

Library Board of Trustees
Regular Meeting, February 26, 2020
Minutes

Attendees: Jan Pope, Vice President; Connie Glenn, Secretary/Treasurer; Carmen Theel, Member; Kara Koss, Member; Cindy Moore, Director; Jennifer Kofoed, Glenrock Branch Manager

Absent: Vickie Goodwin, President

Guests: Crystal Hegglund, Business Manager

Called to order by Pope at 9:39 AM. Consent Agenda reviewed; Moore mentioned that the Art Discussion would be postponed because presenters for discussion were unable to attend today.

Glenn made a motion to approve the Consent Agenda with changes, as discussed. Koss seconded. Motion carried.

Theel made a motion to approve Jan. 23, 2020 meeting minutes. Glenn seconded. Motion carried.

Koss made a motion to approve the check register as presented. Theel seconded. Motion carried.

Discussion included checking for alternative options for internet and phone services and checking maintenance and warranties for elevators.

Koss motioned to accept financial statement as presented by Hegglund. Theel seconded. Motion carried.

Director's Report

- Handyman position; independent contractor; as-needed basis; proposed \$30/hr pay

Koss motioned to fill a handyman position for contract work completed on an as-needed basis at a rate of \$30/hr. Theel seconded. Motion carried.

- Farm Wall grant – working on contacting those who need to sign for the grant; Pope requested that a detailed advance plan be written to show who would maintain this farm wall after the 2-year grant maintenance ends. Include plans for troubleshooting problems, who will harvest the produce, and what programs will be done to educate the public.

Theel motioned to allow Moore to apply for a Farm Wall grant through the Wyoming Business Council with an advance plan in place for staff, as per Pope's request, regarding maintenance, programming, etc. Koss seconded. Motion carried.

- Teen Lock-in program was proposed by Teen Services Manager Blake Hill; this would be teens staying overnight in the library with a variety of activities available for them to do; additional staffing would assist with programs and supervision.

Koss motioned to not permit overnight lock-ins at the library. Theel seconded. Motion passed.

- Story Walk plans in Glenrock – decisions being made regarding location, obtaining community partners, manufacture of stands, and city and parks
- Moore and Kris Klute went to Laramie and met with the American Heritage Center, toured and received information about the storage of archive materials
- Jim from the State Museum came and examined our archives and will be giving a report on what we might change. He was impressed with our collection and with what Klute has done.
 - Several suggestions for artifacts room, including: lighting, filters, dimmers, special housing for specific items, brackets for the cabinets, and removing a gluey substance from one of the artifacts
- Budget forthcoming for next fiscal year
- 8th Annual Chocolate Tasting event went very well in Glenrock. Culinary Club from High School helped and made \$127.00 in donations from patrons. 160 attendees. Ran out of chocolate (for the first time). Kudos to Glenrock staff for organization of this event.
- Plumbing and drain issues at Glenrock; Air Solutions/air & heating issues in Douglas – Air Innovations will provide map of filter locations in Douglas
- Completed State statistics report. Still struggling with software for stats for our libraries.
- Pope wanted to report that she heard from a Glenrock patron about how much they appreciate the library having the Family Room available for family visitations.

Break called at 11 AM. Meeting reinstated for Executive Session at 11:10 AM, called to order by Pope.

Theel motioned to adjourn Executive Session; Koss seconded. Motion carried. Executive Session ended at 12:16 PM for a lunch break.

Meeting was reinstated at 1:20 PM by Pope. It was determined that Hal Hutchinson would not be presenting at today's meeting. Meeting was evaluated by those in attendance. **Theel made a motion to adjourn. Glenn seconded. Motion carried.** Meeting adjourned at 1:30 PM.

Next Meeting scheduled for Thursday, March 26, 2020 at 9:30 AM in Glenrock