

**WESTON COUNTY LIBRARY
BOARD OF TRUSTEES MINUTES**

February 22, 2013

President Scott Shoop called the meeting to order at 11:28 am followed by a moment of silence. Board members present were Scott Shoop, Candy Driver-Ratigan, Cathy Dunford, and Karen Bowman. The Library Director Brenda Mahoney-Ayres and Upton Branch Manager Sherri Randall were also present.

MINUTES: The minutes of January 25, 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 February 2013 Treasurer's report. Cathy informed the Board that the Library budget is currently at 50.85% of the total budget. Cathy noted that an invoice for True Green Chem Lawn was coded incorrectly and has now been coded correctly. Candy Driver-Ratigan made a motion to accept the report as presented. Karen Bowman 2nd. Motion Carried.

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

The Volunteer Income Tax Assistance (VITA) program is in full swing and has generated a lot of interest this year. This has been done remotely, however it has been audio only. The program will run through April 15, 2013 on Mondays from 10:00 am through 4:00 pm.

Some follow up work has been completed, regarding the WCL Foundation CD information for Nick Martinez, one of the County's auditors with Porter, Muirhead, Cornia & Howard.

Brenda attended a United Fund meeting on January 31, 2013. They are waiting for some final pledges before they distribute those funds.

Brenda continues to contact authors for participation in the third annual Touch of Wyoming arts event, to be held on June 29, 2013. Presently, Donna Coulson, Sandra Brannan, Scott Haynes, and Donna Kennedy have committed.

A grant was submitted to Wyoming Community Gas, for assistance in bringing authors to town for the Touch of Wyoming arts event.

The Library has been participating in the Empties4Cash a used ink cartridge program for nearly a year. Lisa sent in 449 used ink cartridges, 240 of them qualified for payment. A check in the amount of \$128.40 was received. They also pay for the shipping expense.

Brenda has been working with Brian Greene from the Wyoming State Library, regarding E-rate applications for discounted telecommunications costs for schools and libraries. E-rate is the name for the schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company under direction from the Federal Communications Commission.

Brenda attended a Weston County Library Foundation meeting on February 19, 2013. Roxie Latham is the newest Foundation Board Member. They still need two more members. Brenda stated that the Foundation agreed to purchase new blinds for the library meeting room.

The Chamber Coffee was today at 10:00 am. Betty Henderson's needlework is on display for the occasion.

Barrett Rich with the Children's Library submitted an update report to the Board. She noted that the children's library has been an active place since the first of the year. The Wyoming Reads Foundation sent their six book selections that Barrett delivered to the Newcastle Elementary School for students to review. Story time attendance has been excellent, the Little Ones Childcare and WC Children's Center have visited on a regular basis. There were a total of 200 for the month of January.

This year's summer reading program theme is "Dig into Reading", which includes dirt, underground, worms, moles and storyteller Indiana Bones will also make an appearance. Barrett will contact Black Hills Exploration and Production to request ongoing support of the summer reading program.

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

Sherri attended a webinar on "Are Books Your Brand? How Libraries Can Stay Relevant to Readers".

Sherri also attended the Weston County Library Foundation meeting on February 19, 2013 and received permission to purchase a new circulation computer and DVD's for the Upton Branch Library.

There will be a book signing for local author Donna Kennedy. The signing will be held on February 27, 2013. There will be coffee and cookies served for refreshments. Ms. Kennedy has written "7 Ups: Seven Steps, or Seven "Up" Words to Restoring your Marriage".

OLD BUSINESS:

No old business this month.

NEW BUSINESS:

Annual Board Calendar: The Board discussed the need for an annual calendar of events for the Board. The Board further discussed what would need to be included in this calendar, such as budget, employee evaluations, board terms, board elections and policy reviews. Brenda will put together a guide for the Board to follow.

It was noted that the Internet & Usage Policy, the Meeting Room Policy and Book Removal Policy need to be reviewed soon.

The Board also held a discussion on the possibility of putting together some Board training procedures and discussed speaking with the County Commissioners about the matter. Candy Driver-Ratigan made a motion to have Brenda and Karen visit with the County Commissioners to ask for support and permission to provide Board Training. Cathy Dunford 2nd. Motion Carried.

The meeting adjourned at 12:35 PM.

The next meeting will be held March 22, 2013.

Respectfully submitted,

Karen Bowman
Secretary