



**Library Board of Trustees**

335 West Alger Street

Sheridan, WY 82801

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*Sheridan County Public Libraries: Dynamic Gateways for Lifelong Learning*

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**Sheridan County Public Library Board of Trustees**

**Monthly Board Meeting Minutes**

**Wednesday, November 15, 2023 @ 4:30 p.m.**

**Fulmer Library – Inner Circle**

**I. Call to order**

Meeting was called to order at 4:33 PM by Chairman Knutson.

**II. Welcome of guests**

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

Others in attendance: Amy Long, Library Director; Christi Haswell, County Commissioner; Zola Shockley, Children’s Librarian; Jenny Tribley, The Food Group (virtual); Keri McMeans, The Food Group (virtual)

**III. Approval of agenda**

Angie requested that we move item *X.B. Discussion of Food Pantry shelf in Children’s Area* to the beginning of the agenda to accommodate the guests in attendance.

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

**IV. Disposition of the Regular Meeting Minutes of October 18, 2023**

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

**V. Treasurer’s Report**

Amy discussed the report in the packet and addressed the *Contracts* line item, stating some items appear to have been coded to the wrong category. She will review and get back to us.

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

**VI. Communications**

**A. Library Correspondence**

Amy reported a thank you note that was received from a patron who left her cell phone at the library and then left the state. The library staff worked together to get the phone mailed to its owner.

**B. Board Correspondence**

None

**VII. Reports**

**A. Monthly Statistics**

**B. Update from the Library Director**

There were no questions on Amy’s report in the packet.

**C. Update from County Commissioners**

None

## **VIII. Committee Reports**

### **A. Friends of the Library**

Amy attended the last meeting with a representative from the Foundation to discuss the option of Friends becoming a subcommittee of the Foundation. The Friends Board decided not to become a subcommittee. There was discussion of having a representative from the Foundation and the Trustees and Friends all attend each others' meetings. The Friends meet on the 2<sup>nd</sup> Tuesday of each month at 5:30. There are positions open on the Friends board and they are looking for interested volunteers.

### **B. Foundation**

Amy reported that the Foundation is also looking for more members on their board. They meet on the 4<sup>th</sup> Monday of the odd months.

## **IX. Continuing Business**

### **A. Discussion – Circulation and Fines and Fees policy changes**

There was discussion on the proposed Circulation Policy as presented by Amy. Some modifications were suggested. Amy will send out the proposed policy along with the original for comparison for full approval at the next meeting.

At the next meeting, the policy subcommittee will bring before the board the review of the first third of the Personnel Policy.

### **B. Discussion – HR & IT Support from the County**

The County inquired if the Library would like to have HR & IT Support provided to us from them, as a package deal. Discussion was held regarding the pros and cons of both options.

Craig made the motion to keep HR & IT support at the Library at this time. Michelle seconded. Motion carried.

Amy will move forward to research opportunities for HR support, when needed.

### **C. Discussion – Bookkeeping tasks and duties transition**

Clockwork Accounting has agreed to take on our bookkeeping and will be doing all bookkeeping duties going forward.

## **X. New Business**

### **A. Discussion – Closing early on the day before Thanksgiving 11/22 5:00 pm across all branches**

In the past, all branches closed at 5:00, but it was missed on this year's calendar.

Michelle made the motion to approve the closure of all branches at 5:00pm on November 22, 2023. Craig seconded. Motion carried.

### **B. Discussion – Food Pantry Pilot shelf in Children's Area (Zola)**

Zola reported to the Trustees that the Books and a Bite program went so well during the summer, they have decided to start a little free food pantry pilot program in the Children's Area in partnership with The Food Group. The pilot is going well so far and Zola is working with The Food Group personnel to adjust and modify as needed.

**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**

Angie made the motion to adjourn the meeting at 5:53 pm. Michelle seconded. Motion carried.

Next meeting will be Wednesday, December 20, 2023 at 4:30 p.m.

Respectfully submitted,



Michelle M. Edwards  
Secretary – Library Board of Trustees  
November 27, 2023 – revised January 18, 2024