

ALBANY COUNTY PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE REGULAR MEETING
OF APRIL 10, 2019

The Board of Directors of the Albany County Public Library (ACPL) met in regular session at the UW Office Annex Conference Room Wednesday, April 10, 2019 at 5:00 p.m.

Directors present were Mike Massie, Chris Merrill, Tim Monroe, Jo-Carol Ropp, and Scott Shoop. Also present were Sally Oviatt (Friends of the Library Board Vice-President), Ruth Troyanek (Library Director), Rachel Crocker (Assistant Director), Terri Jones (Albany County Commissioner), Peggy Trent (County Attorney), Joel Defebaugh (County Attorney's Office), Caitlin White (ACPL Foundation Executive Director), and Jacque Graef (ACPL Foundation Administrative Specialist).

EXECUTIVE SESSION:

ROLL CALL: Five board members were in attendance.

Ropp moved to recess to executive session for personnel matters pursuant to W.S. 16-4-405(a)(ii) and 16-4-405(a)(ix) at 5:07 p.m., seconded by Monroe. Motion carried.

Massie moved to exit executive session 6:24 p.m.

Troyanek exited the meeting at 6:24 p.m.

REGULAR MEETING:

Crocker, White and Graef entered at 6:30 p.m.

Shoop called the regular meeting to order at 6:34 p.m.

Ropp moved to accept the evaluation of the Albany County Public Library Director, Ruth Troyanek. Monroe seconded. All in favor, motion carried.

Monroe moved to terminate the employment contract between Board of Directors of the Albany County Public Library and Ruth Troyanek effective April 10, 2019. Ropp seconded. 4 ayes, 1 nay. Motion carried.

PUBLIC COMMENT: No comments noted.

Merrill left at 6:37 p.m. Jones entered at 6:39 p.m. Oviatt entered at 6:40 p.m.

CHANGES OR ADDITIONS TO AGENDA:

- FY20 budget approval moved to special meeting to be held April 16, 6:30p.m. (Agenda item #15).

CONSENT AGENDA:

- Minutes of the Regular Meeting March 14, 2019, removed from consent agenda.

Monroe moved to approve consent agenda minus the minutes. Ropp seconded. All ayes. Motion carried.

Corrections to meeting minutes:

- Top 3 priorities listed in order:
 - 1) Salaries
 - 2) Expanded Hours
 - 3) Reserve account
- Addition to minutes
 - Asked for a version of prepared budget that includes 3 percent increase in budget.

Massie moved for approval of minutes as amended. Monroe seconded. All in favor, motion carried.

FINANCIAL REPORTS:

- Review of check register

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

DIRECTOR'S REPORT

- Construction will begin on Grand Avenue April 22 to repair sewer line. We will be losing a large tree, city will replace with a new one.
- New phone system is in.
- Elizabeth Palmer has resigned.

RECEIVE REPORTS:

- ACPL Foundation: Caitlin White
 - Foundation is waiting until July to appoint a new chair.
- Friends of the Library: Sally Oviatt
 - Summer sale will be held July 24-27, 2019.

OLD BUSINESS:

Monroe moved for to hold a special meeting for public hearing concerning repeal of personnel policies to be held June 5, 2019 at 5:15. Ropp seconded. All ayes, motion carried.

NEW BUSINESS:

Monroe motioned to approve service agreement between ACPL and Corporate Protective Services. Ropp seconded. All in favor, motion carried.

Massie asked if \$95/month is within the budget. Crocker assured the board the cost fits within the FY20 budget.

Trent provided explanation of the County Attorney Office's Policy for Legal Requests. The ACPL Board and administration will be asked to use this process in the future to streamline requests.

Ropp moved to approve Memorandum of Understanding with Albany County Commissioners for WyLite Grant. Massie seconded. All ayes, motion carried.

INFORMATION

Special Board of Directors meeting is on April 16, 2019 at 6:30 p.m. Location TBD.

Massie moved to enter executive session for personnel matters pursuant to W.S. 16-4-405(a)(ii) and 16-4-405(a)(ix) at 7:09 p.m. Crocker, Trent, and Defebaugh requested to stay for executive session. Ropp seconded. All ayes, motion carried.

White called into executive session at 7:40 p.m.

Jo Carrol moved to exit executive session at 7:55 p.m.

RETURN TO REGULAR MEETING at 7:55 p.m.

Massie moved for the Albany County Attorney's Office to prepare an employment contract with Rachel Crocker as Interim Library Director, with the responsibilities, duties, and compensation commensurate with the Director's position, effective April 16, 2019. Ropp seconded. All ayes, motion carried.

Staff changes and salary survey discussion.

Massie moved to change the two full-time positions of Youth Services Specialist and Adult Services Specialist into one full-time position in public services and 2 part-time circulation positions. Monroe seconded. All ayes, motion carried.

Meeting adjourned at 8:05 p.m.

Submitted by Jacque Graef.