# Sheridan County Public Library Board of Trustees

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

Mission: Nurturing lifelong curiosity, enrichment, and community
Vision: To be a partner in the community where all can discover, create, connect, and thrive

## Monthly Board Meeting Minutes
## September 2026

**Date:** Wednesday, September 23, 2026 **Location:** Story Branch Library
**Time:** 4:30 PM

**County Commissioners Present**
~~Christi Haswell (~~not present)

**Library Board of Trustees Present**
Anna Edwards, Chair
Michelle Edwards, Vice Chair (virtual)
Jenny Craft, Treasurer (virtual)
Angie Knutson, Secretary
~~Maggie Wisniewski, Member-at-Large (~~not present)

**Library Staff Members Present**
Amy Long, Executive Director
Zac Smiley – Branch Manager
Casey Paige – Story Branch Librarian

**Guests Present**
Shannon Anderson – Foundation
Georgia Lodewyk – Sheridan Press
Jennifer Reed – Pilch & Reed
Ardath Lundbeck – Story Board
Chris Tollifson – Story Board
Toni Rexroat – Story Board
Kathy Fay – Story Board

**Agenda Items**

I. Call to Order
Meeting was called to order by Michelle Edwards at 4:37 PM

II. Welcome of guests
(listed above)

III. Agenda Review and Adjustments - Angie made the motion to approve the agenda. Jenny 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 - Jenny made the motion to approve the consent agenda. Michelle seconded. Motion Carries.
   a. August Meeting Minutes – No questions or concerns
   b. August Study Session Minutes – No questions or concerns
   c. June Special Meeting Minutes – No questions or concerns
   d. August Financials - No questions or concerns.

VI. Reports and Updates
   a. Director's Report & Library Activity Report – Submitted in Board Packet.

   b. Commissioner's Report – No report available today

   c. Foundation Report
      i. The Foundation is working on compiling their Annual Fund Drive Letter to be sent out and wanted our highest priority to consider in the ask. The Wyoming Room is the highest priority, but after discussion, it will be left as a general donation ask so funds can be used in the best way needed. The Wyoming Room details and need will be a focus in the letter to encourage gifts.
      ii. Next Meeting **Monday, September 28, Downtown Sheridan Association**

   d. Friends of the Library Report – Shanna has stepped down off the board and has handed off all information. They still have 4 current members. Looking for additional members to rebuild the Friends.
      i. Next Meeting **October 6 - location TBA. (**Michelle to attend)

VII. Continuing Business
   a. Public awareness/media – Public pulse was this morning and went well. Details of the closure has been sent to Sheridan Media and has been on the website. Sheridan Press will post information as well.

VIII. New Business
   a. Long HVAC Service Contract 2026-2027 – There is a small increase in this contract price for the year (Total $10,245 which is an increase in $285 compared to previous year), but it is still well within budget. Their service has been excellent without any concerns in the prior years. Angie made a motion to accept their new contract, Jenny seconded. Motion carries.
   b. Renovation Schedule for Fulmer Branch – Everything seems on schedule. Lights for Phase 2 have arrived and are installed. All other material is scheduled to arrive

within the needed timeline. Payments are also on schedule within the needed reimbursement timeline.

c. Story Branch Library Completion – Story Branch is open today! After many months of being closed, it is officially open to the public today. Community members have had great compliments on the space and upgrades. The staff front desk is still in need of being ordered with the general furniture order. There will be a customer appreciation event to celebrate in the near future.
d. Fulmer Branch Library Order – Amy and Charlie from Top Office have been working hard to find the right pieces and pricing for the overall furniture order. Some of the pieces that we had planned to purchase from LFI may be able to be found by Top Office for a significant cost saving. The final quote and order will be ready for Trustee review at the next meeting.

IX. Trustee Comments -

a. Michelle had a question on whether the past fiscal year financials had been completed. They are still in process due to the transition away from Clockwork to the new accounting firm. Plan 1-2 more months until it is finished, but everything is looking good so far.
b. Keep the planned study session set for October 7 and if needed we can transition that to a Special Meeting for any construction related needs.

X. Adjournment

Angie made the motion to Adjourn the meeting at 5:10pm, Jenny seconded. Meeting adjourned.

**Next Regular Meetings: Wednesday, October 21, 2026 4:30 PM**

Respectfully submitted,

Angela Knutson, Secretary
Sheridan County Public Library System Board of Trustees
September 25,2026