

ALBANY COUNTY PUBLIC LIBRARY
BOARD OF DIRECTORS
MEETING MINUTES
OF JANUARY 27, 2020
LARAMIE, WY

Directors present were: Scott Shoop, Chris Merrill, Kay Cowie. Also present were: Rachel Crocker (ACPL Director), Dani Rasmussen (ACPL Asst. Director), Caitlin White (ACPL Foundation Executive Director), Jacque Graef (ACPLF), Tyler Brown, Martin Buchanan, Mary Rucinski (Laramie Bommerang), Christina Smith.

Regular Meeting: 5:30pm

1. Call to order at 5:31 pm
2. Determination of quorum and introductions.
3. Comments from the public:
Buchanan mentioned the library looks great with new signs, new books, etc. Questioned the new placement of magazines and insurance increased. Crocker responded to both.
4. No additions or deletions to the agenda.

Consent Agenda

5. Approval of the Consent Agenda
 - a. Minutes of the December 17, 2019 Regular Meeting of the Board
 - b. Budget Update (Budget vs. Actual and Balance Sheet)

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

Reports

6. Reviewed Checking Account and Credit Card Reports
 - a. Crocker will look into BCBS payments.
7. Received Director's Report and Other Staff Reports
 - a. Tyler Brown presented on the Outreach program. Currently goes to multiple elderly and homebound residencies. Program is expanding. Brown includes books, audiobooks, computer/gadget workshops, and library card signups. He delivers books from FOL at times. Merrill requested to learn more if Brown hears of more demand.
 - b. Sunday hours have been a large success. Patron count from January 12 was approximately 400.
 - c. Circulation Manager, Bailey Murray has moved to Tech Services Manager.
 - d. New staffing plan is to have 2 circulation specialists at 30 hrs/week to provide more coverage, programming, and weekend availability. Both positions will fall under the current staffing budget.
 - e. Crocker is working on timeline to review current policies with the board. Not all need public review/comment.
 - f. WYLA is hosting a reception for legislatures February 20, 2020 at 5:30pm. Open to all board members.

- g. February 18 is the grant presentation to the county rec board (grant requested money for outdoor sound system and more).
 - h. Community partnership grant is upcoming. Crocker will ask for money for Stories @ parks staff.
8. Received Albany County Public Library Foundation Report
- a. Legislative reception 2/20/20
 - b. Cupcake Ball fundraiser 2/7/20.
 - c. Birthday party fundraiser went well.
 - d. Floral design workshop to be held 3/2/20.
 - e. Kids mystery event upcoming.
 - f. Author event to be scheduled.
9. No Friends of the Albany County Public Library Report
- a. Sale begins 2/26/20.

Old Business

New Business

10. Commended Ada Grabowski on 25 years of service.
- a. Ada has done every job in the library
 - b. Recently completed a 5 year project of re-labeling every item in the library.
11. Presented ACPL Directors goals for consideration.
- a. Director's primary goal: Establish a long term plan for the Albany County Public Library
 - b. Job descriptions will be reviewed with each position.

Merrill moved for approval of the goals as presented. Cowie seconded. All ayes, motion carried.

Merrill raised the question if the new circulation specialist positions need a vote. Shoop mentioned it is budget neutral and falls under the purview of the director.

Information

12. Next Regular Board Meeting is Monday, February 24, 2020 5:30pm at ACPL Large Meeting Room.
13. Adjourn at 6:23 pm

Minutes submitted by Jacque Graef.