

**MEETING OF THE NATRONA COUNTY LIBRARY BOARD**  
**MARCH 11, 2020**

*The meeting was called to order at 12:02 pm by President Kyle True.*

**MEMBERS PRESENT:** *Kate Sarosy, Alaina Hall, Linda Nix  
Kyle True, Mike Stepp (by phone)*

**ALSO PRESENT:** *Lisa Scroggins, Executive Director  
Kate Mutch, Assistant Director  
Greta Lehnerz, Business Manager/Human Resources  
Megan Bratton, PR/Marketing Coordinator  
Jim Milne, Natrona County Commissioner  
Brook Kaufman, Natrona County Commissioner  
Eric Nelson, Natrona County Attorney  
Beth Worthen, Natrona County Library Foundation  
Leanne Woodfill, Friends of the Library*

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENTS**

*None*

**DISPOSITION OF MINUTES FROM THE, FEBRUARY 1, 2020 MEETING**

*It was moved to approve and file the minutes from the February 12, 2020 meeting.  
(Sarosy/Nix); motion carried.*

**FINANCIAL REPORT**

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

**FOUNDATION REPORT**

*Beth Worthen reported she is monitoring the Foundation investment funds.*

*Beth Worthen reminded the Library Board of the four Foundation board members whose terms are expiring soon.*

*The Foundation hired MOA Architecture to complete a land evaluation. Library staff is working with MOA giving input on a building program so they can determine if the proposed new location is large enough for a new library project.*

### **COMMISSIONER'S REPORT**

*Brook Kaufman reported the county has hired a new park manager, Tim Petrea. She also reported an RFP was released for the Ponderosa Park shelter. There will also be repairs made to shelters at Bear Trap County Park.*

*The Commissioners are working with Anna Kinder of the Casper-Natrona County Health Department for information and updates on the corona virus.*

*Brook Kaufman is on a task force with other municipality representatives concerning proposed ballot language as a result of the 6<sup>th</sup> Cent Tax Survey.*

### **DIRECTOR'S REPORT**

*The County/City public survey which included a proposed new library was completed and the director emailed a copy, along with several spread sheets to the Board. In past elections, the County paid for architecture expenses & renderings in advance of the campaign. They also paid for expenses related to the informational side of the campaign. In 2008, the Foundation paid for 76K and the County paid for \$253K. (Those County expenses were requested for and approved in the library's budget request that year. We did not anticipate moving forward this year, and are doing so at the encouragement of the Commission. No additional funding for campaign expenses was requested in the FY20 budget.)*

*In January the Library Foundation agreed to hire MOA to provide information you need as you decide whether or not to move forward with a 2020 funding initiative.*

*I originally formed a core team consisting of John Griffith and Beth Worthen from the Foundation, Kyle from the Board of Trustees, and myself, Kate, Greta, and Fred from the Library. Since then we held a charette lead by MOA that allowed all NCL staff the opportunity for input, and I reconfigured the core team to now include myself, Kate, Greta, Fred, Betsy, Conrado, Jenn, and Megan. (This reconfiguration was made after I realized the best use of our limited time with MOA at this point is to capitalize on staff input since they are uniquely qualified to provide input to improve public services through adjacencies; the conversations at this point are not about final architectural design but are centered on space needs and adjancies so MOA can determine what the footprint will need to be so they can determine if the proposed new location has ample space.)*

*Any ballot request for funding will be "to design, build, and equip a modern library." This includes actual (and final) architectural expenses. The work done by MOA will be valuable in that the adjacencies will be addressed at a much lower billable hourly rate and will be shared with whichever firm is eventually retained. MOA won't deep dive in part to retain their intellectual property. Should the library receive funding for a new facility we will work with/through the county to issue an RFP for an architecture firm that specializes in public libraries, who will be asked to partner with a local firm.*

*We had our bookmobile pre-construction meeting with a team from LDV last Friday and went over every specification line-by-line, making adjustments as needed. Total funding for the project is \$412,500 (\$250,000 County 1% and \$162,500 City 1%).*

*The Director attended the Rotary President Elect Training Symposium (PETS) in Seattle where they covered general leadership as well as club dynamics and issues facing Rotary.*

*The Director and Assistant Director Kate Mutch attended the Public Library Association's (PLA) Annual Conference in Nashville. They both received Carol McMurry Library Endowment grants to cover registration, flights, lodging, and most of the related expenses. The sessions they attended were very informative.*

**FRIENDS REPORT**

*Leanne Woodfill reported the Friend's Annual Meeting on February 19 was well attended and their budget was approved. They will set aside funds for items that may need to be purchased for the new bookmobile.*

*The Friends Spring Booksale will be held April 3 – 4. There will be an early bird sale for Staff and Board members on April 2.*

*A Friends of the Library representative recently met with a lieutenant from the Natrona County Jail, and nine boxes of books were selected and donated to the jail. They continue to donate to several organizations in the community.*

**OLD BUSINESS**

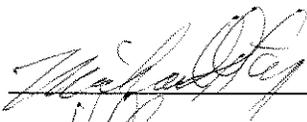
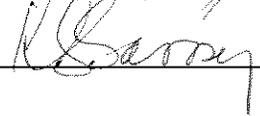
*None*

**NEW BUSINESS**

*It was moved to request the Board of County Commission move forward with including a new Natrona County Library facility on the 2020 6<sup>th</sup> Cent (SPETC) ballot initiative. (Sarosy/Hall); motion carried. The Board asked Brook Kaufman to consider including the Director and a Library board member on a subcommittee drafting ballot language.*

**ADJOURNMENT**

*It was moved to adjourn the meeting at 1:13 pm. (Sarosy/Nix); motion carried.*

  
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