

Albany County Public Library Board of Directors
Regular Meeting Minutes
Monday, January 25, 2021
Laramie, Wyoming
Via Zoom

Directors present: Scott Shoop (Board Chair), Faryn Babbitt, Jessica Perry, Kay Cowie, Kristen Landreville. Also present: Rachel Crocker (ACPL Director), Caitlin White (ACPL Foundation Executive Director), Jennifer Curran (Albany County Attorney), Sue Ibarra (Albany County Commissioner), Dani Rasmussen (ACPL Assistant Director), Amber Vidahl (community member).

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. Additions and deletions to the agenda.
 - a. Present for approval grant application relevant to bookmobile purchase added New Business.

Public Hearing

5. Public Hearing on update to Albany County Public Library Policy Regarding Public Library Materials
 - a. Board voted to open Public Hearing

Cowie motioned to go into public hearing for consideration. Perry seconded. All in favor, motion carried.

- b. Board received any Public Comment regarding the policy in question.
- c. Board voted to close Public Hearing

Cowie motioned to close public hearing and return to regular meeting. Landreville seconded. All in favor, motion carried.

Consent Agenda

6. Approval of the Consent Agenda
 - a. Minutes of the December 28, 2020 Regular Meeting of the Board
 - b. Budget Update (Budget vs. Actual and Balance Sheet)

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

Reports

7. Review Checking Account and Credit Card Report
 - a. Landreville mentioned the fraud charge has been handled.
 - b. Discussed moving to individual credit cards rather than shared but will need to receive bids.
8. Receive Director's Report and Other Staff Reports-Crocker
 - a. Continuing to use the reservation system.

- b. Crocker has been attending the Albany County Health and Human Services council meetings.
 - c. Working on the end of the year close out procedures.
 - d. Staff has been developing more tailored services.
 - e. Will be loaning out board games through requests. Games will be quarantine for 1 week upon return.
 - f. Summer reading planning has begun.
9. Receive Albany County Public Library Foundation Report-White
- a. Winners of the Toyota Cares program for January.
 - b. Trying Blind Date with a Book fundraiser this year.
 - c. Working on Rec Board grant from 2020.
 - d. Change in grants this year, looking for new ones.
 - e. Pole Mountain Pharmacy is this months sponsor.
 - f. A Novel Night fundraiser will continue.
 - g. Newsletter will go out in February.
 - h. Mini-grant project this year is permanent Storywalks.
10. Receive Friends of the Albany County Public Library Report-Nothing to report.

Old Business

11. Present for approval Albany County Public Library Policy Regarding Library Materials
- a. Board voted to rescind the following sections from the current ACPL Policy Manual:
 - i. Borrowers Policy
 - ii. Loan Policy
 - iii. Interlibrary Loan (ILL) Policy

Cowie motioned to rescind the policies outlined in the agenda regarding borrowing materials. Perry seconded. All in favor, motion carried.

- b. Board voted to approve Albany County Public Library Policy Regarding Borrowing Materials updated July 22, 2020.

Babbitt motioned to adopt the July 22, 2020 borrowing material policy. Landreville seconded. All in favor, motion carried.

- c. Board voted to eliminate all overdue fine charged to patrons.

Cowie moved to eliminate all overdue fine charged to patrons. Perry seconded. All in favor, motion carried.

- d. Discussion: approximately \$1,200-\$3,000 collected in overdue fines annually, separate charges for damaged or lost items, following national trend.

New Business

12. Present for approval the forgiveness of all bills applied to patron accounts by ACPL prior to February 1, 2021.
- a. 2,000 patrons currently owe money. 143 are blocked due to the amount due. Letters were sent to patrons.

Landreville motioned to approve forgiveness of all bills applied to patron accounts by ACPL prior to February 1, 2021. Cowie seconded. All in favor, motion carried.

13. Present for approval grant application relevant to Bookmobile purchase- Crocker and White.
 - a. Natrona County is selling their used Bookmobile for \$30,000.
 - b. White has assisted with writing a Rec Board grant for \$30,000 purchase, \$20,000 for branding, \$10,000 for materials.
 - c. ACPL Foundation has assisted with funds in the meantime.

Perry moved to approve the grant application. Babbitt seconded. All in favor, motion carried.

Information

14. Next Regular Board Meeting February 22, 2021.

Adjourn

Meeting adjourn 5:06 pm.

Minutes submitted by Jacque Graef.