Board Meeting Minutes
February 26, 2026
Big Piney, WY

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

Approval of Minutes: January 29, 2026 – Debi moved to approve the minutes with a grammatical correction. Lora seconded. Motion passed, with Adele abstaining.

Additions to the Agenda: Under New Business, Michelle added a. personnel manual.

Public Comments: None.

Old Business:
a. 2026 Holidays and Closures – Michelle noted that she had searched the minutes from past meetings and was unable to locate an official record of an approval for the Big Piney Library to be closed on all 5th Saturdays. The board remembered discussing it in the past. Michelle noted that moving forward, she would include these dates on the list of holidays and closures typically approved in the January meeting, so all closure dates would appear in a single location. For 2026, August 29 and October 31 fall on the fifth Saturday. May also has five Saturdays, but it was already determined to stay open on the fifth Saturday and close on the Saturday before Memorial Day instead. Lora moved to approve the addition of the closure of Big Piney Library on August 29 and October 31. Adele seconded. Motion passed.

New Business:
a. Personnel Manual – Michelle reported that a drug and alcohol-free workplace section needs to be added to the library personnel manual in order to be consistent with the county policy. She suggested using the wording from the county personnel manual. She also noted that employees will need to sign the policy every time there is a change. Debi moved to approve the update and to require signatures. Lora seconded. Motion passed.

Director's Report:
a. Overview – There is discussion about a possible 6% cost of living raise for all county employees. Michelle noted that if approved, this raise would likely take the place of step raises this year, and the step raises would be given next year. She added that it wouldn't make sense to skip the step raises if the COLA is less than 6%. The collection development policy is on hold until after the state legislative session in order to give time to see if adjustments need to be made for HB0010.
b. Pinedale programming – Michelle noted that visits are up in Pinedale and down in Big Piney, but programming numbers are still good in both libraries. Pinedale's Adult Dungeon's and Dragons program has been so popular that a second group has been added, and Paige is trying to start a monthly "Nerd Night" for gaming, D&D, and Magic the Gathering for older teens and adults. We've received a request to add a kids' nerd night as well, which is being considered. Other program numbers for all ages are great. Michelle noted that there may be a candidate forum this year at the libraries as well.
c. HB0010 Information Session – Board members attended an information session on the proposed legislation. Michelle asked the board for input. Board members found it informative and helpful but would have liked more depth.

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d. Legislative session update – Michelle updated the board on the progress of HB0010.
e. Law for Librarians dates – The board would like to do the training on same day as the Commissioner Luncheon May 19, since they will already be at the library for that event. Michelle will check with the trainers to see if they are available that day. A second option would be to do the training on May 30, before or after the May board meeting.
f. Libby overview – Michelle explained the process for book challenges for the Libby collection. Since this is a consortium, no single library in the group has the authority to remove titles. Challenges for those items go to the consortia. She also reminded the board that the Libby app has optional parental controls that can be set up. Parents needing help with this can contact the library for assistance.
g. Library Training March 10 (Pinedale) and March 19 (Big Piney) – Libraries will be closed until 1 pm for training. Staff will be updating their CPR and AED certification.
h. Bond update – In a follow up to a question about whether the bond is specific to a person or to the position of treasurer, Michelle reported that the bond covers the position. She also noted that there is a limit to the amount checks can be written for.
i. Evaluation – Michelle shared that staff evaluations are underway.

Big Piney Report:
a. Overview – Tawnya reported that Karina Morales has been hired to cover the part-time position vacated by Shelby. Karina interned for the Big Piney Library for two summers and has additional library experience as well. Tawnya is excited to have her join their staff.
b. Big Piney Programming – Tawnya reported that numbers are still good for afterschool events. Faith is now in charge of adult programming, including the senior book club, and she and Sara are working together on some events. Trivia will continue and she has some other fun events planned.

Budget Review: This budget does not include payroll.

Motion to Approve Checks:
Debi moved to approve the checks. Adele seconded. Motion passed.

Set Date and Time of Next Meeting:
The next meeting will be on Monday, March 30, in Pinedale at noon.

Meeting Adjourned:
Debi moved to adjourn. Adele seconded. Motion passed. The meeting adjourned at 1:01 pm.

Foundation Meeting Minutes

February 26, 2026
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Call to Order: Chairman Steve Nelson called the meeting to order at 1:03 pm. In attendance were Library Board members Lora Hittle, Debi Morley, and Adele Legerski, Library Director Michelle Humber, Assistant Director Judi Boyce, and Big Piney Branch Manager Tawnya Miller.

Approval of Minutes: January 29, 2026 – Debi moved to approve the minutes. Lora seconded. Motion passed.

Additions to the Agenda: None.

Public Comments: None.

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

Old Business:
a. IRS Classification – Following a question about the appropriate tax designation for the Foundation, the library's CPA reported that 509(a)(3), type 3 is the appropriate designation. This question came up when the library learned that the designation prevents some Trusts from being able to directly donate to the library. The board decided to follow the CPA's advice and keep the designation as is. People interested in donating are still able to do so outside of their Trust.

New Business:
a. 2026 Daphne Platts Memorial Scholarship Pinedale applicants – Michelle delivered the packet of applications for the Pinedale scholarship to board members representing Pinedale to review and determine awardees. Big Piney packets will be available next month.
b. Foundation requests
   i. WYLD and AI Conference attendance – Michelle noted that education funds will be fully expended before using any Foundation funding. Debi moved to approve the request, not to exceed $4771.80. Lora seconded. Motion passed.
   ii. Training lunch – Both libraries will have lunch provided after the CPR/AED training on March 10. The cost for these lunches is limited to the per diem for each location. Michelle shared a quote for Pinedale in the amount of $254.98 and noted that the quote for Big Piney's food has not been received yet, but will be under the $26 per person per diem. Adele moved to approve the request for $436.98 for the training lunch. Lora seconded. Motion passed.

Account Overview:
Michelle reported that the account is again at it's highest point.

Motion to Approve Checks:
Debi moved to approve the checks. Adele seconded. Motion passed.

Set Date and Time of Next Meeting:
The next meeting will be Monday, March 30, following the Library Board meeting in Pinedale.

Meeting Adjourned:
Debi moved to adjourn, and Lora seconded. Motion passed and the meeting adjourned at 1:22 pm.