

**MEETING OF THE NATRONA COUNTY LIBRARY BOARD
JULY 8, 2020**

The meeting was called to order at 12:04 pm by Vice President Kate Sarosy.

MEMBERS PRESENT: *Kate Sarosy, Cathi Carr
Mike Stepp, Alaina Hall (via phone)*

MEMBER ABSENT: *Kyle True*

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

APPROVAL OF AGENDA

It was moved to approve the agenda. (Hall/Carr); motion carried.

Kate Sarosy welcomed Cathi Carr to the library board.

PUBLIC COMMENTS

None

ELECTION OF OFFICERS FOR 2020-2021

It was moved to table the election of officers until the August meeting. (Stepp/Carr); 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.
(Stepp/Hall); motion carried.*

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

DISPOSITION OF MINUTES FROM THE JUNE 10, 2020 MEETING

It was moved to approve and file the minutes from the June 10, 2020 meeting with correction. (Hall/Stepp); motion carried.

FINANCIAL REPORT

*It was moved to approve the Financial Report and payments for June 2020 bills.
(Stepp/Hall); motion carried.*

ADOPTION OF FY21 BUDGET

It was moved to adopt the FY21 budget as presented. (Stepp/Hall); motion carried.

COMMISSIONER'S REPORT

Jim Milne reported the Commission was relieved the budget sessions were over and budget approved with no layoffs or furloughs. There is a 5% increase in all employee health insurance premiums. The rising cost of health insurance continues to be an issue. The BOCC is hopeful the solar farm being construction north of Casper will be a tax revenue source. There are approximately 2,957 upcoming property tax hearings.

DIRECTOR'S REPORT

The Director welcomed Catherine "Cathi" Carr, the newest member of the Library Board of Trustees. She met with Cathi at the library last week and gave her an overview of issues facing the library, a tour of the facility, and an overview of what her role as a trustee entails.

The Director reported she received notification from the City of Casper, that the library will receive the \$162,500 1% funds for the bookmobile, but the materials funds have been cut completely.

The library received status quo funding from the BOCC, and will return to normal fall hours after Labor Day. This fall schedule will include Sunday hours.

The Director reported Kate Mutch recently served on a panel of three experts assembled to help guide libraries as they navigate their responses to COVID-19. The discussion was moderated by Unique Management, and had over 820 attendees for the discussion.

Natrona County Library is proud to be patron focused in its approach to services. Over a year ago NCL initiated automatic renewals of materials, which helped relieve patron burden of renewing items or facing a late fee. Effective immediately, the library is now fine free. Patrons will not incur late fees on items returned past the due date; however, patrons will still be charge for lost or damaged items. (NCL will continue to refer long overdue "assumed lost" items to UMS for recovery, at patron expense.)

The Library will become a US Passport Acceptance Facility, which will create a limited revenue stream. (Date to be determined.)

FOUNDATION REPORT

Beth Worthen reported she is updating the donor wall at the library. She shared that one of her favorite tasks is to visit with each donor whose name is being placed on the wall about their dedication to the library and the impact their gifts make. The Library Awareness campaign is focusing on the library being open and the hours of operation.

The Foundation will meet July 21, 2020 at 5:30 pm in the Crawford Room. Mike Stepp plans to attend by phone.

FRIENDS REPORT

Sheri Good reported they adopted their budget in June. The Friends are planning to hold their September book sale. At the Director's request, they are working on a plan which will be submitted to the Health Department. Their plan currently includes requiring everyone to wear masks, a separate entrance for the sale, limited customers in area, and social distancing. She shared several books that will be available at the 'make an offer' sale.

NEW BUSINESS

The Board discussed the Coronavirus Relief Grant. It was moved to approve and adopt the Certification Statement. (Stepp/Carr); motion carried.

EXECUTIVE SESSION

It was moved to go into Executive Session at 1:08 pm to discuss personnel. (Carr/Hall); motion carried. It was moved to come out of Executive Session at 1:21 pm. (Stepp/Hall); motion carried.

ADJOURNMENT

It was moved to adjourn the meeting at 1:21 pm. (Hall/Stepp); motion carried.








