Board Meeting Minutes

January 29, 2026
Pinedale, WY

Call to Order: Chairman Steve Nelson called the meeting to order at noon. In attendance were Board Members Lora Hittle, Debi Morley, and Maureen Dempsey, Library Director Michelle Humber, Assistant Director Judi Boyce, and Big Piney Branch Manager Tawnya Miller.

Approval of Minutes: December 30, 2025 – Debi moved to approve the minutes with a grammatical amendment, Maureen seconded. The motion passed.

Additions to the Agenda: Michelle added under New Business, item "C" – WGIF transfers, and "D" – Wyoming Community Foundation.

Public Comments: None.

Old Business:
a. Personnel Manual – Michelle noted that County Attorney Clayton Melinkovich reviewed and approved the changes to the Personnel Manual, which the board passed in December, contingent upon his approval.

New Business:
a. 2026 Holidays and Closures – Lora moved to approve the 2026 proposed holidays and closures. Maureen seconded. Motion passed. Approved holidays and closures include the following:
January 19, Monday: Martin Luther King, Jr. Birthday/Wyoming Equality Day (already approved)

- February 16, Monday: President's Day
- May 23, Saturday: Closure before Memorial Day (Big Piney will close this Saturday instead of the fifth Saturday, May 30)
- May 25, Monday: Memorial Day
- July 3, Friday: Independence Day (Observed)
- July 4, Saturday: Independence Day
- September 5, Saturday: Closure before Labor Day
- September 7, Monday: Labor Day
- October 12, Monday: Columbus Day
- November 11, Wednesday: Veteran's Day
- November 25, Wednesday: Early closure at 6:00 pm
- November 26 & 27, Thursday & Friday: Thanksgiving
- November 28, Saturday: Closure after Thanksgiving
- December 24 & 25, Thursday & Friday: Christmas Eve/Christmas
- December 26, Saturday: Closure after Christmas
- December 31, Thursday: Early closure at 6:00 pm
- January 1, 2027, Friday: New Year's Day
- January 2, 2027, Saturday: Closure after New Year's Day

b. Adjust mileage to 2026 Federal Rate of $0.725 per mile from $0.70 per mile – Lora moved to adjust the rate to concur with the Federal rate at $0.725 per mile. Debi seconded. Motion passed.
c. WGIF transfers – Michelle noted that currently, the library receives money from the county after the board meeting and needs to wait most of the month until the next board meeting to be able to transfer the money to the WGIF investment fund. Maureen moved to approve permission for the

director to transfer up to $200,000 into or out of the WGIF fund from or to the Library General Fund as needed and inform the board at the time of the transfer. Debi seconded. Motion passed.
d. Wyoming Community Foundation – Debi is on the Wyoming Community Foundation board and reported that they are looking for venues to host informational programs promoting the idea of investing in Wyoming.

Director's Report:
a. Overview – Stats are up for both circulation and visitors. Michelle shared a recent interaction with a family. She also gave an update on the progress of the Collection Development Policy revision project.
b. Pinedale programming – Recent youth program highlights include the group Windsync, sponsored by PFAC, and a visit from mushers competing in the sled dog race. A new event called Nerd Night is happening soon. Staff is doing a great job offering a wide variety of programs.
c. HB10 Information Session – There will be an online informational session about this bill on February 3 at 6:30 pm, hosted by the Wyoming Library Association Legislative Committee.
d. Law for Librarians – Michelle shared information about a training opportunity entitled Law for Librarians. Michelle recommended that the Library Board do this training. The Board expressed interest in doing this together as a group rather than separately online.
e. County IT – Michelle reported that the IT department head position is open. She shared some of the library's concerns and needs.
f. VITA tax services – VITA in Teton County is open to serving our patrons as well. Staff can help patrons print forms but cannot provide tax advice or help.

Big Piney Report:
a. Overview – Tawnya updated the Board on the visit of the Fire Marshall and reported the findings regarding an escape plan.
b. Big Piney Programming – January's South County Market saw fewer attendees than usual, but the vendors are looking forward to February's market. Markets are hosted on the first Saturday through April. Tawnya noted the great attendance at the after-school programs and mentioned they are getting nice crowds for all of the children's programs. Participation in both book clubs continues to be steady, with Tawnya noting the Not Your Mother's Book Club attendance has consistently been around 20 people.

Budget Review:
This budget includes payroll.

Motion to Approve Checks:
Debi moved to approve the checks, Maureen seconded. Motion passed. Steve noted that we've received information that the bond is only approved for the treasurer. Michelle will reach out about the pre-approved checks signed by the director to make sure the coverage is adequate.

Date and Time of Next Meeting:
The next meeting is scheduled for Thursday, February 26, at noon, in Big Piney. The March meeting will be Monday, March 30, at noon in Pinedale.

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Meeting Adjourned:
Debi moved to adjourn, Lora seconded. Motion passed and the meeting adjourned at 1:07 pm.

Respectfully Submitted,
Adele Legerski, Secretary

Foundation Meeting Minutes

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Pinedale, WY

Call to Order: Chairman Steve Nelson called the meeting to order at 1:08 pm. In attendance were Board Members Lora Hittle, Debi Morley, and Maureen Dempsey, Library Director Michelle Humber, Assistant Director Judi Boyce, and Big Piney Branch Manager Tawnya Miller.

Approval of Minutes: December 30, 2025 – Lora moved to approve the minutes. Debi seconded. Motion passed.

Additions to the Agenda: None.

Public Comments: None.

Approve Foundation Expenses: Debi moved to approve the expenses. Maureen seconded. Motion passed.

Old Business:
a. Duolingo request – The amount previously approved by the board was a little short of the actual cost. This request is to cover the remaining $9.59. Debi moved to increase the amount. Maureen seconded. Motion passed.

New Business:
a. Foundation request – Michelle explained the opportunity to send three staff members to the Public Library Association (PLA) Conference. The staff members have applied for the McMurry Grant. Due to the grant cycle timing, staff needs a clear go-ahead to register. This request is to cover the costs of attending if the grants are denied. Debi moved to approve the funds needed to send the staff to PLA up to $7500 as needed. Maureen seconded. Motion passed.
b. Legislative session travel – Michelle noted that the Wyoming Legislature is only required to give 24-hours of notice for opportunities to testify, meaning staff, if able to attend, will not have time to request funds from the board. Lora moved for the foundation cover the expenses of 2 library staff – including lodging, per diem, and travel – to attend the legislative session as needed. Debi seconded. Motion passed.
c. IRS Classification – Michelle noted that the Foundation is labeled as a type 3 organization. Because of this designation, donations cannot be made to the Foundation from some trusts. She noted that she is looking into which designation would allow the Foundation to receive donations. The Foundation is currently a 509(a)(3) and would likely need to be a 509(a)(1). Steve volunteered to look into this as well.

Account Overview:
The account balance is higher than it's been since December 2024.

Motion to Approve Checks:
Maureen moved to approve the checks. Debi seconded. The motion passed.

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Set Date and Time of Next Meeting:
The next meeting is scheduled for Thursday, February 26, immediately following the library board meeting, in Big Piney. The March meeting will be on Monday, March 30, following the board meeting in Pinedale.

Meeting Adjourned:
Debi moved to adjourn, Lora seconded. Motion passed, and the meeting adjourned at 1:27 pm.

Respectfully Submitted,
Adele Legerski, Secretary