

**MEETING OF THE NATRONA COUNTY LIBRARY BOARD
JULY 14, 2021**

The meeting was called to order at 12:00 pm by Alaina Hall.

MEMBERS PRESENT: *Alaina Hall, Cathi Carr, Mike Stepp,
Vickie Cawthra, Chris Mullen*

ALSO PRESENT: *Lisa Scroggins, Executive Director
Kate Mutch, Assistant Director
Greta Lehnerz, Business Manager/Human Resources
Megan Bratton, P/R Marketing Manager
Dave North, Natrona County Commissioner
Beth Worthen, Library Foundation*

APPROVAL OF AGENDA

It was moved to approve the agenda with the addition of an Executive Session after Financial Report to discuss personnel. (Carr/Stepp); motion carried.

PUBLIC COMMENTS

None

ELECTION OF OFFICERS FOR 2021-2022

It was moved to approve the following slate of officers:

| | |
|-----------------------|-----------------------|
| <i>President</i> | <i>Alaina Hall</i> |
| <i>Vice President</i> | <i>Mike Stepp</i> |
| <i>Treasurer</i> | <i>Chris Mullen</i> |
| <i>Secretary</i> | <i>Cathi Carr</i> |
| <i>At-Large</i> | <i>Vickie Cawthra</i> |

(Cawthra/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/Carr); motion carried.*

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

DISPOSITION OF MINUTES FROM THE JUNE 9, 2021 MEETING

*It was moved to approve and file the minutes from the June 9, 2021 meeting.
(Stepp/Carr); motion carried.*

FINANCIAL REPORT

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

EXECUTIVE SESSION

It was moved to go into Executive Session to discuss personnel at 12:06 pm. (Carr/Stepp); motion carried. It was moved to come out of Executive Session at 12:08 pm. (Stepp/Carr); motion carried. It was moved to accept memo as discussed. (Stepp/Carr); motion carried.

ADOPTION OF FY22 BUDGET

It was moved to adopt the FY22 budget as discussed, subject to County Commission adoption of the published appropriation at their July 19, 2021 public hearing. (Carr/Mullen); motion carried.

COMMISSIONER'S REPORT

Dave North reported the library budget request was not adjusted during the BOCC budget discussion. There is some questions about what ARPA funds can be used for, but the BOCC believes some of it may be used for certain qualifying County facility budget requests. The ARPA funds need to be spent by 2024.

DIRECTOR'S REPORT

The Director welcomed Vickie Cawthra and Chris Mullen to the library board.

The bookmobile has begun offering lobby services at local nursing homes and assisted living facilities. The residents and facility staff are excited and have requested more large print items. Lee has 7 assisted living stops and he has gone to each of those twice now. He has seen 58 patrons, checked out 71 items, and created 21 new cards.

On behalf of the Friends of the Library co-president Sherry Good, the Director reported the recent sale was a success, and that the Friends continue to receive positive feedback from customers who like the new format. The total income from the sale was \$5,547. The FOL's free outreach continues through which many books and materials are redistributed in our community.

The Director is working with the library management team and is in communication with The Align Team regarding the surveys for our next strategic planning cycle. When a tentative draft set of questions are available they will be shared with the board prior to launching the survey. Draft questions for the surveys were given to Board members for feedback/input.

The Director discussed the \$7.17B Emergency Connectivity Funds program for schools and libraries. She does not plan to submit an application as the reporting requirements placed on libraries would require us to violate one of the basic tenants of public library services – patron privacy. One reporting requirement is that libraries have every participant sign a form indicating they would not otherwise have this service prior to issuing or circulating the device or service. Such form will be provided by the administrators of the program, and will have personally identifiable information that must be submitted with the grant reimbursement report and which must also be retained for a minimum of ten years. The Director has been in communication with the Wyoming

State Library and polled Wyoming's public library directors and without fail all agree they are not going to pursue this opportunity.

FOUNDATION REPORT

Beth Worthen reported they are working with the year-end auditors. She also reported the Foundation is in discussions with the County and City concerning property. A second phase environmental study is being conducted. The Board ask Beth to report at next month's Board meeting on the status of the property and what discussion are being conducted.


Mike Stepp and Chris Mullen will attend the Foundation Board meeting next Tuesday.

NEW BUSINESS

The library received an updated Certificate of WARM Liability Coverage from the Natrona County Legal Department.

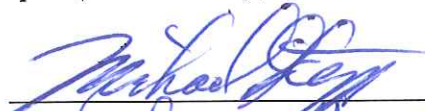
ADJOURNMENT

It was moved to adjourn the meeting at 12:43 pm. (Carr/Mullen); motion carried.



Cathi Carr

Chris Mullen



Michael Stepp

Beth Worthen
