

ALBANY COUNTY PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE REGULAR MEETING
OF AUGUST 15, 2018

The Board of Directors of the Albany County Public Library (ACPL) met in regular session at ACPL Wednesday, August 15, 2018 at 6:30p.m. Directors present were Mike Massie, Tim Monroe (by phone), Chris Merrill, Jo Carol Ropp, and Scott Shoop. Also present were Martin Buchanan, member of the public; Tim Chesnut, Albany County Commissioner; Rachel Crocker, Assistant Director; Daniel Bendtsen, Laramie Boomerang reporter; Joel Defebaugh, County Attorney's office; Betsy Moore, Friends of the ACPL representative; Kennedy Penn-O'Toole, Cataloger; Peggy Trent, County Attorney; Ruth Troyanek, Library Director; Caitlin White, ACPL Foundation Executive Director; and Nancy Zennie, Centennial Library and Cultural Association member.

Massie called the meeting to order at 6:30 p.m.

INTRODUCTIONS:

- All present introduced themselves.

ROLL CALL:

- All board members were in attendance

PUBLIC COMMENT:

- Written comment about Yahoo issues
 - Yahoo had issues, not us
 - Our internet is slow due to people streaming YouTube videos
 - We are making changes to fix this problem

ADDITIONS/DELETIONS TO AGENDA:

- Add
 - Add meeting days discussion
 - Final FY18 statistics
 - Circulation down, 86% of FY 17
 - DVD policy changed
 - Print circulation down everywhere
 - Traffic up
 - More people coming to events and programs
 - Combining positions
 - LED light grant update
 - Crocker is working on grant for LED lights

- ACPL has to meet cash match
 - Will save approximately \$4000/year
 - Board had no objections
- Remove
 - CLCA contract
 - Due to delays, CLCA hasn't had time to review contract

MINUTES:

- Approved minutes of the Regular Meeting of July 9, 2018.

Massie entertained a motion to approve the minutes. Merrill so moved. Ropp seconded. All ayes. Motion carried.

FINANCIAL REPORTS:

- Review of check register

Massie called for any objections to checks and credit cards. Hearing none, the checks and credit cards were approved.

- Closeout of FY18 budget
 - Extra funds will be carried over to FY19
- FY19 Budget
 - Insurance costs increase
 - Planned for 15% in budget
 - Ropp questioned progress of Personnel Handbook
 - May affect budget if employment status changes
 - Defebaugh still reviewing
 - FY18 carryover funds will be displayed in FY19 budget

Massie entertained a motion to accept FY19 budget as presented. Merrill so moved. Shoop seconded. All ayes. Motion carried.

- Reserve Account Starting Report

Massie entertained a motion to move \$35,372 into the Reserve Account. Ropp so moved. Merrill seconded. All ayes. Motion carried.

LIBRARY DIRECTOR'S REPORT:

- Troyanek reported the passing of former employee Allison Schultz
- Overdrive ebook platform
 - Employees testing, will release to the public soon

- Combining positions
 - 2 circ staff have been hired full-time
 - Troyanek wants to combine their circ and public service hours to pay at higher rate

Massie entertained a motion to combine the positions. Merrill so moved. Shoop seconded. All ayes. Motion carried.

FOUNDATION REPORT (Caitlin White):

- Alice in Wonderland murder mystery fundraiser is Sept 22.
 - Tickets are still available

FRIENDS REPORT (Betsy Moore):

- Earned \$7751 from July book sale
- Looking for volunteers
- Gave ACPL \$30,000 for materials

OLD BUSINESS:

- Volunteer Hours
 - Board members recorded their volunteer hours since the last board meeting
- FY 19 Salaries
- Compensation Committee
 - With \$45 K carry-over from FY, committee recommends
 - Cost of living stipends (approx. \$20,000 total)
 - Full-time employees: \$1000
 - Part-time employees: \$500
 - Part-time shelver positions (approx. \$5000 total)
 - 2 10 hr/week positions through the end of FY19
 - Pay \$9-10/hr

Massie entertained a motion to accept the committee's recommendation. Shoop so moved. Merrill seconded. All ayes. Motion carried.

- Tasks
 - Create proposal for 2019 health insurance plan
 - Compare jobs and wages with similar libraries and Albany County
- Meeting Notices and Days
 - Notices will be placed around on main door on day of meetings
 - New scheduled time conflicts with County Planning and Zoning Committee
 - County Attorney Trent is unable to attend ACPL board meeting
 - Time was moved to make meetings more open for public
 - Trent's schedule will be checked
 - Possibly move date and/or time of ACPL board meeting

NEW BUSINESS:

- Troyanek presented Director's FY19 Goals and Objective
 - Board expressed support of Director's 2018-2019 Goals
 - Add "and board" to 1st objective under Community Relations
 - How will Troyanek monitor staff morale?
 - Can use Bamboo HR
 - Director should work with board to create a larger vision of ACPL

Ropp moved to accept Director's goals with the addition of "with board". Merrill seconded. All ayes. Motion carried.

- Meeting Locations and Dates
 - September: Centennial
 - October: Rock River
 - Library van will be available for board members
- Initial Discussion of Roles
 - To clarify roles of staff vs. board
 - Massie asked staff and board to review section 7.02 in bylaws
 - Who has responsibility for X?
 - Bring specific examples to Sept. meeting.

INFORMATION

- Next Board of Directors meeting is on Wednesday, September 19, 2018 at 6:30 p.m. in Centennial. The Centennial Library and Cultural Association will have their meeting at 5:00 p.m. prior to the ACPL Board meeting.
- October's meeting will be held in Rock River.
- November's meeting is moved to Thursday, November 15 due to Thanksgiving.

Pursuant to Wyoming Statue 16-4-405 paragraph (a) (ii), Massie entertained a motion to adjourn to an Executive Session at 8:43 p.m. Ropp so moved. Shoop seconded. All ayes. Motion carried.

The Board of ACPL (absent Tim Monroe) and Troyanek met in executive session to discuss personnel matters.

The executive session ended at 9:04 p.m.

Merrill moved and Shoop seconded a motion to approve changes to Section 4.07 of Director's contract. Three ayes. One nay. Motion carried.

Merrill moved and Shoop seconded a motion to approve changes to Sections 5.01, 6.04 and 6.05 of Director's contract. Four ayes. Motion carried.

Meeting adjourned at 9:10 p.m.

Submitted by Kennedy Penn-O'Toole, Secretary pro tem.