

**WESTON COUNTY LIBRARY
BOARD OF TRUSTEES MINUTES**

September 14, 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 and Karen Bowman. The Library Director Brenda Mahoney-Ayres was also present.

MINUTES: The corrected minutes of June 22, 2012 were read. Candy Driver-Ratigan made a motion to accept the minutes as written. Cathy Dunford 2nd. Motion Carried. The minutes of July 31, 2012 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 August & September 2013 Treasurer's reports. Cathy informed the Board that the Library budget is currently at 14.09% of the total budget and noted that the new fiscal year 2013 budget has begun. Candy Driver-Ratigan made a motion to accept the reports as presented. Karen Bowman 2nd. Motion carried.

DIRECTORS REPORT: Weston County Library Directors Report: Brenda Mahoney-Ayres discussed the September 2012 Directors report.

Brenda completed the FY13 Wyoming Public Library Budget Report and submitted it to the State Library.

Library Page, Palek Patel has resigned her position to attend college. Brenda hired Judy Lorenz as the new Page. She began work on September 6, 2012.

The library custodian Cathy Jones has resigned her job share position. The current custodian Chrystal Roberts will now take over the position on a year round basis. At this time, the position will no longer be functioning as a job share position.

Full time Library staff will be attending the Wyoming Library Association Convention in Casper September 26-28. Per the Library Board of Trustees the library will be closed those days, so the staff may attend. Due to the fire in the area, Sherri Randall, Upton Branch Manager will not be attending this year.

The water fountain donated by Clay and Donnie Anderson of Anderson Plumbing has been installed.

The 3M Cloud Library is now available in Wyoming libraries. Notices have been posted in the library, on the blog and the facebook page.

The 3M e-readers have arrived. The Newcastle Library will have three units and the Upton Branch will have two units available for check out. The library staff has been working with the units. Covers and screen protectors have been ordered. Brenda has been working on an e-reader check out policy. Brenda and her staff have read and offered suggestions on that policy.

Brenda has been working on purchasing a new microfilm reader/scanner. Doug McCoy generously donated \$2,000.00 and Marlene Dixon donated \$200.00 towards the purchase price and the Library Foundation has agreed to pay the remaining \$6,000.00 balance. Active Data Systems will set up the reader/scanner on September 18, 2012.

A matching funds request from the Wyoming Public Libraries Endowment Fund has been submitted in the amount of \$12,226.44. This resulted in a match from the State for \$36,679.32.

A completed 2012 United Fund Budget Request for the Weston County Library system was submitted to Rickey Peck, United Fund Secretary. Brenda attended the United Fund meeting on September 12, 2012.

Brenda contacted Christine Gillett at the Wyoming State Land & Improvement Board about the status of the carpet replacement grant. She stated the grant had once again been denied. After notifying County Clerk, Mamie Krank, she advised Brenda to scheduling a time with CLT to install the new carpet.

On August 17, 2012 the Wyoming Honor Camp sent a crew to remove the roots of the tree taken down earlier this summer. A Burr Oak tree has been purchased through the Wyoming Soil Conservation grant via the Weston County Library Foundation. Arrangements are being made to plant the new tree this fall.

The Raising Readers Bookfest and Feast will be held Saturday, October 13, 2012. Brenda has been coordinating with Jolene Olson, Executive Director of Raising Readers Wyoming, and other local community members to finalize plans for the event. They will meet again September 21, 2012.

Author of *The Lonely Life: Basque Shepherders in Wyoming*, Denice Wheeler held a presentation on September 12, 2012. There were nine attendees for the very informative talk.

The GoodReads group and Pinterest page have been launched. So far there has not been a lot of interest, one person has signed up.

UPTON LIBRARY: Brenda Mahoney-Ayres presented the Upton Branch September 2012 manager's report.

Sherri Randall was not able to attend the meeting today and has cancelled plans to attend the Wyoming Library Association Conference due to the recent wildfires in her area.

The sprinkler system has been installed at the Upton Branch Library. It seems to be functioning properly. There will need to be some minor work done on the outdoor faucets to stop leakage that was not noticeable when using a garden hose.

WCL FOUNDATION REPORT: The Foundation has yet to meet this month.

OLD BUSINESS: There is no old business to discuss.

NEW BUSINESS:

3M E-Reader Policy: The Board discussed the details of the policy presented. Brenda informed the Board that the patron wishing to check out an e-reader will have to fill out and sign an agreement each time they check out a unit, the Board agreed. The Board made some minor changes to the policy presented and feels comfortable with the rest of the content contained in the policy. Candy Driver-Ratigan made a motion to accept the policy as amended. Cathy Dunford 2nd. Motion Carried.

Chain of Command: The Board discussed a chain of command in case the library must close due to emergencies. This topic is covered in the Weston County Library Systems, Personnel Policy. No action taken.

The meeting adjourned at 12:08 PM.

The next meeting will be held October 26, 2012.

Respectfully submitted,

Karen Bowman
Secretary