

ALBANY COUNTY PUBLIC LIBRARY  
BOARD OF DIRECTORS  
MINUTES OF THE REGULAR MEETING  
OF JULY 9, 2018

The Board of Directors of the Albany County Public Library (ACPL) met in regular session at ACPL Monday, July 9, 2018 at 4:30p.m. Directors present were Mike Massie, Tim Monroe (by phone), Jo Carol Ropp, and Scott Shoop. Also present were Martin Buchanan, member of the public; Tim Chesnut, Albany County Commissioner; Rachel Crocker, Assistant Director; Monica Owens, Children's Services Librarian, Kennedy Penn-O'Toole, Cataloger; Pat Schmidt, Friends of the ACPL Representative; Ruth Troyanek, Library Director; and Caitlin White, ACPL Foundation Executive Director.

**Ropp called the meeting to order at 4:30 p.m.**

INTRODUCTIONS:

- All present introduced themselves.

PUBLIC COMMENT:

- Martin Buchanan
  - WYLD catalog does not use https://
  - Financial reports on website are out of date
  - Helpful to see budget comparison
  - In support of a reserve account
  - Was newsletter about 6<sup>th</sup> cent SPET tax from ACPL?
    - White: No, from ACPL Foundation

CHANGES OR ADDITIONS TO AGENDA:

- Include discussion of reserve fund with rollover funds

PUBLIC HEARING-FY19 BUDGET:

- Budget was published in the *Laramie Boomerang* on July 4, 2018

CONSENT AGENDA:

Minutes:

- Approved minutes of the Regular Meeting of May 21, 2018 and Special Meeting of May 31, 2018.

Written Reports:

- Financial Reports
  - Documents in board packet
- Statistics
  - Ropp questioned use of self-check machines
    - One will be moved to children's area
- Director's Report
  - Free *New York Times* access now available from ACPL website
  - At a previous meeting, Commissioner Chesnut advised Troyanek and Board to be less conservative in county budget requests
  - 6<sup>th</sup> penny SPET brochures
  - Library brochure is now available in Spanish
  - Troyanek will share budget video

**Ropp entertained a motion to approve the Consent Agenda. Monroe so moved. Massie seconded. All ayes. Motion carried.**

RECEIVE REPORTS:

- ACPL Foundation: Caitlin White
  - Most of the Janet Shively memorial garden will be finished this summer
  - Foundation will sponsor the End of Summer Reading party
  - Foundation will give ACPL approximately \$10,000 in restricted funds
    - In addition to annual \$60,000 disbursement
- Friends of the Library: Pat Schmidt
  - Book Sale July 25-28
  - Many boxes of free books have been taken to the Summit Rest Area

ACTION ITEMS:

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

OLD BUSINESS:

- FY 19 Budget
  - Rollover Funds
    - Approximately \$148,000 in unrestricted funds
      - \$12,216.27 planned in FY18 but not spent
        - \$4553.63 for materials
        - \$7662.64 for technology

**Massie moved to carryover planned FY18 funds and place in relevant categories. Shoop seconded. All ayes. Motion carried.**

- \$46,467.60 funds remaining from FY18
  - \$45,449.68 due to vacant positions in FY18
    - Funds could be used for benefit cost increases, salaries, expanded hours, or stipends

**Massie moved to carryover underspent FY18 funds with \$1017.90 applied at staff's discretion and \$45449.68 applied to FY19 personnel line. Monroe seconded. All ayes. Motion carried.**

- \$90,000 cash on hand from before FY18
  - Could be used to create reserve account
  - Final amount available in August
- Reserve Account
  - Discussion over whether majority or supermajority needed to use emergency funds
  - Need transparency to show reserves are for emergencies and unanticipated expenses
  - Show as asset in budget
  - Amount and timeline to be discussed in August
  - *“The Albany County Public library Reserve account is hereby created with the following conditions:*
    - *It shall be composed of unrestricted funds;*
    - *It shall not exceed 10% of the library's annual operating budget;*
    - *The funds within the account may only be expended for emergencies; other unanticipated expenses; and special, one-time purposes, including but not limited to major maintenance;*
    - *Funds in the account shall only be expended by a majority vote by the board;*
    - *The reserve funds should be held in a separate bank account from the other accounts of the Library.”*

**Massie entertained a motion to approve the creation of a Reserve Account. Shoop so moved. Ropp seconded. All ayes. Motion carried.**

- Expanding Hour and Raise Scenarios
  - Raises
    - Albany County Govt. has given stipends instead of raises
  - Hours
    - Two managers will be gone/have reduced hours in the fall
      - Expanding hours will be difficult
  - Committee formed to research salaries and other compensation issues
    - Massie and Monroe volunteered
    - Troyanek will organize
    - Add topic to August agenda

## NEW BUSINESS:

- Centennial Library and Cultural Association contract
  - County Attorney Trent needs to revise contract further
  - Board will review final changes before voting
- Wyoming Retirement System Increases take effect September 1, 2018
  - Increases in cost of Wyoming Retirement
  - Troyanek recommended ACPL cover both the employer and employee increase

**Shoop moved to have ACPL cover all Wyoming Retirement increases in FY19. Monroe seconded. All ayes. Motion carried.**

- Election of Officers and Liaison Appointments
  - Officers were voted on by acclamation as follows:
    - Chair: Mike Massie
    - Vice Chair: Scott Shoop
    - Secretary/Treasurer: Tim Monroe
    - Friends liaison: Chris Merrill
    - ACPL Foundation Liaison: Jo Carol Ropp
- Bylaw Amendment
  - Do bylaws allow enough flexibility?
  - Proposed change to bylaws, replace article VIII, section 8:01 with:
    - *“At its July meeting, the board shall determine the date, time and location of its regular monthly meetings for the coming year. With a majority vote, the board may change the date, time and location of any regular monthly meeting, as well as schedule special meetings. All board meetings are open to the public, other than executive sessions, and shall be conducted in accordance with Roberts Rules of Order to the extent applicable. The County Library Director shall coordinate the meetings, develop and distribute meeting agendas in coordination with the board chairperson, and issue a press release to the local newspaper at least one week before a scheduled meeting if possible. Information about the board meetings shall be posted on the Library’s web site.”*

**Massie entertained a motion to approve the bylaw amendment. Monroe so moved. Ropp seconded. All ayes. Motion carried.**

- Resolution for Date and Times of FY19 Meetings
  - Board meetings will be the 3<sup>rd</sup> Wednesday of the month at 6:30 p.m. in the ACPL Meeting Room

**Massie entertained a motion to approve the resolution to begin in August. Ropp so moved. Shoop seconded. All ayes. Motion carried.**

## INFORMATION

- Next Board of Directors meeting is on Wednesday, August 15, 2018 at 6:30 p.m. in the ACPL meeting room

**Pursuant to Wyoming Statute 16-4-405 paragraph (a) (ii), Massie entertained a motion to adjourn to an Executive Session at 6:48 p.m. Shoop so moved. Ropp seconded. All ayes. Motion carried.**

The Board of ACPL and Troyanek met in executive session to discuss personnel matters.

**The executive session ended at 7:05 p.m.**

Director will have goals prepared for Board to review at August 15 board meeting.

**Meeting adjourned at 7:06 p.m.**

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