

**MEETING OF THE NATRONA COUNTY  
PUBLIC LIBRARY BOARD  
SEPTEMBER 14, 2016**

*The meeting was called to order at 5:18 pm by President Hampton O'Neill*

**MEMBERS PRESENT:** *Kate Sarosy, Shannon Dutcher,  
Hampton O'Neill*

**MEMBER ABSENT:** *Linda Nix, Kyle True*

**ALSO PRESENT:** *Lisa Scroggins, Executive Director  
Kate Mutch, Public Service Librarian  
Greta Lehnerz, Business Manager  
John Lawson, Natrona County Commission  
Heather Duncan-Malone, County Attorney  
Sherry Good, Friends of the Library  
Beth Worthen, Library Foundation  
Craig Collins, City of Casper*

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENTS**

*None*

**DISPOSITION OF MINUTES FROM THE AUGUST 10, 2016 MEETING**

*It was moved to approve and file the minutes for the August 10, 2016 meeting.  
(Dutcher/Sarosy); motion carried.*

**FINANCIAL REPORT**

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

*It was moved to transfer \$3,500 from FY17 Budget Series 400 to FY17 Series 500 as follows:*

<i>450-10-00</i>	<i>Staff Training</i>	<i>\$3,500.00</i>	
<i>526-10-13</i>	<i>Adult Services (CD) Music</i>		<i>\$3,000.00</i>
<i>526-15-13</i>	<i>JUV (CD) Music</i>		<i>500.00</i>

*(Dutcher/Sarosy); motion carried.*

**COMMISSIONERS REPORT**

*John Lawson reported sales tax collection is as projected. An RFP for county HVAC contract which includes the library has been advertised.*

## **DIRECTOR'S REPORT**

*Active Shooter training will be September 23 and Board members are invited to attend. The library will be closed to the public all day.*

*The Wyoming Reads selection committee has selected six books and two alternates for next year's event. Jerry Jones and Kate Mutch are checking availability of books selected.*

*Lisa Scroggins and Betsy O'Neil met with volunteers who approached the library about setting up an ESL services partnership. The partnership will compliment other ESL services in Natrona County including Casper College's program. The library is implementing volunteer background checks for all new volunteers. The ESL group will be the first volunteers to be screened. The background checks will be completed by the Natrona County Legal Department.*

*The Foundation is funding the addition of videos games to the library collection and Virtual Reality programs. The target audience is males 20-30.*

*The Director spoke about literacy at Five Trails Rotary.*

*The library is exploring offering mentoring/tutoring for high school students. Currently the library's presence in the schools includes many school visits and programs.*

*The We Read App Launch will be held 2 pm on October 20 at Willard Elementary School.*

*Michele Butler was named employee of the month for September. Certificate will be presented at staff meeting.*

*The Director is working with Heather Duncan-Malone on creating a policy addressing petitioners, pollsters, posters, etc.*

## **FRIENDS OF THE LIBRARY**

*Sherry Good reported the Booksale will be September 24 and 25 with a staff presale on September 22. Shannon Dutcher will attend the next Friends meeting.*

## **FOUNDATION REPORT**

*Beth Worthen reported the Awareness Campaign commercials during NFL games are underway. Adbay has created a 'Dashboard' to track impact of the Awareness Campaign. Adbay received a Gold Award for their work on the Library Awareness Campaign. Linda Nix will attend the next Foundation meeting.*

## **OLD BUSINESS**

*The Board discussed the Executive Director job description. It was moved to approve the Executive Director job description as presented. (Dutcher/Sarosy); motion carried.*

**NEW BUSINESS**

*The BOCC adopted an updated 2016 Natrona County Employee Handbook. A draft of the 2016 Employee Handbook with library specific changes was distributed to all Board members for review and approval at next month's meeting. Heather Duncan-Malone has reviewed the library specific changes and sees no problems with the draft.*

**ADJOURNMENT**

*It was moved to adjourn the meeting at 6:15 pm. (Sarosy/Dutcher); motion carried.*

*Sharon Dutcher,* \_\_\_\_\_  
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*[Signature]* \_\_\_\_\_  
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