



## Sheridan County Public Library Board of Trustees

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

### Monthly Board Meeting Minutes

June 2025

**Date:** Thursday, June 12, 2025  
**Time:** 4:30 PM

**Location:** Story Branch Library

**County Commissioners Present**  
Christi Haswell (virtual)

**Library Staff Members Present**  
Amy Long, Executive Director

**Library Board of Trustees Present**  
Angie Knutson, Chair  
Michelle Edwards, Secretary  
Anna Edwards, Treasurer  
Kim Jacobsen, Member at Large

**Guests Present**  
Kathy Fay – Story Library Board Treasurer  
Chris Tollefson – Story Library Board Vice Chair  
Zac Smiley – Satellite Branches Manager  
Casey Paige – Story Branch Employee

#### **Agenda Items**

- I. Call to Order  
Meeting was called to order by Chair Knutson at 4:38 PM
  
- II. Welcome of guests  
(listed above)
  
- III. Approval of agenda  
Michelle made the motion to approve the agenda. Anna 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

Kathy Fay encouraged the Trustees to take a chance to look at the older space and how it has been revamped. She reported that the new space is a great success and a great asset to the community, used on a very regular basis by numerous groups and individuals in the community.

Chris Tollefson reported that this new space has become a critical hub for the community, with the example of it being used last fall for Elk Fire briefings.

Casey Paige reported that it is utilized for many uses including people just using it during the day to sit and use their laptops and commented on how much nicer it is for larger events such as Craig Johnson sessions.



V. Review and approval of Regular Meeting Minutes

Anna made the motion to approve the May Meeting Minutes. Kim seconded. Motion carried.

VI. Treasurer's Report and approval of Financials

Commissioner Haswell reported that the Commission will be reviewing the second round of the budget on June 16 and 17, with the official budget hearing taking place on July 14 at 5:00pm followed by Commission approval at their regular board meeting on July 15.

General discussion took place on the 1% GPET funds (currently \$160,000 of revenue in the budget) and how they are not guaranteed each year. Other revenue avenues are also not guaranteed, such as the donations from the Foundation and the Friends of the Library.

Kim made the motion to approve the Financials for May. Anna seconded. Motion carried.

VII. Additional Reports

a. Director's Report & Staff Report – Included in Board Packet

Director Long gave kudos to Fulmer employee Zola for designing the new Director's and Staff Report. Director Long provided to Trustees a fundraising proposal drafted by library employees to be presented to the Friends of the Library for an upcoming CHAPS event. Director Long did an interview with The Sheridan Press last week.

No additional comments or questions on the Director's report provided in the packet.

b. Communication/Correspondence

Director Long provided many thank you cards from Sheridan County children in regards to Wyoming Reads day.

c. Commissioner's Report

No updates.

d. Foundation Report

Director Long reported that the Foundation Board is considering a review of their Articles of Incorporation.

The next regular meeting will be July 28 at Fulmer.

e. Friends of the Library Report

No report.

The next regular meetings are June 16 and July 8 at Fulmer.



## VIII. Continuing Business

- a. Budget Update – Meeting on July 2 – regular meeting just for budget approval – Fulmer Director Long reported that there are some revenue pieces that still need updated (rollover amount and Fulmer trust distribution).
- b. End of Year Cash Position and Contracts for FY2025-2026  
Director Long feels positive with the library's year end cash position around \$135,000 to cover for the month of July.  
Director Long is researching opportunities to outsource some of the facilities work such as janitorial and lawn maintenance.
- c. Public Awareness and Media: Annual Draft Report  
Director Long is working on an outline for an annual report. She is hoping to have a report completed in July or August, to be after the fiscal year end, but before the annual donation letter. She will send the Trustees the outline for input. She reported that it is currently a little long, so she would like input from the Trustees on where to cut, to ensure the report is focusing on the areas of most impact.  
Director Long reported that an e-newsletter went to all staff, Trustees, and the Boards of the Foundation and Friends of the Library. This is something that will go out quarterly.  
The goal is do a similar newsletter for the public.

## IX. New Business

- a. Board Retreat – August 1  
The Board Retreat will take place 8:30 am - 4:30 pm on August 1<sup>st</sup> at the Civic for Vital Community building on Broadway. The morning will be just the Trustees. They will be joined for lunch and the afternoon session by the Foundation and Friends of the Library Boards.
- b. Director Evaluation Process – August 2025  
Discussion was held about the annual Director's evaluation. Chair Knutson reported that the blank evaluation will be handed out to the board at the July meeting, along with Director Long's self evaluation. The review will be held at the August meeting.

The meeting was recessed from 5:30 PM to 5:45 PM for a tour of the Story Library with Staff and Story Library Board members.

- c. Executive Session  
Chair Knutson made the motion to enter into executive session at 5:45 PM with only Trustees in attendance. Michelle seconded. Motion carried.  
Chair Knutson made the motion to adjourn executive session at 6:06 PM. Michelle seconded. Motion carried.

## X. Trustee Comments and Requests for Future Agenda Items

None.



XI. Adjournment

Anna made the motion to adjourn at 6:07 PM. Kim seconded. Motion carried.

Next Regular Meetings: Wednesday, July 16, 2025 4:30 PM at Tongue River Branch in Ranchester

Wednesday, August 20, 2025 4:30 PM at Clearmont Branch

Respectfully submitted,

Michelle Edwards, Secretary  
Sheridan County Public Library System Board of Trustees  
June 22, 2025