

ALBANY COUNTY PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE REGULAR MEETING
OF JANUARY 16, 2019

The Board of Directors of the Albany County Public Library (ACPL) met in regular session at the Albany County Public Library Wednesday, January 16, 2019 at 6:30 p.m. Directors present were Mike Massie, Tim Monroe, Jo Carol Ropp, and Scott Shoop. Also present were Dan Bendtsen, Laramie Boomerang reporter; Martin Buchanan, member of the public; Rachel Crocker, Assistant Director; Joel Defebaugh, County Attorney's Office; Pete Gosar, Albany County Commissioner; Cassandra Hunter, Adult Services Librarian; Bailey Murray, Circulation Manager; Monica Owens, Youth Services Librarian; Kennedy Penn-O'Toole, Cataloger; Jenny Petty, member of the public; Ruth Troyanek, Library Director; and Caitlin White, ACPL Foundation Executive Director.

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

INTRODUCTIONS:

- All present introduced themselves

ROLL CALL:

- Four board members were in attendance

PUBLIC COMMENT:

- Buchanan asked date for new website release
 - Will happen in February

CHANGES OR ADDITIONS TO AGENDA:

- No changes

CONSENT AGENDA:

- Minutes of the Regular Meeting December 19, 2018
- Received budget update

Ropp moved to approve consent agenda. Shoop seconded. All ayes. Motion passed.

FINANCIAL REPORTS:

- Review of check register

Massie called for any objections to check register. Hearing none, the check register was approved.

DIRECTOR'S REPORT

- Personnel Handbook
 - Board members will receive handbook in advance of February meeting

- Statistics
 - Book circulation is steady
 - AV circulation is up
 - Discrepancies between ACPL and Wyoming State Library numbers on e-materials
 - Juvenile outreach is up
- Request from Friends to open Sunday, March 3 for the book sale

Monroe moved to open March 3 for the book sale. Shoop seconded. All ayes. Motion passed.

RECEIVE REPORTS:

- ACPL Foundation: Caitlin White
 - Author Night March 1
 - Authors Tasha Alexander and Andrew Grant
 - Limited edition library cards available
 - Picture of Snowy Range
 - \$5 donation
- Friends of the Library:
 - Working on website content

GREAT AMERICAN READ PRESENTATION: Cassy Hunter

- Program through PBS and American Library Association to find America's favorite book
 - *To Kill a Mockingbird* was chosen
- ACPL had PBS/ALA grant
- Programming
 - Film series, teen discussion, trivia, outreach to book clubs

OLD BUSINESS:

- Audit letter presented

Shoop moved to accept audit letter. Monroe seconded. All ayes. Motion passed.

- Internet & Phone Contracts
 - Change from previously approved contracts
 - Same as current cost, but will improve internet speed
 - Internet provided by Century Link, Spectrum for phones and back-up internet

Massie entertained a motion to rescind previous internet and phone contracts and accept current. Monroe so moved. Ropp seconded. All ayes. Motion passed.

NEW BUSINESS:

- Salary Survey
 - Goals
 - Identify competitive salaries
 - Work towards those salaries
 - Class explanation
 - Non-exempt
 - Assistant 1 & 2
 - Specialist 1 & 2
 - Administration
 - Exempt
 - Manager w/o MLS
 - Manager w/ MLS
 - Administration

Shoop moved to accept survey as presented. Monroe seconded. Ropp moved to amend minimum pay of Assistant 1 to \$10.18. Monroe seconded. All ayes. Massie moved to edit Phase two to “Move staff up within the suggested ranges based on their work responsibilities, library-related educational achievements, and longevity.” Ropp seconded. Board voted to accept survey with amendments. All ayes. Motion passed.

- Security Camera Policy
 - Troyanek presented policy
 - Will need to be formatted by County Attorney, but probably won't have substantive changes

Massie entertained a motion to distribute the proposed policy to the public. Monroe so moved. Shoop seconded. All Ayes. Motion passed.

INFORMATION

- March Board of Directors meeting is rescheduled to Thursday, March 14 at 6:30 p.m.
- Next Board of Directors meeting is on February 20, 2019 at 6:30 p.m. in the ACPL meeting room
 - Topics will include:
 - Security Camera Policy
 - Salary Scale
 - Personnel Handbook
- Ropp will participate in February board meeting by phone.

Meeting adjourned at 7:56 p.m.

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