

Library Board of Trustees

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

Sheridan County Public Library Board of Trustees

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Monthly Board Meeting Minutes

February 19, 2025

Meeting Title	SCPLS Board Meeting	Start Time	4:30 p.m.
Date	Wednesday, February, 2025	Stop Time	5:26 p.m.
Place	Fulmer Branch Library Wyoming Room Sheridan, WY 82801		

County Commissioners

Christi Haswell, Representative

Library Board of Trustees

Library Staff Members

Amy Long, Executive Director **Cassie Stone, Administrative Assistant**

Members Absent

Michelle Edwards, Secretary

Other Guests Attending

Georgia Lodewyk, The Sheridan Press

Agenda Items

I. Call to Order

II. Welcome of Guests

Georgia Lodewyk, reporter with The Sheridan Press

III. Approval of Agenda

Anna made the motion to approve the agenda. Julie seconded.

IV. Public Comment

- a. Sign up at the front of the room to speak during public comment
- b. Time limit 3 minutes per person

V. Review and Approval of regular Meeting minutes

Anna made the motion to approve the minutes. Angela seconded the motion.



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VI. Treasurer's Report and approval of Financials

Anna stated our reports are in a good place. Angela asked about the new contract for phone and internet and asked Amy to update us next month regarding the phone and internet service.

Anna reported that the new billing system (bill.com) is convenient. Amy thinks it's cleaned up nicely.

Angela asked about the higher snow removal fees due to Dan's absence. Amy responded that Dan will be back early March and will be on full duty. Anna commented there are places we've underspent this year and we can make a budget modification from these areas to cover the added expense for snow removal.

Julie made the motion to approve the Treasurer's report. Anna seconded. Motion Carried.

VII. Additional Reports

a. Director's report:

The new phone system for Fulmer is up and running and the branches will be back on the network soon. Amy asked if at least two Board Members would accompany her to the two Library meetings with the County Commissioners (Tuesday, May 6th and Tuesday, June 17) . Amy will send a calendar invite to Board members.

b. Communication/Correspondence

c. Commissioners report

d. Foundation Report

Amy asked the foundation to move their meeting to before March 19 in order to talk to them before the budget is due.

e. Friends of Library Report

Julie reported the Friends are hosting a reception for previous members at the Tasting Library On February 20.

VII. Continuing Business

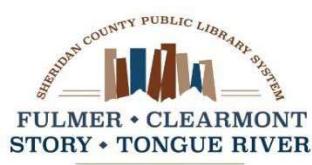
a. Renovation Project. There was discussion regarding the grant agreement between the State of Wyoming Department of Administration and Information Library Division and Sheridan County Public Library System. Amy reported that Clint Beaver looked over the agreement and feels it is fine to sign. Project timeline dates were discussed and it was recommended to stay with the timeline and amend the grant after the contract is signed. Anna stated this is standard practice for state grants.

b. Angela moved to nominate Anna as our temporary secretary for signature purposes the state of Wyoming grant in place of Michelle, with Michelle returning to her role at the next meeting. Kim seconded. Motion carries.

Personnel policy:

Amy will provide a clean copy of the personnel policy before the next meeting.

Angela questioned the new phone system's outbound call charges (beyond 100 minutes charge is .029 per minute). Amy responded we will need to see what the billing looks like after a couple months of outbound calls. When we have that data we may need to renegotiate.



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Anna motioned to approve Amy's signature for the ESI phone system contract. Kim seconded. Motion carries

New Business

Budget, dates and meetings: Amy will meet with the staff to go over the budget proposal before the March 5 study session. Commissioner Haswell recommended we put the budget together as we normally would and see where we're at in a couple of months.

Chamber Excellence Awards are on February 26 at the Wyo Theater. The library has been nominated for a Chamber Excellence Award. Amy, Cassie and Angela are attending.

Trustee Comments and Requests for Future Agenda Items

Adjournment

5:26 Angela motioned, Anna seconded. Meeting adjourned