

Albany County Public Library Board of Directors  
Special Meeting Minutes  
Monday, August 24, 2020  
Laramie, Wyoming  
Via Zoom

Directors present: Faryn Babbitt, Jessica Perry, Kay Cowie, Kristen Landreville, Scott Shoop. Also present: Rachel Crocker (ACPL Director), Caitlin White (ACPL Foundation Executive Director), Linda Nydahl (Friends of the Library), Dani Rasmussen (ACPL Asst. Director), Peggy Trent (Albany County Attorney).

**Regular Meeting: 4:00pm**

1. Call to order at 4:08 pm by Babbitt.
2. Determination of quorum through roll call and introductions.
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 July 27, 2020 Regular Meeting of the Board
  - b. Budget Update (Budget vs. Actual and Balance Sheet)

**Landreville motioned to approve the consent agenda. Shoop seconded. All in favor, motion carried.**

**Reports**

6. Review Checking Account and Credit Card Reports-Rachel
7. Receive Director's Report and Other Staff Reports-Rachel
  - a. Centennial partnership with CLCA who owns the building. ACPL supplies staff and materials. Updates to the building nearly finished. Open house on 9/12 2-4pm.
  - b. Audit is coming up, under the county audit. First round this week, on-site auditors later in October.
  - c. Programming going well. In addition to ACPL page on Facebook, there is a Facebook group for programming.
  - d. Farmers market on Fridays distributing various kits. Adults kits coming soon.
  - e. Working on programming for each age group.
  - f. Connecting with school district for library card drive and to connect Overdrive to school district.
  - g. Shift in hours for fall. Adding more browsing hours beginning Sept 1<sup>st</sup> and will re-evaluate in October.
8. Receive Albany County Public Library Foundation Report-Caitlin
  - a. September will begin fundraising through digital sponsors.
  - b. Banned book scavenger hunt coming up with downtown businesses.

- c. Pride and Prejudice zoom party with the Holiday Inn.
  - d. More contact with donors versus making money.
  - e. Investments are doing well.
  - f. Strategic planning at ACPLF board meetings.
9. Receive Friends of the Albany County Public Library Report-Linda.
- a. 1<sup>st</sup> distribution check is \$21,000.
  - b. Book Nook expansion has helped.
  - c. Temporarily not accepting donations.
  - d. Noted how well the Circulation staff has been assisting patrons.

### **Old Business**

### **New Business**

10. Present for approval annual contract for snow removal services between Tough Guys and the Albany County Public Library Board of Directors.

**Babbitt moved to approve contract with Tough Guys and ACPL. Perry seconded. All ayes, motion approved.**

11. Present for approval the closeout of FY20.
- a. Unspent funds \$82,760.75, mostly due to vacant positions for most of the fiscal year.
  - b. Summer reading money from Foundation will be spent. Cash will be moved into next year.
  - c. Approve moving \$2,928.03 in the ACPL reserve account.
  - d. Approve adding \$1,900.26 to ACPL operating cash reserve.
  - e. Approve adding \$67,990.83 to ACPL personnel reserve.

**Landreville moved to approve the Director's recommendation on FY20 closeout. Cowie seconded. All ayes, motion carried.**

12. Present for discussion annual statistics.
- a. Stats are skewed due to Covid-19, mostly affected is programming. Circulation stats are near last years numbers despite changes.
13. Discuss options for meeting formats in the future.
- a. Recommendation is for Zoom format and will evaluate monthly in the future.
14. Training presentation on Roberts Rules of Order.
- a. Statutes and Bylaws are primary.
15. Discuss training needs and approach for the ACPL board.
16. Inform board of current process for the Annual Performance Evaluation of the Director.
- a. Scheduled for the October board meeting.
17. Commend Deb Shogran for 25 years of service at the Albany County Public Library.
- a. Thank you Deb for all of your hard work in Laramie and Centennial.

### **Information**

13. Next Regular Board Meeting September 28 at 4pm via Zoom.

**Adjourn** at 5:14 pm.

*Minutes submitted by Jacque Graef.*