

ALBANY COUNTY PUBLIC LIBRARY  
BOARD OF DIRECTORS  
MEETING MINUTES  
OF FEBRUARY 24, 2020  
LARAMIE, WY

Directors present were: Scott Shoop, Kay Cowie, Faryn Babbitt. Also present were: Rachel Crocker (ACPL Director), Caitlin White (ACPL Foundation Executive Director), Jacque Graef (ACPLF), Jan Gugeler (FOL), Linda Nydahl (FOL), Pete Gosar (County Commissioner), Martin Buchanan.

**Regular Meeting: 5:30pm**

1. Call to order at 5:30 pm
2. Determination of quorum and introductions.
3. Comments from the public:  
Buchanan mentioned Laramie Boomerang correction to the FOL sale dates.
4. No additions or deletions to the agenda.

**Consent Agenda**

5. Approval of the Consent Agenda
  - a. Minutes of the January 27, 2020 Regular Meeting of the Board
  - b. Budget Update (Budget vs. Actual and Balance Sheet)

**Cowie moved for approval of the Consent Agenda. Babbitt seconded. All ayes, motion carried.**

**Reports**

6. Reviewed Checking Account and Credit Card Reports
  - a. Crocker explained the procedures for receipts with bookkeeper.
7. Received Director's Report and Other Staff Reports
  - a. 13 new Chromebooks were purchased to be used for computer classes, STEM projects, and special events such as Census Day.
  - b. Rasmussen has been working with the front desk side, allowing Crocker to transition to larger projects. Circulation supervisor position is posted with many applicants already.
  - c. Crocker has begun budget creation for next year.
  - d. Crocker is revisiting regulations and policies.
  - e. Crocker will continue to work on board orientation packet and materials.
  - f. Snowberger will now handle benefits.
  - g. Crocker has been working on long term planning.
8. Received Albany County Public Library Foundation Report
  - a. Cupcake Ball fundraiser on 2/7/20 with 80 attendees. Raised approximately \$500.
  - b. April is O'Dwyer's Bingo fundraiser on Tuesdays at 7pm.
  - c. New ACPLF board member, Delilah Paskan.
9. Received Friends of the Albany County Public Library Report
  - a. 2/12/20 was the first meeting of 2020. Sally Oviatt was appointed new president.
  - b. Christina Smith is the new Books Sale Chair.

- c. Book Bucks to be donated to the library for Summer Reading sign up bags.
- d. 2<sup>nd</sup> disbursement to the library was \$22,300. Total for this year is an all-time high of \$55,100.
- e. Working on computer replacement project.
- f. Amazon sales total over \$19,000 per year.
- g. Spring sale 2/26-3/1/20.

### **Old Business**

### **New Business**

- 10. Present for discussion FY20 mid-year statistics
  - a. Overall circulation numbers have increased. YA & JUV up considerably.
  - b. Board game use has already surpassed last year.
  - c. E- materials have increased (WYLD and Overdrive).
  - d. Gate count is incorrect due to upcoming repairs.
  - e. Shoop asked about library board hours. Babbitt expressed this aides with boards involvement in the organization when discussing other funding avenues.
- 11. Nominate a Foundation Liaison

**Babbitt moved to nominate Cowie as the ACPL Foundation liaison. All in favor. Motion carried.**

- 12. Discuss Annual Review process for Library Director
  - a. Crocker began as director in September; therefore this will not be a full time period. Review is typically completed in April.
  - b. Discussion held on the instrument used for review.
  - c. Babbitt suggested the staff participate.
  - d. Crocker stated the evaluation form is based on job description not overall goals.
  - e. Shoop requested trustees take time to re-evaluate the current procedure, executive session date, and assessment style used prior to the March meeting.

### **Information**

13. Next Regular Board Meeting is Monday, March 23, 2020 5:30pm at ACPL Large Meeting Room.

14. Adjourn at 6:33 pm

*Minutes submitted by Jacque Graef.*