

Sublette County Library Board Minutes

July 27, 2023

Pinedale, WY

1. Call to order – Steve called the meeting to order at 11:58 AM. In attendance was Executive Director Michelle Humber, board members Maureen Dempsey, Lora Hittle, Adele Legerski and Steve Nelson was on zoom.
2. Approval of minutes: June 22, 2023. Lora moves to approves, Maureen seconds. The motion passed.
3. Additions to the agenda – none.
4. Public comments -none.
5. Old business
 - a. Names on credit cards- bond only covers treasurer. Lori moves to not add Maureen and Steve’s names to the credit card, Maureen seconds. The motion passed.
 - b. Board training – everyone took the training. Michele would like us to forward the certificates to her.
 - c. 2024 Budget approved.
6. New business
 - a. Welcome new board member – Adele Legerski.
 - b. Elect new officers – Lora moves to nominate Steve as Chair, Maureen seconds. The motion passed. Maureen moves to nominate Lori as Treasurer, Adele seconds. The motion passed. Lori moves to nominate Maureen as Secretary, Adele seconds. The motion passed. Lora moves to close the nominations, Adele seconds. The motion passed.
 - c. Board meeting schedule- fourth Thursday at noon.
 - d. Annual motions
 1. Pay utilities (electricity, gas, telephone, internet, water/sewer, trash service) before presentation.
 2. Authorize director to perform all functions related to payroll.
 3. Authorize director to pay company liabilities (retirement, HAS and health insurance) and employee liabilities (HSA, health insurance, and deferred retirement) in conjunction with payroll.
 4. Authorize approval of two checks per month up to \$1500 to be signed by the Treasurer and presented at the next meeting.
 5. Board meeting minutes will require only one signature of an officer of the board. Maureen moves to approve all annual motions, Lora seconds with a change on #4.
 - e. Sublette County Board Bylaws review.
 - f. Personnel Manual Revision-County benefits for new employees. Maureen moves to match county for benefits for new employees – Lora seconds. The motion passed.
 - g. Wyoming CLASS
7. Director’s Report
 - a. End of year statistics- circulation and visits are up.
 - b. Staffing updates
 - c. Pinedale programming

- d. Patron files on USB
 - e. Book Sale - \$5000 (\$2000 more than last year)
 - f. Montana and ALA – the state voted to pull out. ALA is a resource.
 - g. Reconciliation statement – a different person will check off.
 - h. Michelle spoke regarding meeting room charges at Commissioner’s last meeting.
8. Big Piney Report-float trip and potluck.
 9. Budget review
 10. Motion to approve checks – Maureen moves to approve checks, Lora seconds. The motion passed.
 11. Set date and time of next meeting – Thursday, August 31 at noon in Big Piney.
 12. Adjourn meeting – Lora moves to adjourn meeting, Adele seconds. Steve adjourns meeting at 1:14 PM.

Respectfully submitted by:

Maureen Dempsey

Sublette County Library Foundation Minutes

July 27, 2023

Pinedale, WY

1. Call to order – Steve called the meeting to order at 1:15 PM. In attendance was Executive Director Michelle Humber, board members Maureen Dempsey, Lora Hittle, Adele Legerski and Steve Nelson was on zoom.
1. Approval of minutes: June 22, 2023. Lora moves to approve minutes, Maureen seconds. The motion passed.
2. Additions to the agenda – e. and f. new business.
3. Public comments – none.
4. Approve Foundation expenses – Lori moves to approve Foundation expenses, Maureen seconds. The motion passed.
5. Old business
 - a. Names on Foundation credit card-bond only covers treasurer. Lora moves to remove Maureen and Steve’s names, Adele seconds. The motion passed.
 - b. Stock photos of employees- Gretchen Yost will give Michelle a quote.
 - c. Wyoming Community Foundation: Designated Agency Endowment Funds.
6. New business
 - a. Sublette County Library Foundation Board Bylaws review.
 - b. Schedule Todd Bishop from Kaiser Wealth Management.
 - c. Baby bags – need to order some more.
 - d. Volunteers for Pinedale Half Marathon – September 16.
 - e. Required length of time for an employee farewell gift. Maureen moves to make the length five years, Adele seconds. The motion passed.
 - f. Jen Burton’s farewell gift.
7. Account overview
8. Motion to approve checks. Maureen moves to approve checks, Lora seconds. The motion passed.
9. Set date and time of next meeting-August 31, at noon in Big Piney after Library board meeting.
10. Steve calls to adjourn the meeting at 1:30 PM. Lora moves to adjourn meeting, Adele seconds. The motion passed.

Respectfully submitted by:

Maureen Dempsey