



Sheridan County Public Library Board of Trustees

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

Monthly Board Meeting Minutes

October 2025

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

Location: Clearmont Branch Library

County Commissioners Present
Christi Haswell (virtual)

Library Staff Members Present
Amy Long, Executive Director

Library Board of Trustees Present
Anna Edwards, Chair
Michelle Edwards, Vice Chair
Julie Weitz, Treasurer
Angie Knutson, Secretary
Kim Jacobsen, Member-at-Large

Guests Present
Zac Smiley - Branch Manager
Joanie Kaiser, Clearmont resident and library employee

Agenda Items

- I. Call to Order
Meeting was called to order by Chair Anna Edwards at 4:36 PM
- II. Welcome of guests
(listed above)
- III. Approval of agenda
 - a. Add to continuing business - Add to each agenda a spot for Trustee Comments at before final adjournment.
 - b. Angie made the motion to approve the agenda with the addition written. Michelle 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. Approval of Consent Agenda - Michelle made the motion to approve the consent agenda. Julie seconded. Motion Carries.

a. Meeting Minutes

- i. August Meeting Minutes - Kim was not at this meeting, but was listed. Amendment will be made noting Kim was absent.
- ii. September Meeting Minutes - Kim was present and not listed on the meeting minutes. Amendment will be made noting her presence.

b. Financials

VI. Reports and Updates

- a. Director's Report & Library Activity Report – Included in Board Packet for review. Staff Day was very successful. People were generally very engaged and positive throughout.
- b. Commissioner's Report - Nothing to report today.
- c. Foundation Report
 - i. No meeting over the last month.
 - ii. Next Meeting **Monday, November 24, Fulmer Branch Library.**
- d. Friends of the Library Report - Main discussion is how to recruit more people. They will be moving to the 3rd Tuesday of each month. They will consider meeting at the Tasting Library to make it more of a social event. They approved giving \$9000 to the library with the check given during the Fall Fest on October 25th. Zola will also be given additional funding to give away books. Some people had reached out to the Facebook page and did not get a response. They will be sorting out the Facebook pages and the QR code so it is easy to contact them. Next Meeting **Tuesday, November 18, location TBA.**

VII. Continuing Business

- a. Annual Report - Currently on the website. QR codes need to be replaced, and then it will be emailed out in the next couple of days. Once it is emailed, Amy will look for the most cost-effective place to print out about 150 copies to spread to community places. Also, a page was made on the website in the form of a flipbook that seems to be working well.
- b. Renovation Updates Webpage - A webpage is being created to share updates on plans, closures, etc. Amy and John will meet in the next week to work on this.



c. Public Awareness and Media -

- i. Renovation Updates/Announcements - We should start off with a media release about how the construction project is from grant money, explaining what the money can and cannot be used for. As we give updates, we should add a reminder that this project is funded by a grant. Post in the paper as well as on Facebook. Amy will talk about it on Public Pulse. Also look at having a PSA on the radio alerting about the branch closures.

VIII. New Business

a. Renovation Project -

- i. Arete Contract Update - Amy is communicating with the State Library regarding reimbursement. Start dates for branches may need to be delayed if there is a delay in reimbursement.
- ii. Satellite Branches Renovation Schedule - A motion was made that Amy has the authority to set the closure dates for the Library Construction Project as necessary with public notice given as far in advance as possible. Angie made the motion, Michelle seconded. Motion carried.
- iii. Foundation - With the delays in reimbursement from the State Library, Anna and Amy would like to go to the Foundation asking for \$80,000-100,000 to temporarily cover the costs with the plan that they will be reimbursed at the end of the project.

b. Board Study Session November 5th - Meet with Arete to talk through the Fulmer designs for construction.

IX. Trustee Comments -

- a. Next month we will be going over the directors evaluation. By the next meeting, please have our evaluations of Amy written out. We will then go into Executive session next meeting for review.
- b. Michelle had some comments from acquaintances about the Adult Summer Reading Program that it was confusing. There were 2 people who had turned in their sheets on the last date and were told the winners had already been chosen. Consider adjusting it and making it more clear for next year.
- c. At one of our future meetings, we would like a Strategic Plan update.



X. Adjournment

Michelle made the motion to adjourn at 5:42PM. Julie seconded. Motion carried.

Next Regular Meetings: Wednesday, November 15, 2025 4:30 PM

Respectfully submitted,

Angela Knutson, Secretary
Sheridan County Public Library System Board of Trustees
October 22, 2025