

Albany County Public Library Board of Directors  
Special Meeting Minutes  
Monday, July 27, 2020  
Laramie, Wyoming  
ACPL Large Meeting Room & Zoom

Directors present: Scott Shoop, Faryn Babbitt, Jessica Perry (via Zoom), Kay Cowie (via Zoom). Also present: Rachel Crocker (ACPL Director), Caitlin White (ACPL Foundation Executive Director), Bailey Murray (ACPL Tech Services Manager), Misti Karician-Zimmerman, Matthew Arrollo, Jan Gugeler (Friends of the Library, via Zoom), Jacque Graef (ACPL via Zoom).

**Regular Meeting: 4:00pm**

1. Call to order at 4:06 pm
2. Determination of quorum through roll call and introductions.
  - a. Introduce new Circulation staff, Misti & Matthew.
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 June 22, 2020 Regular Meeting of the Board
  - b. Minutes of the July 16, 2020 Special Meeting of the Board
  - c. 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-Rachel
  - a. Included charges for new staff background checks.
7. Receive Director's Report and Other Staff Reports-Rachel
  - a. Crocker will serve as an election judge on August 18<sup>th</sup>. Will then work from home to quarantine for the rest of the week.
  - b. Crocker commended staff on adapting over the past few weeks.
  - c. Crocker would like to work on staff support in the future.
  - d. Plan for fall hours to come shortly, including contingency plans and short staff plans.
  - e. Grab n Go hours are currently more popular than browsing hours.
  - f. Fall will have more outreach than programming.
  - g. Cowie recognized staff on hardwork- storywalks, Centennial updates, and Foundation.
8. Receive Albany County Public Library Foundation Report-Caitlin
  - a. Stocks did well in the last fiscal. Moved into new fiscal year in July.
  - b. Foundation will be able to disburse from all but 1 restricted fund.
  - c. Fundraisers are moving to virtual format.
  - d. Foundation is working on new sponsorship options.

9. Receive Friends of the Albany County Public Library Report-Jan G.-nothing to report.

### **Old Business**

### **New Business**

10. Present for discussion and review Annual Calendar for Albany County Board of Directors
  - a. August board will vote to close out FY20.
  - b. Will hold one meeting in Centennial (Sept) and one in Rock River (May).
11. Determine slate of Officers for FY 2020-2021 in accordance with ACPL Board Bylaw 7.01
  - a. Nominate and elect Board Chair

**Cowie nominated Shoop as Board Chair. Babbitt seconded. All in favor, motion carried.**

- b. Nominate and elect Vice Chair

**Cowie nominated Babbitt as board Vice Chair. Perry seconded. All in favor, motion carried.**

- c. Nominate and elect Treasurer

**Babbitt nominated Landreville as Treasurer. Perry seconded. All in favor, motion carried.**

- d. Determine liaison roles for the Friends and the Foundation Boards
  - i. Shoop appointed Cowie as liaison to the Foundation and Perry as liaison to the Friends.

12. Present for Approval updated Borrowing Policy for the Albany County Public Library, and authorize Director to publicize the policy for public comment pending County Attorney review and approval.
  - a. Bailey has assisted updating the Borrowing Policy.
  - b. Fine free is a national trend; 2019 ALA put forth a resolution to go fine free. 11 of 23 counties in WY are fine free.
  - c. Studies who overdue fees do not always encourage patrons to return items.
  - d. Currently, DVDs, games, and Ipads do have overdue fees.

**Perry moved to consider changes to ACPL Borrowing Policy and allow Director to open the policy for public comment. Cowie seconded. All in favor, motion carried.**

### **Information**

13. Next Regular Board Meeting August 24 at 4pm.

**Adjourn** at 4:56 pm.

*Minutes submitted by Jacque Graef.*