

Albany County Public Library Board of Directors  
Regular Meeting Minutes  
Monday, December 28, 2020  
Laramie, Wyoming  
Via Zoom

Directors present: Scott Shoop (Board Chair), Jessica Perry, Kay Cowie, Kristen Landreville. Also present: Rachel Crocker (ACPL Director), Caitlin White (ACPL Foundation Executive Director), Jennifer Curran (Albany County Attorney).

**Regular Meeting: 4:00pm**

1. Call to order at 4:00 pm by Shoop.
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 November 23, 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 Report
  - a. Kristen asked if the fraud charge have been handled. Crocker will confirm.
  - b. Discussed moving to individual credit cards rather than shared.
7. Receive Director's Report and Other Staff Reports-Crocker
  - a. In response to opening of county buildings, Crocker prefers to keep reservation system for consistency purposes.
  - b. Shared information regarding staff coverage.
  - c. Working with auditors to get files and procedures in line with the county.
  - d. State library is doing board virtual board training.
  - e. Rock River hours have changed.
  - f. Public hearing on borrowing policy will be in January.
  - g. Worked with school district on SORA.
  - h. Hired 2 Circulation staff members.
  - i. Rotating liaisons for FOL and ACPLF.
8. Receive Albany County Public Library Foundation Report-White
  - a. Staff holiday celebration went well.
  - b. Holiday giving is low. Investments are high.
  - c. Working on February newsletter.
9. Receive Friends of the Albany County Public Library Report-Nothing to report.

**Old Business**

**New Business**

**Information**

10. Next Regular Board Meeting January 25, 2020.

**Adjourn**

Meeting adjourn 4:31 pm.

*Minutes submitted by Jacque Graef.*