

**WESTON COUNTY LIBRARY
BOARD OF TRUSTEES MINUTES**

January 25, 2013

President Scott Shoop called the meeting to order at 11:25 am followed by a moment of silence. Board members present were Scott Shoop, Candy Driver-Ratigan, Cathy Dunford, Donna Bunch and Karen Bowman. The Library Director Brenda Mahoney-Ayres and Upton Branch Manager Sherri Randall were also present.

MINUTES: The minutes of December 28, 2012 were read. Candy Driver-Ratigan made a motion to accept the minutes as written. Donna Bunch 2nd. Motion Carried.

TREASURER'S REPORT: Cathy Dunford gave the January 2013 Treasurer's report. Cathy informed the Board that the Library budget is currently at 43.71% of the total budget. Candy Driver-Ratigan made a motion to accept the report as presented. Donna Bunch 2nd. Motion Carried.

DIRECTORS REPORT: Weston County Library Directors Report: Brenda Mahoney-Ayres discussed the January 2013 Directors report.

Preparations are being made to offer the Volunteer Income Tax Assistance (VITA) program again. This will mostly be done remotely on Mondays, beginning January 28th from 10:00 am through 4:00 pm, until April 15th.

Randy & Theresa Hershey with CLT Flooring & Furnishings called and would like to donate an item of furniture to the library. After Brenda's visit to their store they will be delivering a loveseat, side table and lamp in the near future.

The library staff generously contributed items for a basket to benefit the Newcastle High School's MS fundraiser.

The 21st Century Club is going to purchase a picture rail system for the library meeting room.

Dr. Michael Jording donated two copies of his and Shelley Ritthaler's book, *Weston County*, to the Weston County Library System. Janice Whitley and Lucille Dumbrell donated a copy of the book, *Wyoming's 7 Greatest Natural Wonders*, to the library. These are both great books with excellent pictures.

Chuck King, from the Wyoming Retirement System, gave a presentation to staff participants on January 24, 2013.

Brenda has begun contacting authors for participation in the third annual Touch of Wyoming arts event to be held on June 29, 2013. At this time, she has contacted Craig Johnson, Donna Coulson, Paul Jensen, Reid Lance Rosenthal, Lori Armstrong, Sandra Brannan, and local authors.

A Chamber Coffee has been scheduled for February 22, 2013 at 10:00 am. This will celebrate the new carpet installation. Brenda has contacted Betty Henderson about displaying her needlework for the occasion.

UPTON LIBRARY: Sherri Randall presented the Upton Branch January 2013 manager's report.

Sherri and her staff have been working through donated items and preparing them for shelving.

Sherri is putting together ideas for the upcoming summer reading program. She is also putting together a used book sale.

The Upton Branch will not be hosting the Chocolate Extravaganza during February this year, due to waning interest.

OLD BUSINESS:

No old business this month.

NEW BUSINESS:

Policies: Brenda presented to the Board a copy of the Weston County Library System Line of Communication Policy. The Board discussed the policy. Cathy Dunford made a motion to accept the Line of Communication Policy as presented. Donna Bunch 2nd. Motion Carried.

Brenda discussed with the Board and stated there are some old policies that need to be revised due to technological and other changes. Brenda and her team will work on one new policy each month and submit it to the Board for review and approval. Brenda will take into consideration policies of similar size libraries and those of Weston County and use those as models to follow.

Employee Wellness: The Board discussed ways to encourage and support employee wellness. We discussed possible incentives to motivate employees to stay healthy and physically fit. The Board will continue this discussion at another time.

Donna Bunch made a motion to adjourn the meeting. Candy Driver-Ratigan 2nd. Motion Carried.

The meeting adjourned at 12:00 PM.

The next meeting will be held February 22, 2013.

Respectfully submitted,

Karen Bowman
Secretary