

Albany County Public Library Board of Directors  
Regular Meeting Minutes  
Monday, September 28, 2020  
Laramie, Wyoming  
Via Zoom

Directors present: Scott Shoop, Jessica Perry, Kay Cowie, Kristen Landreville,.  
Also present: Rachel Crocker (ACPL Director), Caitlin White (ACPL  
Foundation Executive Director), Jan Guegeler (Friends of the Library), Dani  
Rasmussen (ACPL Asst. Director), Peggy Trent (Albany County Attorney), Deb  
Shogren (ACPL Centennial Librarian), Christina Snowberger (Albany County  
Human Resources).

**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 August 24, 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 Reports-Landreville
  - a. Shoop mentioned Personnel carryover amount
7. Receive Director's Report and Other Staff Reports-Crocker
  - a. Leadership team plans to focus on job clarity.
  - b. Staff finished attending the weekly farmer's market. Approximately 150 people reached each week.
  - c. Fall activities- book clubs, online game nights, kits for kids, spice world kits, League of Women voters candidate forms, virtual showing of As the Wind Howls with Relative Theatrics, new Storywalks, specific family browsing hours, new volunteers with Foster Grandparents.
  - d. Expect an updated budget due to changes in FOL income.
  - e. Health insurance options at November meeting.
  - f. Crocker has vacation scheduled October 12-21, also serving as election judge in November.
8. Receive Albany County Public Library Foundation Report-White

- a. Banned Books week scavenger hunt has started.
  - b. Working on digital sponsorships with local businesses.
  - c. October newsletter is coming soon.
  - d. Donations are still low, but investments are holding.
  - e. Thank you to the Merrill family for funding the As the Wind Howls presentation.
  - f. Currently, Caitlin sits on WLA board as legislative chair.
9. Receive Friends of the Albany County Public Library Report-Guegler
- a. No new report.

### **Old Business**

### **New Business**

10. Receive Report on Centennial Branch Library- Shogren.
- a. Pre-evacuation orders have led to remove irreplaceable items.
  - b. Students come in on Wednesdays.
  - c. The CLCA purchased new tables and chairs through a government sale in Craig.
11. Present for discussion the annual evaluation for the Library Director.
- a. Shoop introduced rubric to be collected by Snowberger prior to October meeting, by October 19.
  - b. Crocker mentioned the job description should match the rubric. Updates will be sent to Shoop to send to trustees.
  - c. Shoop requested Crocker to complete self-evaluation by October 9.
12. Executive Session pursuant to W.S. § 16-4-405(a)(ii)
- a. Go Into Executive Session.

**Cowie moved to enter Executive Session pursuant to W.S. § 16-4-405(a)(ii) for the discussion of personnel issues at 4:34pm. Perry seconded motion. All ayes, motion carried.**

- Shoop invited White, Trent, and Snowberger to attend.
- b. Return to Regular Session.
  - c. Action, if needed, regarding Executive Session

### **Information**

13. Next Regular Board Meeting October 26 at 4pm via Zoom.

**Adjourn** at 5:23pm.

*Minutes submitted by Jacque Graef.*