

**WESTON COUNTY LIBRARY
BOARD OF TRUSTEES MINUTES**

May 25, 2012

President Scott Shoop called the meeting to order at 11:30 am followed by a moment of silence. Board members present were Scott Shoop, Candy Driver-Ratigan, Donna Bunch, Cathy Dunford and Karen Bowman. The Library Director Brenda Mahoney-Ayres and Upton Branch Manager Sherri Randall were also present.

MINUTES: The minutes of April 27, 2012 were read. Candy Driver-Ratigan made a motion to accept the minutes as corrected. Donna Bunch 2nd. Motion Carried.

TREASURER'S REPORT: Cathy Dunford gave the May 2012 Treasurer's report. Cathy informed the Board that the Library budget is currently at 73.59% 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 May 2012 Directors report.

Brenda submitted the FY13 budget on April 30, 2012. Scott Shoop, Cathy Dunford and Brenda attended a County Commissioners meeting on May 8, 2012 to discuss the budget.

The microfilm scanner is once again malfunctioning. Brenda has contacted Active Data Systems, they informed her that this Canon model is no longer being supported. They did provide information on the purchase of a new ScanPro 800 microfilm machine. Brenda is looking into grants that will help fund a new machine.

The heating and cooling system in the building had some problems. Black Hills Plumbing and Heating came out assessed the problem and ordered a new relay switch and filter.

Brenda is currently working with Dave Lerner from Wyoming Network on updating the libraries webpage.

Brenda participated in a webinar for the upcoming 3M Cloud e-book database and the use of Pinterest in libraries.

Barrett Rich has been busy making plans for the "Dream Big... Read" summer reading program. Registration will begin on June 4, 2012.

There were no volunteers for the month of May.

UPTON LIBRARY: Upton Branch Manager Sherri Randall discussed the May 2012 manager's report.

Sherri read to two classes at the Upton Preschool.

Sherri attended the Weston County Library Foundation's Basket Auction on May 4, 2012.

The first grade class from Upton Elementary visited on May 15, 2012. The class toured the library and enjoyed a story. They received goodie bags and awards for working hard on reading.

Sherri participated in the Upton Elementary/Middle Schools PTO's "Cookies for the Community" event on May 22, 2012. The newly formed PTO held the event and invited local businesses and community leaders to participate. Sherri put together goodie bags to hand out and had a table at the event to

showcase the Upton Library. Various businesses in the Upton community also had tables and gave out items to the children. The PTO is making plans for next year's event and looking at ways to involve more local businesses and children.

Sherri is hosting the "Dream Big... Read" summer reading program from May 30 through July 27.

WCL FOUNDATION REPORT: Brenda attended the meeting on May 1, 2012 to discuss final plans for the Basket Auction and Dinner on May 4, 2012. The Basket Auction was well attended and over \$11,000.00 was raised for the Wyoming Public Libraries Endowment for Weston County.

OLD BUSINESS:

CARPET UPDATE: Brenda received a call from County Clerk, Mamie Krank stating that she received an email from the SLIB grant contact person, regarding the carpet replacement for the building and they stated if the grant was resubmitted there is a possibility that it would be approved. The grant will be resubmitted.

NEW BUSINESS:

EMPLOYEE EVALUATION CYCLE: The Board discussed having a schedule in place for employee evaluations, possibly in June of each year. The Board would complete the evaluation on the Weston County Library Director. The Director and Upton Branch Manager would complete evaluations on their employees.

The meeting adjourned at 12:08 PM.

The next meeting will be held June 22, 2012.

Respectfully submitted,

Karen Bowman
Secretary