

Albany County Public Library Board of Directors  
Regular Meeting Minutes  
Monday, November 23, 2020  
Laramie, Wyoming  
Via Zoom

Directors present: Scott Shoop (Board Chair), Jessica Perry, Kay Cowie, Faryn Babbitt. Also present: Rachel Crocker (ACPL Director), Caitlin White (ACPL Foundation Executive Director), Jennifer Curran (Albany County Attorney), Dani Rasmussen (ACPL Assistant Director), Deb Shogren (ACPL Staff), Mike (Helpside).

**Regular Meeting: 4:00pm**

1. Call to order at 4:00 pm by Shoop.
2. Determination of quorum through roll call and introductions.
3. No comments from the public.
4. No additions and deletions to the agenda.

**Consent Agenda**

5. Approval of the Consent Agenda
  - a. Minutes of the October 26, 2020 Regular Meeting of the Board
  - b. Budget Update (Budget vs. Actual and Balance Sheet)

**Cowie motioned to approve the consent agenda. Perry seconded. All in favor, motion carried.**

**Reports**

6. Review Checking Account and Credit Card Report- Nothing to report
7. Receive Director's Report and Other Staff Reports-Crocker
  - a. Commissioners originally passed 3 phases in April with thresholds. Library currently closed now due to thresholds being met in the county.
  - b. Now doing Grab n Go pickup hours and taking reservations.
  - c. Interior and exterior updates are being reviewed with SPET project money approved through county. For example, ADA approved door handles, meeting room updates.
  - d. Deb Shogren shared her story of working at ACPL for 25 years. Deb is the Centennial librarian and works in youth services in Laramie.
8. Receive Albany County Public Library Foundation Report-White
  - a. Giving season and holiday appeal are coming up.
  - b. WY Business Council grant was approved for \$18,000. FOL also received the grant.
  - c. Newsletter was sent out in October.
9. Receive Friends of the Albany County Public Library Report-Nothing to report.

**Old Business**

### **New Business**

10. Present for Discussion options for additional staff support and acknowledgement. a. Crocker requested an extra personal day for staff to use.

**Babbitt moved for ACPL to give the employees an extra personal day to be used within the calendar year. Perry seconded. All in favor, motion carried.**

11. Present for Discussion and Decision options for 2021 Health Insurance.

**Perry motioned to approve the recommendation for Select Health Package from Helpside. Cowie seconded. All in favor, motion carried.**

### **Information**

12. Next Regular Board Meeting December 28, 2020.

### **Adjourn**

Meeting adjourn 4:48 pm.

*Minutes submitted by Jacque Graef.*