

**Weston County Library  
Board of Trustees Minutes**

**December 4, 2015**

President Karen Bowman called the meeting to order at 11:31 a.m. followed by a moment of silence. Board Members Present were Karen Bowman, Pat Morgan and Kim Conzelman. Also attending were Brenda Mahoney-Ayres, Weston County Library Director and Sherri Randall, Upton Branch Manager.

Following the reading of the October Meeting Minutes, Kim made a motion to approve the minutes as presented, Pat seconded the motion. Motion Carried. Pat moved that the Treasurer's report be accepted followed by a second by Kim. Motion Carried.

Brenda gave her Director's report. She reported on the Raising Readers Bookfest that was held on Saturday, October 25, 2015. She mentioned 259 adults and children attended and over \$4,000 was raised. Brenda held a Retirement Party for Barrett Rich and hired Amanda Sanford as the children's librarian. She attended the Weston Country Library Foundation meeting and Weston County Commissioners meeting. Brenda announced that T.A. Voss Productions dinner theatre was rescheduled for December 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup>.

Sherri gave the Upton Branch Library report. She mentioned the Upton Branch Library and Upton School hosted a One Book Wyoming author, Cat Urbigkit. Sherri participated in the Upton PTO'S "Cookies with Community" presentation and assisted KASL with the Untied Fund Pie Auction. Sherri announced that the holiday story and craft time with Mrs. Claus will be held on Friday, December 11.

Old Business, Pat moved to have the Sick Leave Policy moved to 2<sup>nd</sup> Reading, Kim seconded the motion. Motion Carried.

New Business, Brenda discussed the Meeting Room Policy with the board. It was discussed that specific parties needed to be specified for the fee of \$25.00. Pat moved to add 'Private Party' to the 'For Profit Commercial Sales' category. Kim seconded and Motion Carried. There was salary discussion regarding job descriptions and changes of responsibility. Brenda mentioned to the board that she is getting copy machine quotes for a new copy machine and will be presenting this information to the Commissioners. It was discussed to have the Upton Branch Library closed on Christmas Eve Day. Kim moved to have it closed, Pat seconded. Motion Carried.

The next board meeting will be held on Friday, January 22<sup>nd</sup>.

The meeting adjourned at 12:12 p.m.

Respectfully submitted,

Kim Conzelman