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.

1. No additions or deletions to the agenda.

**Consent Agenda**

1. Approval of the Consent Agenda
   1. Minutes of the January 27, 2020 Regular Meeting of the Board
   2. Budget Update (Budget vs. Actual and Balance Sheet)

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

**Reports**

1. Reviewed Checking Account and Credit Card Reports
   1. Crocker explained the procedures for receipts with bookkeeper.
2. Received Director’s Report and Other Staff Reports
   1. 13 new Chromebooks were purchased to be used for computer classes, STEM projects, and special events such as Census Day.
   2. 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.
   3. Crocker has begun budget creation for next year.
   4. Crocker is revisiting regulations and policies.
   5. Crocker will continue to work on board orientation packet and materials.
   6. Snowberger will now handle benefits.
   7. Crocker has been working on long term planning.
3. Received Albany County Public Library Foundation Report
   1. Cupcake Ball fundraiser on 2/7/20 with 80 attendees. Raised approximately $500.
   2. April is O’Dwyer’s Bingo fundraiser on Tuesdays at 7pm.
   3. New ACPLF board member, Delilah Pasman.
4. Received Friends of the Albany County Public Library Report
   1. 2/12/20 was the first meeting of 2020. Sally Oviatt was appointed new president.
   2. Christina Smith is the new Books Sale Chair.
   3. Book Bucks to be donated to the library for Summer Reading sign up bags.
   4. 2nd disbursement to the library was $22,300. Total for this year is an all-time high of $55,100.
   5. Working on computer replacement project.
   6. Amazon sales total over $19,000 per year.
   7. Spring sale 2/26-3/1/20.

**Old Business**

**New Business**

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

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

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

**Information**

1. Next Regular Board Meeting is Monday, March 23, 2020 5:30pm at ACPL Large Meeting Room.
2. Adjourn at 6:33 pm

*Minutes submitted by Jacque Graef.*