FULMER • CLEARMONT
STORY • TONGUE RIVER

Sheridan County Public Library Board of Trustees

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

Work Session Meeting Minutes
February 2026

Date: Wednesday, February 4, 2026
Time: 4:30 PM
Location: Fulmer Branch Library, Inner Circle

County Commissioners Present
None

Library Board of Trustees Present
Anna Edwards, Chair
Michelle Edwards, Vice Chair
Kim Jacobsen, Member at Large

Library Staff Members Present
Amy Long, Executive Director

Guests Present
None

Agenda Items

I. Call to Order
Meeting was called to order by Chair Anna Edwards at 4:35 PM

II. Welcome of guests
None.

III. Approval of agenda
Kim made the motion to approve the agenda. Michelle seconded. Motion carried.

IV. Agenda Items
   a. Renovation Project:
      i. Ranchester and Tongue River Branch Update
      Director Long provided an update on the Tongue River Branch renovation. Issues with the roof were discovered when the insulation was removed from the roof. Director Long has been in discussions with the Town of Ranchester about these issues, since they own the building. The Board would like to review the lease and have Deputy County Attorney Clint Beaver also review it to determine the best course of action moving forward. Director Long will provide this, as well as Change Requests #3 and #4 at the next meeting on February 18, 2026.
      The Tongue River Branch is currently open and there has not yet been a schedule update due to these unforeseen issues.
      The Board discussed that we should also review the leases and documents for the Clearmont Branch and Story Branch.

ii. Fulmer Update
Director Long reported that the Fulmer plan set will go out to bid next week. Additionally, the bid to procure all of the furniture and shelving for all branches will also go out next week.

b. Accounting Contract
Director Long provided the current contracts with Clockwork Accounting for the Library and the Foundation, with discussion to follow. Discussion regarding an RFP for accounting services for the next fiscal year continued. If we move forward with an RFP, we would like to have it out and costs back before the initial budget is due in April. Director Long will be reaching out to other boards in Sheridan County and other libraries in the state to research how they manage their accounting and if they have an example of an RFP. This information will be provided to the board at the next regular meeting on February 18th. The recommendation from Director Long is to have a study session on March 4 from 4:30-5:30, with a special meeting scheduled and advertised for 5:30 to take action on the RFP.
Director Long reported that Clockwork Accounting may require additional payment to separately track the grant purchases and reimbursements, as will be needed for the audit. She will be discussing this further with Clockwork and if there are additional costs, she will provide a quote at the next meeting on February 18. Director Long is also going to inquire about going back to bill.com rather than the QuickBooks BillPay, which has had issues.

c. Clearmont School MOU Update
Director Long reported on the concerns from the Clearmont community members with the school giving their collection to the Library System. Director Long plans to provide the donated books back to the community, putting them at the Clearmont Community Center. Director Long has asked the Superintendent not to speak on behalf of the Library. The MOU with the Clearmont School District will need to be revisited, either with modifications that clearly lay out the specific responsibilities of the library, or to terminate the MOU completely.

d. Board Planning Documents
i. Board onboarding and guidelines creation
The Board discussed the items that would be preferred as a part of the board onboarding process. Vice Chair Michelle Edwards volunteered to take the lead on this project and bring an outline to the next study session. The goal deadline for completing this project is July, when there is a possibility the Board could have a new member.
The Board discussed guidelines that could serve as standard operating procedures for the board. Chair Anna Edwards will bring one or two guidelines for us to work on at the next work session on March 4.

ii. Reconsideration Policy Review
The Board reviewed the current Reconsideration Policy and Director Long gave some information about a recently submitted reconsideration form by a citizen. It was determined that the policy needs updated to allow for additional time for the Director to respond. The Board discussed updating the time frame from 30 days to 60 days. This will be on the next regular meeting agenda on February 18 for a vote.

e. Strategic Plan Review
Director Long provided the current Strategic Plan to the Board. At the next study session on March 4, she will provide an update on the library operational goals. The Board and Director Long discussed that the CVC will be assisting us in the Fall to look at the next steps in this Strategic Plan, which will include feedback from staff and the public. This will be discussed further at the next study session on March 4.

V. Adjournment
Michelle made the motion to adjourn at 6:38 PM. Kim seconded. Motion carried.

Next Meeting:

Wednesday, February 18, 2026 at 4:30 PM at Fulmer Branch

Respectfully submitted,

Michelle M. Edwards

Michelle Edwards, Vice Chair
Sheridan County Public Library System Board of Trustees
February 7, 2026