

**MEETING OF THE NATRONA COUNTY  
PUBLIC LIBRARY BOARD  
JULY 20, 2016**

*The meeting was called to order at 5:32pm by President Hampton O'Neill*

**MEMBERS PRESENT:**      *Shannon Dutcher, Kate Sarosy,  
Hampton O'Neill, Linda Nix, Kyle True*

**ALSO PRESENT:**         *Lisa Scroggins, Executive Director  
Kate Mutch, Public Service Librarian  
Greta Lehnerz, Business Manager  
John Lawson, Natrona County Commission*

**APPROVAL OF AGENDA**

*It was moved to approve the agenda. (Sarosy/Dutcher); motion carried.*

**PUBLIC COMMENTS**

*None*

**ELECTION OF OFFICERS FOR 2016-2017**

*It was moved to approve the following slate of officers:*

*President- Hampton O'Neill*

*Vice President – Kyle True*

*Treasurer – Shannon Dutcher*

*Secretary – Kate Sarosy*

*(True/Sarosy); motion carried.*

*It was moved to delegate the Secretary's duties to the Business Manager or her designee per the NCPL Board of Trustees Bylaws and to delegate the Treasurer's duties to the Business Manager and Director per the NCPL Board of Trustees Bylaws.  
(Sarosy/Nix); motion carried.*

*It was moved to continue to use First Interstate Bank as NCPL's Depository Bank  
(Sarosy/Nix); motion carried.*

**DISPOSITION OF MINUTES FROM THE JUNE 8, 2016 MEETING**

*It was moved to approve and file, with corrections, the minutes for the June 8, 2016 meeting. (Dutcher/Sarosy); motion carried.*

**FINANCIAL REPORT**

*It was moved to approve the Financial Report and payment of June 2016 bills.  
(Sarosy/True); motion carried.*

**ADOPTION OF THE FY17 BUDGET**

*It was moved to adopt the FY17 Budget as presented on July 20, 2016. (Sarosy/True); motion carried.*

**COMMISSIONERS REPORT**

*John Lawson reported that the county is forecasting 2.9 million in fifth cent tax in FY17 for the County's portion. All sales taxes are down.*

**DIRECTOR'S REPORT**

*Lisa reported she attended the State Library's New Director's Orientation in July. It was very helpful and informative. NCPL provided elevator and lift training for staff on July 8, 2016 so staff can unlock the elevator in case a person gets stuck in it. NCPL has a fire drill scheduled. NCPL is planning to hold Active Shooter Training in September. This will mean the library will be closed to the public September 15, 2016 and have a one hour late opening on September 16, 2016.*

*The Library is a Pokemon Go site and very popular with the players. NCPL is doing some outreach and building on the momentum created by the game.*

*NCPL discontinued the practice of providing 10 free prints to computer users on July 5, 2016. At the same time computer users with library cards were given a \$2 credit.*

**FRIENDS OF THE LIBRARY**

*Newsletter in board packet.*

**FOUNDATION REPORT**

*Kyle attended the July 19, 2016 Foundation meeting. Anders Dahlgren gave an update to the Joint Committee on July 7, 2016.*

**OLD BUSINESS**

*None*

**NEW BUSINESS**

*Lisa reported that Kate has been working on updating job descriptions, most of which have not been updated since 2007 or were new and needed some fine-tuning. Those will be presented to the board at next month's meeting.*

*Lisa presented the Notary Services Policies and informed the board that NCPL will have 4 additional notaries in the upcoming months, including one that is bilingual.*

**ADJOURNMENT**

*It was moved to adjourn the meeting at 7:03pm. (Dutcher/Sarosy); motion carried.*

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