

ALBANY COUNTY PUBLIC LIBRARY  
BOARD OF DIRECTORS  
MEETING MINUTES  
OF DECEMBER 17, 2019  
LARAMIE, WY

Directors present were: Scott Shoop, Mike Massie, Tim Monroe, Faryn Babbitt, Chris Merrill (via phone). Also present were: Peter Gosar (County Commissioner), Rachel Crocker (ACPL Director), Caitlin White (ACPL Foundation Executive Director), Jacque Graef, Cassy Hunter.

**Regular Meeting: 5:30pm**

1. Call to order at 5:03 pm
2. Determination of quorum and introductions with Favorite Christmas movie.
3. No comments from the public
4. No additions or deletions to the agenda.

**Consent Agenda**

5. Approval of the Consent Agenda
  - a. Minutes of the October 28, 2019 Regular Meeting of the Board
  - b. Budget Update (Budget vs. Actual and Balance Sheet)

**Massie moved for approval of the Consent Agenda. Babbitt seconded. All ayes, motion carried.**

**Reports**

6. Reviewed Checking Account and Credit Card Reports
  - a. P. 8 Line 51 & 52 appear the same. Rachel will look into.
7. Received Director's Report and Other Staff Reports
  - a. New hires are the priority (on 2<sup>nd</sup> round of Asst. Director interviews)
  - b. Updating Tech Services Manager job description
  - c. Rachel & Christina met with staff regarding new handbook- some staff have signed.
  - d. Marketing for Sunday hours will begin Jan. 6<sup>th</sup>, with Sunday fundays planned 1 per month for first 3 months.
  - e. Staff is already working on Summer Reading
    1. One major change is the extension of reading challenge dates.
  - f. Rachel would like to review public policies with the ACPL board in spring.
  - g. Rachel is working on staff culture and settling in to new position.

Monroe asked if new hires are under new handbook, yes as of new handbook approval. (March 14, 2019)

Massie commented the Sunday hours are possible due to funding from county commissioners.

- h. Cassy Hunter presented on the association for Rural and Small Libraries Conference.
  1. We are doing well! Book Clubs, programming, displays and more are all commended nationwide.
8. Received Albany County Public Library Foundation Report
  - a. Giving Tree items are doing well
  - b. Staff recognition party to be held tomorrow, December 18.

9. No Friends of the Albany County Public Library Report

10. Commissioner Gosar

- a. The county received Tim Monroe's resignation from ACPL board.
- b. Talks have begun about next year's budget.
- c. ACPL is an important place for many in our community. Gosar appreciates the new Sunday hours.

### **Old Business**

11. ACPLF mini-grants

**Monroe motioned to approve the mini-grant projects as presented by ACPLF. Babbitt seconded. All ayes, motion carried.**

12. Sunday hours

**Merrill moved to correct Sunday hours from 1-4pm to 1-5pm to match Saturday hours and serve more of the public. Monroe seconded. All ayes, motion carried.**

### **New Business**

#### **Information**

Merrill commented Hunter's presentation and Gosar's report were very inspiring.

13. Next Regular Board Meeting is Monday, January 27, 2019 5:30pm at ACPL Large Meeting Room.

14. Adjourn at 6:05pm

*Minutes submitted by Jacque Graef.*