

**WESTON COUNTY LIBRARY
BOARD OF TRUSTEES MINUTES**

June 22, 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, Cathy Dunford , Karen Bowman and Donna Bunch. The Library Director Brenda Mahoney-Ayres and Upton Branch Manager Sherri Randall were also present.

MINUTES: The minutes of May 25, 2012 were read. Cathy Dunford made a motion to accept the minutes as written. Donna Bunch 2nd. Motion Carried.

TREASURER'S REPORT: Cathy Dunford gave the June 2012 Treasurer's report. Cathy informed the Board that the Library budget is currently at 81.23% of the total budget. Cathy noted that the budget is in good shape, and thanked Brenda for doing an excellent job with the 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 June 2012 Directors report.

Brenda continues to work with Dave Lerner of Wyoming Network on updates to the webpage. There is now a link to the children's departments for both libraries. More updates are in the works.

Brenda has been discussing with her staff regarding implementing GoodReads and Pinterest accounts for the libraries. Brenda has prepared a draft copy of a social media policy to present to the Board.

Barb McMahan, library custodian gave her two week notice. Brenda hired Chrystal Roberts to fill the position. The position will continue to be shared with Cathy Jones.

Brenda was contacted by Book Prospector about the used books that do not sell at the book sales. The program is similar to the used printer cartridge program. The program will pay for the used books and shipping costs. They particularly like text books which rarely sell at the book sales. A couple boxes have been sent to the program and we will see if the program is a good fit for the library.

Brenda submitted a matching endowment funds request to the State Treasurer for \$23,378.70. The Library will receive a match of \$70, 136.10, which does not include the monies from the basket auction.

Sherri and Brenda discussed a workable staff evaluation form. Brenda presented a copy of the evaluation form to the Board.

The Dream Big...Read summer reading program is underway. This last week had 55 children attend. The Weston County School District #1 has been providing transportation for the children.

Lisa Thomas continues to lead the summer book discussion group. They met on June 13 and will meet again on July 18, 2012 in the library meeting room.

Brenda participated in another 3M Cloud Library webinar. Brenda has ordered three e-readers through the State Library program for a special price of \$99.00 each. She also received an email from State Librarian Lesley Boughton stating they are providing each library and their branches with 1 e-reader each. The Library will receive three e-readers and the Upton Branch will receive two e-readers. Brenda noted that a policy will need to be developed for acceptable use of the e-readers.

There were no volunteers for the month of June.

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

Sherri is currently working on The Dream Big...Read summer reading program. They have had a good turnout of participants so far. Next week is the big pajama story time, everyone is supposed to dress in their pajamas.

The Upton Library has been awarded a grant for a free year of one level subscription to the Junior Library Guild. The Junior Library Guild picks the best of the best in children's books, on all different levels of reading. The library will receive one book per month from May 2012-April 2013. Sherri has chosen to receive the Kindergarten level books.

WCL FOUNDATION REPORT: The June 2012

Brenda attended the Weston County Library Foundation meeting on June 22, 2012. The basket auction and the possibility of holding a fall basket auction were discussed.

OLD BUSINESS:

Employee Evaluations: Brenda and Sherri have begun evaluations and will have them completed on all employees by the end of the fiscal year.

Directors Evaluation: The Board discussed completing an annual employee evaluation on Director, Brenda Mahoney-Ayres. Cathy Dunford made a motion to move into an executive session, Candi Driver-Ratigan 2nd. Motion Carried. The Board went into executive session at 12:25 PM to discuss the Directors evaluation. Candi Driver-Ratigan made a motion to move out of executive session, Cathy Dunford 2nd. Motion Carried. The Board came out of executive session at 1:05 PM. The Board will discuss with Brenda Mahoney-Ayres her completed evaluation at the next Board Meeting in July.

NEW BUSINESS:

Social Media Policy: Brenda presented the Board with a draft copy of the Social Media Policy. The Board discussed several ideas on what should be covered in the policy. The Board discussed posting all policies on the webpage. Cathy Dunford made a motion to accept the policy as written. Candi Driver-Ratigan 2nd. Motion Carried.

The meeting adjourned at 1:07 PM.

The next meeting will be held July 31, 2012.

Respectfully submitted,

Karen Bowman
Secretary