

Albany County Public Library Board of Directors
Special Meeting Minutes
Monday, April 20, 2020
Laramie, Wyoming
Via Zoom

Directors present: Scott Shoop, Kay Cowie, Jessica Perry. Also present: Rachel Crocker (ACPL Director), Caitlin White (ACPL Foundation Executive Director), Jan Gugeler (FOL), Betsy Moore (FOL), Linda Nydahl (FOL), Pete Gosar (County Commissioner), Peggy Trent, Monica Owens, Kennedy Penn-O'Toole, Jacque Graef, Mary Rucinski (Laramie Boomerang)

Special Meeting: 5:30pm

1. Call to order at 5:36 pm.
2. Determination of quorum through roll call and introductions. New board member: Jessica Perry.
3. No comments from the public.
4. No additions and deletions to the agenda.

Consent Agenda

5. Approval of the Consent Agenda
 - a. Minutes of the February 24, 2020 Regular Meeting of the Board
 - b. Budget Update (Budget vs. Actual and Balance Sheet)

Cowie motioned to approve the Consent Agenda. Perry seconded. All in favor, motion carried.

Reports

6. Review Checking Account and Credit Card Reports
7. Receive Director's Report and Other Staff Reports
 - a. Budget effects of COVID-19: Operating revenue is lower than usual due to a decrease in rental fees, while supplies expenses are lower as well. Foundation disbursement showed slight changes.
 - b. Staff transitioned well to working at home. Special projects and planning have continued.
 - c. Summer Reading Program plans for online tracking as well as option for in person if allowable.
 - d. Based on governor and county plans, staff is working on a 3-stage re-opening plan.
8. Receive Albany County Public Library Foundation Report
 - a. Newsletter will be sent out soon, all programming included is listed as contingent on COVID-19 closures.
 - b. Donations have decreased, as well as portfolio investments have decreased.
 - c. 4th quarter library disbursement is slightly lower. WYCF grant received for 2020-2021 collection. All of those funds will now be received in FY21.
 - d. 5 fundraisers have been cancelled due to COVID-19 closures.
9. Receive Friends of the Albany County Public Library Report

- a. Limited volunteers continuing to work M-F midday for shipping duties. Amazon sales are still strong.
- b. Viability of a summer sale is unknown at this time, due to COVID-19.

Old Business

New Business

- 10. Inform ACPL Board of the purchase of Sophos antivirus and firewall upgrades.
 - a. Received better pricing from our IT contractor.
- 11. Postponement of the ACPL Director's Annual Evaluation to October 2020
 - a. Due to the shortened length of time since the director's hire.

Cowie moved to accept proposal to postpone the director's annual evaluation to October 2020. Perry seconded. All ayes, motion carried.

- 12. Ratify decision of ACPL Director and Board Chair to provide paid administrative leave to all ACPL for any work missed due to the COVID-19 pandemic.

Perry moved to approve the recommendation of the director's COVID-19 staffing plan. Cowie seconded. All in favor, motion carried.

- 13. Approve the submission of the FY21 Budget to the Albany County Board of Commissioners.
 - a. Proposed budget to be sent to the county next week. Deliberations will continue through June. Final budget available in early July.

Cowie approved budget as submitted. Perry seconded. All ayes, motion approved.

Information

- 14. Next Regular Board Meeting TBD.

Adjourn

Meeting closed at 6:26 pm.

Minutes submitted by Jacque Graef.