

## Sublette County Library Board Minutes

March 22, 2023

Big Piney, WY

1. Call to order – Steve called the meeting to order at 12:04 pm. In attendance were Steve Nelson, Debbie Morley, and Lora Hittle (via zoom). Library staff present included Director Michelle Humber, Assistant Director Judi Boyce, and Big Piney Branch Manager Tawnya Miller.
2. Approval of minutes: February 28, 2023 – Lora moved to approve, Debbie seconded. Motion passed.
3. Additions to the agenda - none
4. Public comments - none
5. Old business
  - a. Collection Development Policy – Judi provided several examples of collection development policies from libraries in Wyoming and surrounding states. The board agreed to revisit the collection development policy when we go through the entire policy manual. Steve noted that he would prefer to defer to trained staff to determine the best policy for the library’s collection.
  - b. Policy manual third reading (Big Piney community room charges) - Debi motioned, and Lora seconded to approve the third reading of the policy manual with no revisions. Motion passed.
  - c. Budget: End of year spending and Draft Budget FY 2023 – Michelle and Ceca have been working on the budget. Michelle noted that one employee will be retiring at the end of April. She plans to put part-time employees on a step-increase for raises. She also noted a need to increase amounts for education, travel, and mileage. Inflation, particularly with the cost of natural gas will make it important to request an increase in the budget. The library hasn’t had a budget increase in many years, and the budget was cut in 2016. She plans to ask for a very small increase. The board agreed that it was necessary to ask for additional funds.
  - d. Adding the expense report to the minutes – Ceca will ask the auditor how long they need to be kept. Steve directed to go with what the auditor said.
6. New business
  - a. Michelle’s Performance Review – Steve recommended having an executive session and then visiting with Michelle at the June meeting. That would be a one year and would include the same board members (members will change in July).
  - b. Policy and Personnel Manual Revisions – Michelle noted that a review of both policy and personnel manual will need to be completed. The board agreed.
7. Director’s Report
  - a. Pinedale report – There was a big turnout for our Saint Patrick’s Day storytime, with 30 kids present. The Daphne Platts Memorial Film Festival numbers are dropping. Michelle has offered to allow Alise to

change or drop the program given the waning interest. Praise for Jakobi – the whole vibe in the YA room has changed, and we're pleased with the work she's doing.

- b. Marketing Specialist position – Michelle signed a contract with David Wright. She shared high praise and some of his work.
  - c. Mike is retiring – April 29 last date. He requested not to have a party. Michelle discussed possible gift options.
  - d. Board photo – A new photo will need to be taken when everyone is present.
  - e. Mandatory reporting – Michelle noted that in Wyoming, everyone is a mandatory reporter. Employees should follow the chain of command. Due to patron privacy, library staff cannot report what people check out. They cannot ask kids questions in an attempt to dig for information. Michelle contacted the state librarian, and the county attorney for advice. Clayton noted that staff are able to answer whether they saw a person in the library because it's a public place. Staff need to report any concerns to a supervisor, who reports to the director and the director will make the call.
  - f. Staff training – Michelle is planning a staff training day for Monday, June 5 at Lakeside Lodge. Our presenter will be Carrie Bennett. She has done a lot of staff training for other libraries around the state and comes highly recommended. Lakeside Lodge is not charging us for the space, only \$20 each, which will include a meal. They are providing a discount on the room for the presenter, booked David's room there, and they are also giving us the use of two pontoon boats at no extra charge.
8. Big Piney Report – This week is Big Piney's spring break. Next week, new afterschool programming kicks off, and staff will no longer be walking the kids over from the school. They still have class visits – all classes, K-5 - coming once a month. More teens than ever are coming to the library. They decorated their own space and are playing Dungeons and Dragons on Fridays. Starla has taken over about half of the adult programming, including doing some outreach at the senior center, including crafts and a senior book club. The staff are still doing outreach to seniors and regular book club – dividing the programming among many staff members. Blood pressure cuffs out and available. Community room reservations and study room reservations are doing great. Michelle also noted a controversy on social media involving the Big Piney Library. The situation has improved.
  9. Budget Review – nothing noteworthy to report.
  10. Motion to approve checks - Debbie moved to approve, Lora seconded. The motion passed.
  11. Set date and time of next meeting. – Wednesday, April 26 at noon in Pinedale.
  12. The meeting adjourned at 1:08 pm

Respectfully submitted by,

Maureen Dempsey

## Sublette County Library Foundation Minutes

March 22, 2023

Big Piney, WY

1. Call to order – 1:09
2. Approval of minutes: February 28, 2023 Lora moved, Debbie seconded. Motion passed.
3. Additions to the agenda – Michelle added under old business – Library training.
4. Public comments - none
5. Approve Foundation expenses – Motion to approve by Debbie, second by Lora. Motion passed.
6. Old business
  - a. Library training – Michelle noted that the Library training at Lakeside Lodge will run around \$2800. She plans to cover that with the system budget. If that isn't possible, she will ask the Foundation to assist.
7. New business
  - a. Scholarships – Michelle presented the senior applications. Tawnya mentioned a couple of students that have been working with the Big Piney library that have applied. Pinedale board members will select Pinedale recipient and Big Piney board members will select the Big Piney recipient.
  - b. Sarah's gift – Michelle purchased flowers for her, but asked if the board wants to give more. Debbie moved to give a backpack with special items in it for Sarah. Lora seconded. Motion passed.
8. Account Overview – The balance is up for February but likely to be down in March given market fluctuations.
9. Motion to approve checks – Debbie moved to approve the checks, Lora seconded. Motion passed.
10. Set date and time of next meeting – Wed, April 26 following the regular board meeting, in Pinedale.

Respectfully submitted by,

Maureen Dempsey