



Pinedale Library
P.O. Box 489
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Big Piney Library
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Sublette County Library Board Minutes
July 26, 2018
Big Piney, Wyoming

The Sublette County Library Board met Thursday, July 26 2018, at the Big Piney Library. Board members present were: Patty Racich, Nancy Espensheid, and Carolyn Elliott. Library staff present were Director Sukey Hohl and Big Piney Branch Manager Doug Loughry.

Patty Racich called the meeting to order at 4:08 pm.

Minutes – Carolyn made a motion to accept the minutes from the June 28, 2018 meeting. Nancy seconded. Motion carried.

Addition to the Agenda – None.

Public Comments – None.

Old Business:

Budget update – A new copy of the budget reflects the addition of a 2% raise and the carry-over fund.

New Business:

1. Officers remain the same: Patty Racich is the Chairperson, Rachel Weksler is the Secretary, and Carolyn Elliott is the Treasurer. Patty Racich made a motion to approve these officer appointments. Carolyn seconded. Motion carried.
2. Board Meeting Schedule – Put off till next meeting so that all members can have input.
3. Annual Motions addressed:
 - a. Authorizing director to pay utilities before presentation, Patty moved, Carolyn seconded, motion carried.
 - b. Authorizing director to pay for all functions related to payroll, Patty moved, Carolyn seconded, motion carried.
 - c. Authorizing director to pay company liabilities and employee liabilities in conjunction with payroll, Patty moved, Carolyn seconded, motion carried.
 - d. Authorizing approval of two check per month up to \$1500 each to be signed by any board member and presented at the next board meeting, Patty moved, Carolyn seconded, motion carried.
 - e. Board meeting minutes will require only one signature of an officer of the board. Patty moved, Carolyn seconded, motion carried.

Director's Report:

- End of Year Statistics – Pinedale will look into replacing their counters in order to get a more accurate visitor count. Overall enthusiasm is high for the library, with excellent turnouts for the summer reading programs (for example approximately 400 people attended the Happy Hula event.)
- Timecards and Personal Hours update – The policy has been re-written with more detail. Perhaps a run through two more pay-periods will work out any other kinks. A thank you letter from a staff member was shown to the board.



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- Policy Manual – It was noted that changes to the policy must be posted for 45 days before changes may then be approved by the board.
- Re-consideration of Materials – The director presented the current form with which a patron may request an item be reconsidered in the collection. The form is titled Citizens’ Request for Reconsideration of Library Materials. Explanation of the process and protocol ensued.
- WLA coming up – Next week staff members Ana, Michelle, Jenn Burton, Evan, Erin, Kim and Doug along with director Sukey will leave Wednesday afternoon for WLA in Casper.

Motion to Approve Checks – Carolyn motioned to approve checks. Nancy seconded. Motion carried.

Time and date of next meeting – Set for Thursday, August 23, 2018.

Motion to adjourn – Patty moved, Nancy seconded. Motion carried. Meeting adjourned at 5:09 pm.

Respectfully submitted by:

Rachel Weksler, Secretary