

Albany County Public Library Board of Directors
Regular Meeting Minutes
Monday, June 22, 2020
Laramie, Wyoming
Library South Parking Lot

Directors present: Scott Shoop, Kay Cowie, Jessica Perry, Chris Merrill,. Also present: Rachel Crocker (ACPL Director), Caitlin White (ACPL Foundation Executive Director), Dani Rasmussen (ACPL Assistant Director), Linda Nydahl (Friends of the Library), Commissioner Pete Gosar (County Commissioner).

Regular Meeting: 5:30pm

1. Call to order at 5:32 pm.
2. Determination of quorum through roll call and introductions.
3. No comments from the public.
4. Additions to the agenda.
 - a. Crocker added waiving overdue fees retroactively during Covid to New Business.

Consent Agenda

5. Approval of the Consent Agenda
 - a. Minutes of the April 20, 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.
 - a. Cowie questioned HR Benefit expenses. Crocker will amend budget as personnel and send update.
7. Receive Director's Report and Other Staff Reports (Crocker)
 - a. Average 50-60 people on Grab n Go days.
 - b. Summer Reading Program is now live online.
 - c. Storywalks are now at library and parks around town.
 - d. 3rd of July parade.
 - e. Farmers Market to begin soon. ACPL will host a booth.
 - f. Crocker met with League of Women voters.
 - g. Final tech purchases were made with technology budget funds.
8. Receive Albany County Public Library Foundation Report (White)
 - a. Fundraisers have all been canceled through fall.
 - b. Researching virtual fundraisers.
 - c. United Way provided \$1,000 grant for Covid relief.
 - d. Magazine holders are in and will be set up shortly.

- e. Staff will present mini-grant reviews later in the year to each board.
 - f. New board member, Aaron Lozano.
9. Friends of the Library Report (Nydahl)
- a. Book Nook will expand to provide more selections.
 - b. Carts in Grab n Go have books for sale.
 - c. FOL offering personal shopper service.
 - d. Amazon listings price point has been adjusted.

Old Business

Kristen Landreville has been appointed to the board.

New Business

- 10. Merrill moved to affirm public statement issued by Library Director and staff on June 15, 2020 regarding Black Lives Matter movement. Perry seconded. All in favor. Motion carried.
- 11. Perry moved to approve Memorandum of Understanding Between the Board of Commissioners of the County of Albany, Wyoming by and through the Albany County Human Resources Office and the Albany County Public Library for HR Services from July 1, 2020 through June 30, 2021. Cowie seconded. All in favor. Motion carried.
- 12. Merrill moved to approve Agreement between Board of Directors of the Albany County Public Library and Wilken Enterprises, LLC for cleaning services from July 1, 2020 through June 30, 2021. Perry seconded. All in favor. Motion carried.
- 13. Cowie moved to approve closure of the library on Monday, July 6 in honor of the Independence Day Holiday. Merrill seconded. All in favor. Motion carried.
- 14. Merrill moved to approve adjusted summer hours from July 7 through August 30 for the Laramie Branch of the Albany County Public Library to include Grab & Go hours from 10am to 2pm on Tuesdays, Thursdays, and Saturdays; and Browsing Hours from 5pm to 8pm on Tuesdays and Thursdays. Perry seconded. All in favor. Motion carried.
- 15. Perry moved to approve waiving overdue fees retroactively during Covid. Cowie seconded. All in favor. Crocker will also explore “fine free”. All in favor. Motion carried. d
- 16. Bernie Burr-Wilken was commended for 20 years of service as an employee of the Albany County Public Library.
- 17. Chris Merill was commended for 6 years of service on the Board of Directors for the Albany County Public Library.

Information

- 18. Shoop called Special Meeting for July 16th at 5:30 p.m. to review budget.
- 19. Next Regular Board Meeting TBD.
- 20. Crocker will send out a description of officer rolls.

Adjourn

Minutes submitted by Jacque Graef.

