

**MEETING OF THE NATRONA COUNTY LIBRARY BOARD**  
**JUNE 10, 2020**

*The meeting was called to order at 12:07 pm by President Kyle True.*

**MEMBERS PRESENT:** *Kate Sarosy, Mike Stepp, Kyle True,  
Linda Nix (via Zoom)*

**MEMBER ABSENT:** *Alaina Hall*

**ALSO PRESENT:** *Lisa Scroggins, Executive Director  
Kate Mutch, Assistant Director  
Greta Lehnerz, Business Manager/Human Resources  
Beth Worthen, Natrona County Library Foundation  
Sherri Good, Friends of the Library*

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENTS**

*None*

**DISPOSITION OF MINUTES FROM THE MAY 13, 2020 MEETING**

*It was moved to approve and file the minutes from the May 13, 2020 meeting.  
(Sarosy/Stepp); motion carried.*

**FINANCIAL REPORT**

*It was moved to approve the Financial Report and payments for May 2020 bills.  
(Nix/Sarosy); motion carried.*

**COMMISSIONER'S REPORT**

*None*

**DIRECTOR'S REPORT**

*The Director reported the reopening plan has been very smooth and adjustments have already been made.*

- Service: *We opened for "Browse, select, check out, and go" service only. (It was all about checking out materials.) At the beginning of week three, we will add limited public seating and opened access to some of the public computers. Effective 6/15 the library will resume regular summer hours, 9am to 6pm Monday - Thursday; Friday and Saturday 9am to 5pm.*
- Quarantining: *We quarantine incoming materials for 72 hours, staging them in the Creation Station. This is currently believed to be the best way to sanitize library collections,*
- High Risk Populations: *We initially reserved 9 am – 11 am Monday through*

*Friday for high risk population but quickly learned this was more than ample time. We changed that to 9 am – 11 am on Mondays and Fridays, which seems to be sufficient.*

- *Holds pick-up: We created a drive-through holds-pick up that worked great. This goal was to keep foot traffic inside the building down, and allowed us to serve more people than the original <50 patron limit in the first week we reopened. This temporary service accomplished its goal and holds pickup has been returned to the building's interior.*
- *Social Distancing: While we anticipated having problems with this, we are finding this to be self-regulating among our patrons. We initially had one-way staircases and eliminated that after only a week and a half.*
- *Protective Measures: We require patrons to sanitize or wash their hands upon entry, and while we recommend masks they are not required. (Staff does wear masks when in patron service areas.)*
- *Capacity: We began with a capacity of 48 patrons, but increased that after only a few days.*

*We have made color selections for the bookmobile interior and are working on securing photos to use on the exterior graphics.*

*Trustee Mike Stepp, Greta Lehnerz and the director attended the Library's budget hearing on May 19. The director acknowledged an anticipation of an across the board cut for all County departments; however, there is no way to know what cut we should expect. Following Governor Gordon's press conference yesterday (06/04/2020) the director is hoping it will be 20% or below.*

### **FOUNDATION REPORT**

*Beth Worthen reported the Foundation Board approved the Library's FY21 budget request. The Foundation reduced funding for the Awareness Campaign by 50%. They will continue movie theater ads as they have a credit from when theaters were closed. Adbay is working with Director Scroggins to get photographs for the bookmobile wrap.*

*John Griffith is the new Foundation board president.*

### **FRIENDS REPORT**

*Sheri Good reported volunteers are back working on sorting donations, and the Friends are planning a book sale in September.*

*Kate Sarosy will attend the June 17 Friends board meeting at 1:30 pm in City Park.*

### **NEW BUSINESS**

*The Board thanked Linda Nix for her completion of two terms of service to the NCL Board of Trustees.*

ADJOURNMENT

*It was moved to adjourn the meeting at 12:57 pm. (Sarosy/Stepp); motion carried.*

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