

ALBANY COUNTY PUBLIC LIBRARY
BOARD OF DIRECTORS
MEETING MINUTES
OF NOVEMBER 25, 2019
LARAMIE, WY

Directors present were: Scott Shoop, Mike Massie, Tim Monroe, Faryn Babbitt, Chris Merrill (via phone). Also present were: Rachel Crocker (ACPL Director), Caitlin White (ACPL Foundation Executive Director), Jan Gugeler (Friends of the Library), Christina Snowberger (via phone), Jacque Graef, Martin Buchanan, Jordan Achs.

Regular Meeting: 5:30pm

1. Call to order at 5:33 pm
2. Determination of quorum and introductions.
3. Comments from the public: Martin Buchanan thanked everyone for new Sunday hours.
4. No additions or deletions to the agenda.

Consent Agenda

5. Approval of the Consent Agenda
 - a. Minutes of the October 28, 2019 Regular Meeting of the Board
 - b. Budget Update (Budget vs. Actual and Balance Sheet)

Monroe moved for approval of the Consent Agenda. Massie seconded. All ayes, motion carried.

Reports

6. Reviewed Checking Account and Credit Card Reports
7. Received Director's Report and Other Staff Reports
 - a. New format to reports received well.
 - b. One major change is the new placement of magazines. This is currently being modified further.
8. Received Albany County Public Library Foundation Report
 - a. Mini grant process has begun with staff and Foundation board. Massie requested to add acceptance of mini grant donations to the December agenda.
9. Received Friends of the Albany County Public Library Report
 - a. New president is Sally Oviatt

Old Business

New Business

10. Discuss and Approve adjustments to ACPL staff compensation package
 - a. Review and Approve allocation of funds for Assistant Library Director Search
 1. Massie stated Director has up to \$5,000 of discretionary spending previously approved by the board.
 - b. Review and Approve wage increases for ACPL staff

1. Discussion included 1%, 2%, or 3% adjustment, sustainability of increase, performance evaluation for merit based raises in the future and cost of living adjustments.

Massie moved to provide 3% increase for existing employess across the board beginning January 1, 2020. Merill seconded. Monroe, Massie, Merrill in favor. Shoop and Babbitt opposed. Motion carried.

- c. Review and Approve benefit package changes for ACPL staff
 1. Discussion included of future adjustments to the dependent coverage and FSA accounts.

Monroe moved to remain in silver classic BSBS plan and contribute \$500 for FSA for all benefit eligible employees, as well as removing EAP but adding behavioral health to Healthiest You plan. Merrill seconded. All in favor, motion passed.

Information

11. Next Regular Board Meeting is tentatively December 23, 2019 5:30pm at ACPL Large Meeting Room.

12. Adjourn at 6:39pm

Minutes submitted by Jacque Graef.