

## WESTON COUNTY LIBRARY BOARD OF TRUSTEES MEETING

February 25, 2022

The regularly scheduled meeting of the board was called to order at 11:33 a.m. by Chairperson Pat Morgan. Present were Pat Morgan, Sherri Randall, Cathy Dunford, Brenda Mahoney-Ayres, and Deb Smith.

The agenda was reviewed and approved.

Minutes of the previous meeting were read and approved.

The treasurer's report was presented, showing a total of 46.66% of the total budget utilized. As Brenda noted last month, library materials expenses increased from 1% to 27%. Deb moved to accept the report as presented; Cathy seconded. Motion carried.

Brenda presented the director's report. The Volunteer Income Tax Assistance program continues through April 11 and is fully scheduled. Plans for the summer reading program, Oceans of Possibilities, are being finalized and materials have been ordered. The Lifetime Arts Creative Aging program has awarded a second grant to the library for an eight-week course on Sumi Painting and Watercolor Techniques, to be taught by Walter Sprague. Classes will begin March 2 at 10:00 a.m. in the library meeting room. Brenda has been exploring the possibilities of establishing a Seed Library, which allows patrons to check out seeds for gardens, with the understanding a portion of the seeds are returned to the library at the end of the growing season. Brenda and Sherri are obtaining estimates for windows for the Upton Branch Library, which will then be reviewed by the County Commissioners. The Commissioners also requested a list of needed repairs at both libraries. Brenda will be providing these items to them. She also met with the Hoopla coordinator and is hoping to launch this new digital offering in March. Brenda attended the Personal Identifiable Information Committee meeting, preparing an informational statement for the WYLD Governing Board. She mentioned some would like to see an opt-in option for this service, rather than an opt-out option. Employee evaluations are in process, along with updating job descriptions. Amanda Sanford, children's librarian, has submitted her resignation. Jenna Goodart will transfer to that position and the position of adult services librarian will be advertised. A Star Watch Party will be held February 25 from 6:15 to 9 p.m. at the LAK Lake.

Sherri presented the Upton Branch Library report. Summer reading supplies have arrived and sign-up for the summer reading challenge will begin May 31. The shelving and rearranging of the young adult and junior area has been completed. Further weeding, rearranging, and cleaning have begun in the easy/picture book area.

There was no Weston County Library Foundation report.

**Old Business:**

**S.T.E.A.M. Kit Lending Policy:** Deb moved to accept the policy on the third and final reading; Cathy seconded. Motion carried.

**Library Board Operations Policy:** The policy was reviewed with the following changes proposed: Page 3, #5, change "monitor" to "discuss" and add "at the end of the fiscal year" to the end of the sentence. Page 3, Listening, switch the second and third statements to clarify the intent. Page 12, #2, add "agreed upon" in front of "written". Page 12, #4, change "the" to "any potential" in front of "Director." Also, move #4 to the first place and #1 to the fourth position. Page 13, #2, add "members" following Board. Page 14, #2, add "\*\*provide an opportunity for discussion." Page 14, #5 change "may" to "is encouraged to ." The first reading of the policy with these changes will be at the March Board meeting.

**New Business:**

Cathy moved the First State Bank of Newcastle be the Designated Depository for the Weston County Library Board. Deb seconded; motion carried.

The Board went into executive session at 1:03 p.m. for personnel issues. The board came out of executive session at 2:03 p.m. Cathy moved the Board should agree to support the current policy and procedure regarding personnel issues. Motion carried.

The next meeting will be March 25 at 11:30 a.m.

Meeting adjourned at 2:06 p.m.

Respectfully submitted,

Deb Smith, Secretary