



## Sheridan County Public Library Board of Trustees

335 West Alger Street | Sheridan, WY 82801 | 307.674.8585 - Ext. 113

### Monthly Board Meeting Minutes

August 2024

**Date:** Wednesday, August 21<sup>st</sup>, 2024  
**Time:** 4:30 PM

**Location:** Fulmer Branch Library  
Inner Circle

#### County Commissioners Present

Christi Haswell

#### Library Staff Members Present

Amy Long, Executive Director  
Cassie Stone, Community Engagement Manager

#### Library Board of Trustees Present

Angela Knutson, Chair  
Julie Weitz, Vice Chair  
Michelle Edwards, Secretary  
Craig Vogt, Member at Large

#### Guests Present

Clint Beaver, Deputy County and Prosecuting  
Attorney

#### Agenda Items

- I. Call to Order  
Meeting was called to order by Chair Knutson at 4:30 PM
  
- II. Welcome of guests  
Clint Beaver, Deputy County and Prosecuting Attorney
  
- III. Approval of agenda  
Michelle made the motion to approve the agenda. Craig seconded. Motion carried.
  
- IV. Public Comment
  - a. Sign up at the front of the room to speak during public comment
  - b. Limit 3 minutes per person
  
- V. Review and approval of July Regular Meeting Minutes  
Angie made the motion to approve the July Meeting Minutes. Julie seconded. Motion carried.
  
- VI. Treasurer's Report and approval of Financials: June, End of Year, July
  - a. June Financials  
Michelle made the motion to approve the June Financials. Craig seconded. Motion carried.
  
  - b. July Financials  
Michelle made the motion to approve the July Financials. Julie seconded. Motion carried.



c. End of Year Financials

Director Long provided budget memos and documents with the year-end financials. No approval vote was required.

VII. Additional Reports

a. Communication/Correspondence

Director Long presented a thank you note from Schiffer Academy for the Library's participation in their internship program. There were 6 students at the Library for this program.

b. Director's Report

Director Long reported that the Clearmont ceiling is almost complete.

Director Long reported that Clearmont employee Barb will have a retirement party on Monday, August 26 at 2:00 PM.

Director Long shared details of the Staff Appreciation Day on October 18 and invited the Trustees to participate.

There were no further questions for Director Long regarding her report provided in the Board packet.

c. Commissioner's Report

Commissioner Haswell reported that the budget was approved. Director Long expressed appreciation to the Commissioners for their work on the budget and the employee salary increase.

d. Foundation Report

Director Long reported that she and Cassie are continuing work with the Foundation accounts to them in order similar to the Library accounts. Reports will be shared with the Trustees once they are ready. The Foundation is looking at changes to their annual donation letter.

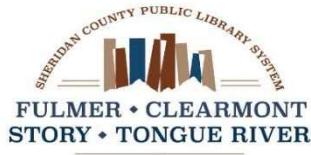
e. Friends of the Library Report

Staff members Cassie and Zola will be assisting the Friends of the Library with the planning of the Fall Fest.

VIII. Continuing Business

a. Otis Elevator Oil Change Update

Director Long reported that the cost was a little higher than the amount discussed at the last board meeting, but there were enough funds in the Capital Improvements line item to cover the expense.



b. HVAC Update

Director Long reported that one of the HVAC units is having issues with its hardware and the other unit is having issues with its software. The Library has a contract with Long for maintenance. Both HVAC units were included in the most recent grant request, which we should know the results of by the end of August.

IX. New Business

None.

X. Trustee Comments and Requests for Future Agenda Items

Chair Knutson congratulated staff members Cassie and Zac on their promotions.

XI. Adjournment

Michelle made the motion to adjourn at 5:11 PM. Julie seconded. Motion carried.

**Next Regular Meeting: September 18, 2024 4:30 PM Fulmer Public Library**

Respectfully submitted,

Michelle Edwards, Secretary  
Sheridan County Public Library System Board of Trustees  
September 5, 2024