

**WESTON COUNTY LIBRARY
BOARD OF TRUSTEES MINUTES**

October 25, 2013

President Scott Shoop called the meeting to order at 11:32 am followed by a moment of silence. Board members present were Scott Shoop, Candy Driver-Ratigan, Cathy Dunford, Karen Bowman and Paul Holland. The Library Director Brenda Mahoney-Ayres and Upton Branch Manager Sherri Randall were also present.

MINUTES: The minutes of August 23, 2013 were read. Candy Driver-Ratigan made a motion to accept the minutes as written. Cathy Dunford 2nd. Motion Carried.

TREASURER'S REPORT: Cathy Dunford gave the September & October 2014 Treasurer's reports. Cathy informed the Board that the Library budget is currently at 13.60% for September and 20.74% for October. Karen Bowman made a motion to accept the reports as presented. Candy Driver-Ratigan 2nd. Motion carried.

DIRECTORS REPORT: Weston County Library Directors Report: Brenda Mahoney-Ayres discussed the September and October 2013 Directors reports.

The September 27, 2013 Board meeting was canceled due to a lack of quorum.

Brenda, Scott Shoop and Karen Bowman met with the County Commissioners on September 3rd to discuss the shortfall in the cash reserve. The Commissioners moved to hold a budget hearing for an amendment of \$20,000.00.

Bill Miller from the Local Government Liability Pool presented a workshop on Employee Evaluations September 5th. Approximately 15 people attended.

Three members of the Wyoming State Library WYLD support team visited the Library on September 13th. They were visiting libraries in the northeastern part of the state through the week, answering questions regarding reports, cataloging problems, and the Enterprise public catalog. A link has been provided on the current catalog page for people to start using the new Enterprise catalog.

The USAC e-rate application was approved. Brenda has completed the next step and submitted Form 486.

Brenda has been working on a couple of State reports that are due, specifically the Survey of County Board Finances and the annual Wyoming Public Library Endowment Challenge program. These reports were submitted in October.

Weston County Libraries will be offering IndieFlix starting on October 1st.

Anna Gettinger was the volunteer in the Children's Department.

The Auditors from Porter, Muirhead, Cornia and Howard were here the week of October 7-12 for the annual County audit.

The second annual Raising Readers Bookfest and Feast was held October 12th, at the Weston County Senior Center. Breakfast, books, door prizes, raffles and children's activities were the order of the day. There were 269 people in attendance and \$3,323 was raised.

The 2013 Wyoming Public Libraries Statistical Report has been submitted.

The Wyoming State Library has announced its One Book Wyoming program, featuring Craig Johnson's book *Spirit of Steamboat*, and will begin January 2014.

UPTON LIBRARY: Sherri Randall presented the Upton Branch September and October 2013 manager's reports.

Sherri attended the Employee Evaluations presentation by Bill Miller on September 5th.

Sherri started reading to the Upton Preschool classes once a month. She has also visited and read to the children at the new daycare, Polka Tots.

The Upton school called and Sherri has been assisting in gathering information for the students working on their Wyoming History Day projects. She visited the Upton Middle School to help students and did some preliminary research for them by searching for materials located in Upton, Newcastle and statewide to assist in their projects.

Plans are being made for the annual visit of Mrs. Claus in December.

OLD BUSINESS:

Cash Reserve/Budget: Brenda met with the County Commissioners again October 15th to discuss the cash reserve shortage and budget issues. She stressed that the Libraries budget must cover a 15 month cycle rather than a 12 month cycle, as budgeted. Various solutions were discussed and no action was taken.

Meeting Room Policy: The Board briefly discussed the Meeting Room Policy. Cathy Dunford made a motion to accept the Meeting Room Policy on the 3rd and final reading. Candy Driver-Ratigan 2nd. Motion Carried.

NEW BUSINESS:

Evaluation of Personnel: The Board discussed when would be the best time of the year to conduct annual employee evaluations. It has been decided that January would be the best time. The Board will go into Executive Session in January to conduct Brenda's annual evaluation. Brenda and Sherri will also conduct evaluations on their staff. Cathy Dunford made a motion to set a protocol to schedule all staff evaluations in January on an annual basis. Candy Driver-Ratigan 2nd. Motion Carried.

The meeting adjourned at 12:18 PM.

The next meeting will be held November 22, 2013.

Respectfully submitted,

Karen Bowman
Secretary

