

**MEETING OF THE NATRONA COUNTY LIBRARY BOARD  
MARCH 12, 2021**

*The meeting was called to order at 1:01 pm by Vice President Kate Sarosy.*

**MEMBERS PRESENT:** *Kate Sarosy, Cathi Carr,  
Mike Stepp*

**MEMBER ABSENT:** *Kyle True, Alaina Hall*

**ALSO PRESENT:** *Lisa Scroggins, Executive Director  
Kate Mutch, Assistant Director  
Greta Lehnerz, Business Manager/Human Resources  
Megan Bratton, P/RMarketing Manager  
Betsy O'Neil, Adult Services Manager  
Sherry Good, Friends of the Library  
Beth Worthen, Natrona County Library Foundation*

**APPROVAL OF AGENDA**

*It was moved to approve the agenda with the addition of 'Lift mask mandate at library' under New Business. (Stepp/Carr); motion carried.*

**PUBLIC COMMENTS**

*None*

**DISPOSITION OF MINUTES FROM THE FEBRUARY 10, 2021 MEETING**

*It was moved to approve and file the minutes from the February 10, 2021 meeting. (Stepp/Carr); motion carried.*

**FINANCIAL REPORT**

*It was moved to approve the Financial Report and payments for February 2021 bills. (Carr/Stepp); motion carried.*

**COMMISSIONER'S REPORT**

*None*

**STAFF REPORT**

*Betsy O'Neil updated the Board on the One Button Studio for video production. It will be located in a glassed in alcove on the 2<sup>nd</sup> Floor of the library. The project is funded with a Google grant Laramie County Public Library received. Our library is one of three libraries in the state that was part of the grant.*

**DIRECTOR'S REPORT**

*The Director informed the Board we have received the BOCC's Budget Request Letter which directs department heads to submit a budget request "at the same approved level*

as FY21.” A copy of the letter is included in the board packet. A draft budget will be presented at next month’s meeting for Board approval.

The Director reported the library van was hit by a county maintenance snow plow on Wednesday, March 3. There was approximately \$8,000 damage done to the van. Estimates have been forwarded to Natrona County Risk Management and repairs will be paid for from risk management funds.

NCL has completed the sale of the old bookmobile, and the \$30,000 proceeds have been deposited.

The Director reminded the Board there are two trustee positions that will be vacated at the end of June.

The Director reported the library is conducting in person programming as of March 1.

The library is working with LuM on a new web page which includes a brand refresh. The refreshed brand is designed for easier logo placement and includes a lighter color palette which is already being used on social media.

The Director will be conducting a Commissioner Orientation with Commissioner Kaufman, which had to be rescheduled due to the snowstorm, and continues to work with Commissioner North to schedule a time for his orientation.

#### **FOUNDATION REPORT**

Beth Worthen reported the finance committee met with their representative at Hilltop Bank and is pleased with the current return on investment. The Foundation is working on their FY22 budget.

The Library Awareness Campaign includes a video project and website redesign with refreshed library brand guidelines.

Kyle True and Mike Stepp will attend the Zoom Foundation meeting March 16 at 5:30 pm.

#### **FRIENDS REPORT**

Sherry Good reported the Friends by-appointment-only bag sale the week of February 22 was very successful and raised over \$3,000. They will have their next book sale April 29 through May 2 and it will also be by-appointment-only.

The Friends received \$14,000 from the County Commission from the State COVID funds for Natrona County nonprofit organizations. The Friends finalized their FY22 budget and authorized \$28,000 for the library.

*Cathi Carr will attend the Friends meeting on March 17 at 5 pm.*

**OLD BUSINESS**

*It was moved to accept Chapter 6: Code of Conduct, Chapter 7: Internet Policy and Chapter 8: Internet Policy for Minors as presented. (Stepp/Carr); motion accepted.*

*The policy update for Chapter 5: Public Display, Meeting Rooms and Use of Facilities Policy remained tabled.*


**NEW BUSINESS**


*It was moved to remove the mask mandate in the library as of March 16, 2021. (Carr/Stepp); motion carried.*

*Two policies were presented for review only, with no recommended updates or edits. These were Chapter 9: Service Animal Policy and Chapter 10: Emergency Policy. They will be presented at the next board meeting as action items.*

**ADJOURNMENT**

*It was moved to adjourn the meeting at 2:05 pm. (Stepp/Carr); motion carried.*

  
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*Michael Stepp*  
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*Cathi Carr*  
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