



Sheridan County Public Library Board of Trustees

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

Monthly Board Meeting Minutes January 2025

Date: Wednesday, January 15, 2025
Time: 4:30 PM

Location: Fulmer Branch Library
Inner Circle

County Commissioners Present
Christi Haswell (virtual)

Amy Long, Executive Director
Cassie Stone, Community Engagement Manager

Library Board of Trustees Present
Angela Knutson, Chair
Julie Weitz, Vice Chair
Michelle Edwards, Secretary

Guests Present
Clint Beaver, Sheridan County Deputy and
Prosecuting Attorney
Georgia Lodewyk, The Sheridan Press

Library Staff Members Present

Agenda Items

- I. Call to Order
Meeting was called to order by Chair Knutson at 4:39 PM
- II. Welcome of guests
Clint Beaver, Sheridan County Deputy and Prosecuting Attorney
Georgia Lodewyk, reporter with the Sheridan Press
- III. Approval of agenda
Michelle made the motion to approve the agenda. Julie 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 Regular Meeting Minutes
Julie made the motion to approve the December Meeting Minutes. Angie seconded. Motion carried.
- VI. Treasurer's Report and approval of Financials
Michelle made the motion to approve the Financials for December. Angie seconded. Motion carried.



VII. Additional Reports

a. Director's Report

Director Long reported that there will be some future personnel changes at the Story Branch. She is working on a plan for staffing in the spring and summer to assist with events. Since the Fall Fest, the library has seen more patrons.

There were no additional comments or questions on the Director's report provided in the packet.

b. Communication/Correspondence

None.

c. Commissioner's Report

The Commission has received an application for the open board position and interviews will be held at the end of the month.

d. Foundation Report

The Foundation's annual fund drive mailing went out and the bulk of the donations have probably been received at this point.

Next Meeting Monday January 27 @ 5:30 pm

e. Friends of the Library Report

The Friends of the Library met yesterday and will be meeting monthly for the future.

They are looking for more members to help with events and ideas.

Next Meeting Tuesday February 11 @ 5:30 pm

VIII. Continuing Business

a. SCPLS Renovation Project – Contract Review

Discussion was held on the design contract with Arete. There needs to be a modification in the name on the contract to be with the Board, not with the Library.

Michelle made the motion to approve the Board signatories to sign the contract with Arete once a copy is received with the appropriate name listed for the library on the agreement.

IX. New Business

a. Policy Revision: Personnel Policy

Discussion was held and some comments were provided to Director Long. Director Long will keep working on this and provide an updated copy to the Board two weeks prior to the February meeting.



b. Study Session – Discussion

Director Long inquired about having a monthly study session for updates and discussion, especially with the upcoming renovation project. There will be no action taken at these meeting and they will be open to the public. It was determined these will be held on the first Wednesday of every month at 4:30 PM, starting on March 5.

X. Trustee Comments and Requests for Future Agenda Items

XI. Adjournment

Michelle made the motion to adjourn at 5:18 PM. Julie seconded. Motion carried.

Next Regular Meeting: Wednesday, February 19, 2025 4:30 PM at Fulmer Public Library

Respectfully submitted,

Michelle Edwards, Secretary
Sheridan County Public Library System Board of Trustees
January 25, 2025