

**MEETING OF THE NATRONA COUNTY LIBRARY BOARD
DECEMBER 8, 2021**

The meeting was called to order at 12:00 pm by Secretary Cathi Carr.

MEMBERS PRESENT: *Cathi Carr, Chris Mullen, Vickie Cawthra*

MEMBERS ABSENT: *Alaina Hall, Mike Stepp*

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

APPROVAL OF AGENDA

It was moved to approve the agenda. (Mullen/Cawthra); motion carried.

PUBLIC COMMENTS

None

DISPOSITION OF MINUTES FROM THE NOVEMBER 10, 2021 MEETING

It was moved to approve and file the minutes from the November 10, 2021 meeting. (Cawthra/Mullen); motion carried.

FINANCIAL REPORT

It was moved to approve the Financial Report and payments for November 2021 bills. (Mullen/Cawthra); motion carried.

COMMISSIONER'S REPORT

Commissioner North reported the Commission had their last BOE hearing. The County is receiving ARPA funds that will expire in 2026. There is currently no information on what the funds can or cannot be used for. They are hoping to use part of the funds for the Midwest Edgerton waterline replacement.

DIRECTOR'S REPORT

NCL received high scores on their first Passport Acceptance Facility Oversight Review. As of the October 7th (the date of the review), NCL had staff processed almost 70 applications, which is a respectable amount giving the fact that we launched the service mid-year, and international travel has been banned or limited during that time.

The Director reported on two programs as examples of community outreach: NCL partners with Equal Justice Wyoming to offer assistance with legal forms, etc., and partners with Enroll Wyoming to provide space for ACA Open enrollment assistance.

There was an unusually high amount of Administrative training and leadership meetings in November. They included the Leadership Wyoming Alumni Summit & Breakfast Training, The Governor's Business Forum, numerous WLA meetings, and the Library Journal Design Institute planning meetings and summit.

The Director updated the Board on the facility evacuation Friday, December 3. Commissioner North requested the Director submit a "Lessons Learned" report to County Risk Management.

FOUNDATION REPORT

Beth Worthen reported they are in the middle of their annual appeal and it is going very well. The Foundation was awarded a Kelly Foundation Grant that will be used to purchase new service desks for the Adult Services Department. The Foundation has an opening on their Board.

FRIENDS REPORT

Chris Mullen attended the Friends meeting last month and reported the group was gearing up for the December book sale, so that was the primary discussion. The Friends annual meeting will be held February 16, 2022.

OLD BUSINESS

The open position in Adult Services was advertised and interviews conducted. The position has been offered to one of the candidates, contingent on passing the required background check.

The third Strategic Planning meeting with the facilitator, administrative staff and managers will be Thursday, December 16. A draft of the strategic plan should be available to share with the Board in January or February.

ADJOURNMENT

It was moved to adjourn the meeting at 12:34 pm. (Mullen/Cawthra); motion carried.

Chris Mullen

Debbie Cawthra

Cathy Carr
