



Sheridan County Public Library Board of Trustees

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

Monthly Board Meeting Minutes September 2025

Date: Wednesday, September 17, 2025
Time: 4:30 PM

Location: Tongue River 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 (virtual)

Guests Present

Zac Smiley - Satellite Branch Manager

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

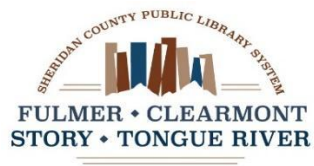
- a. Add to continuing business - Consider bids for construction work
- b. Michelle made the motion to approve the agenda with the addition written. Angie seconded. Motion carried.

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

August Meeting Minutes were not available, so they will be tabled until next month.



VI. Treasurer's Report and approval of Financials

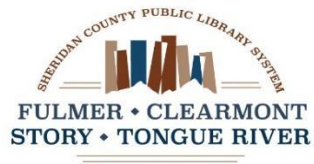
- a. Toner was more expensive in July than expected. We need to make either a budget modification using the money from the Fulmer Trust revenue, or just let that line item go over, knowing we will still even out overall.
- b. Fulmer Trust increased in value, so we will have an increased disbursement compared to usual. This can be used for unpredicted expenses such as the increase in toner, increase in service calls or other unexpected items.
- c. Motion to accept the August Treasurer's Report made by Michelle, seconded by Angie. Motion carries.

VII. Additional Reports

- a. Director's Report & Staff Report – Included in Board Packet - Amy contacted the State Library. No movement on the update to paperwork for the grant as of yet. They have processed the reimbursement checks, though they have not all come through as of today.
- b. Communication/Correspondence - none
- c. Commissioner's Report - nothing to report at this time
- d. Foundation Report - Next Meeting **Monday, Sept 22, Fulmer Branch Library**. Anna and Kim to attend.
- e. Friends of the Library Report - Michelle attended the Sept 9th meeting. They raised just under \$4800 themselves, and the overall total was just under \$5800 with the Hughes match. They had 6 more donors compared to last year, though the overall total donation income was slightly less than the year before. They are going to look into business sponsorships for the upcoming Fall Fest. Still looking for new members.

VIII. Continuing Business

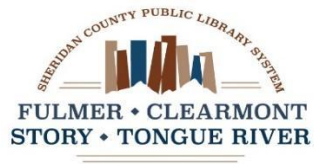
- a. Annual Report Updates - Tightened up the layout to make it a bit shorter. Amy and Cassie had some community members, Cameron, and Commissioner Haswell read it to ensure clarity and accuracy of the budget and financial info. Noted the donors that gave to the Friends of the Library are not listed.
- b. Google Drive - All things that are emailed will be added to this Google Drive for review so that it is all in one place.



- c. Study Sessions - keep the October 1st meeting on the calendar for a simple Board Training. We can keep the overall time as a standing meeting with plan to cancel at the previous board meeting if not needed.
- d. Director Evaluation Schedule and medical leave - Plan to move Amy's self evaluation to be due at the October meeting, our assessments done by November meeting, and final evaluation done in December.
- e. Public Awareness and Media
 - i. Discussion with Georgia at the Sheridan Press talking about how we build our collection and how the library is zoned to keep material in its ideal location.
 - ii. Friends of the Library Recruitment - see Friends of the Library updates for more details.
 - iii. Harvest Festival October 25th
- f. Bids for construction - O'Dell had the lowest bid and Karen with Arete recommended we accept this bid as it met all the requirements needed. Karen with Arete will be retiring early next year and Levi will be leading the project once she is done. Michelle made a motion to approve the bid by O'Dell construction for the construction on the branches with the grant and Julie seconded. Motion carries.

IX. New Business

- a. Website Platform Template - Cassie and John are working with a new website designer to launch our new website. The cost was lower than expected, so Board approval was not needed.
- b. Staff Appreciation Day Budget - Amy would like to purchase T-shirts for the staff this year. Shanna with the Friends of the Library can make them for us with a total cost of \$500 for just staff or \$650 if all Board Members wanted shirts. Food for this day would come to \$350. Overall budget need is \$1200, and the plan is to pay for this with unrestricted donations under Professional Development.
- c. Book Drop at Clearmont - It is currently on sale, so we want to order this now. A motion was made by Michelle to approve up to \$5500 for a new Book Drop at Clearmont to be under the line item of Capital Improvements. Julie seconded that motion. Motion carries.



X. Adjournment

Michelle made the motion to adjourn at 6:01 PM. Kim seconded. Motion carried.

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

Respectfully submitted,

Angela Knutson, Secretary
Sheridan County Public Library System Board of Trustees
August 20, 2025