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 PRESENTION:** 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
  o Goals
    ▪ Identify competitive salaries
    ▪ Work towards those salaries
  o 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
  o Troyanek presented policy
  o 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.