commissioners

It is a new year and they are preparing for a new budget season. The County will be working to get budget meetings set up later in the spring. Commissioner Haswell asked to be included on all board correspondence.

VIII. Committee Reports

A. Friends of the Library

The Friends group met last week. They plan to send someone to each of our meetings in the future to provide this report.

B. Foundation

The next Foundation meeting is on Monday of next week.

IX. Continuing Business

A. Discussion – Answer to financial questions from last meeting

See Treasurer's Report Section V.

B. Update on Bookkeeping process changes and timelines

Amy reported that they are working through the new processes with Quickbooks Online and new pay structures. It is going smoothly. The new pay method went into place in January with very few hitches and everyone was paid on time.

X. New Business

A. Discussion – Approval of Contract with Peak Consulting

Amy does not yet have the contract for the board to review. This will be postponed to the next meeting.

Angie reported that the Board completed their first Strategic Planning session with Peak Consulting on January 17, resulting in a new mission statement, which will be released to stakeholders and the public at a later date.

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 4:52 pm. Craig seconded. Motion carried.

Next meeting will be Wednesday, February 21, 2023 at 4:30 p.m.; Story Branch Library

Respectfully submitted,



Michelle M. Edwards
Secretary – Library Board of Trustees
January 27, 2024