



Sublette County Library Board Minutes
July 29, 2020
Pinedale, WY

The Sublette County Library Board met Wednesday, July 29, 2020. Board members present were: Patty Racich, Rachel Weksler, Nancy Espenscheid, and Bobbie Wade, with Carolyn Elliott, calling in. Library staff present were Director Sukey Hohl and, Big Piney Director Tawnya Miller.

Call to order: Patty Racich called the meeting to order at 4:05 p.m.

Minutes: Carolyn made a motion to approve the June 2020 minutes. Bobbi seconded. Motion carried.

Additions to the Agenda: None.

Public Comments: None.

Old Business:

Budget Update: The 2021 budget submission was approved.

New Business:

- a. Policy Manual change: Sukey will submit a change to the library policy manual next month on filming and photography in the libraries, after it has been approved by the County Attorney's office.
- b. Personnel Manual change: Holiday hours for full-timers: 8.5 hours so that every full-timer gets the same amount of time off regardless of their work schedule. Bobbi made motion to approve personnel manual change giving full-timers 8.5 hours. Rachel seconded. Motion carried.
- c. Elect new officers: Bobbi made motion to maintain current officer positions for the upcoming year with Patty Racich as chair, Carolyn Elliott as treasurer, and Rachel Weksler as Secretary. Nancy seconded. Motion carried.
- d. Board meeting schedule: Fourth Wednesday of each month.
- e. Annual Motions:
 1. Pay utilities (electricity, gas, telephone, internet water/sewer, trash service) before presentation: Nancy made motion to pay utilities. Carolyn seconded. Motion carried.
 2. Authorize director to perform all functions related to payroll: Nancy made motion to pay utilities. Carolyn seconded. Motion carried.
 3. Authorize director to pay company liabilities (retirement, HSA and health insurance) and employee liabilities (HSA, health insurance and deferred retirement) in conjunction with payroll: Bobbi made motion to pay liabilities. Nancy seconded. Motion carried.
 4. Authorized approval of two checks per months up to \$1500 each to be signed by any board member and presented at the next board meeting: Rachel made motion to pay two pre-approved checks per month. Carolyn seconded. Motion carried.
 5. Board meeting minutes will require only one signature of an officer of the board. Rachel made the motion and Carolyn seconded. Motion carried.

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Director's Report:

- a. Covid and the library: On June 29 both libraries went to full, normal hours, with minors having to be accompanied by adults, very little programming. We're going to continue requiring minors to be accompanied by adults and we'll be monitoring developments as the schools reopen and how they affect infection rates.
- b. End of the year statistics: Use is somewhat down due to the pandemic but we are seeing a gradual increase and expect stats to gradually improve if Covid rates stay low.
- c. Staff thank you to board for board's support during quarantine.
- d. OverDrive bought RB Digital and won't give the Wyoming State Library a consortium-wide contract for ebook and eaudiobook downloads. The State Library is looking for another magazine service and the RB Digital content will be transferred to Cloud Library. Difficult situation and we will continue to look for solutions.
- e. Big Piney Report: Book giveaway at the Fair last week a great success, good to be there. No programming at the Fair this year. Book Club done in large room so able to socially distance. Numbers struggling but increasing slowly. Summer Reading program was hugely popular in Big Piney, 136 younger kids signed up and 47 teens. Upcoming art class outside in park, usually fills quickly, but only half full this time due to coronavirus. Staff doing a good job of handling things creatively, including helping kids outside who show up without parents and keeping busy.

Motion to approve checks: Rachel made motion to approve the checks. Nancy seconded. Motion carried.

Date of next meeting: Wednesday, August 26, 2020 at 4:00 p.m. at the Big Piney Library.

Motion to Adjourn. Bobbi made motion to adjourn. Carolyn seconded. Motion carried. Meeting adjourned at 4:51 p.m.

Respectfully submitted,

Rachel Weksler, Secretary