

**MEETING OF THE NATRONA COUNTY LIBRARY BOARD
APRIL 10, 2019**

The meeting was called to order at 12:03 pm by President Hampton O'Neill.

MEMBERS PRESENT: *Kate Sarosy, Kyle True, Shannon Dutcher
Hampton O'Neill*

MEMBERS ABSENT: *Linda Nix*

ALSO PRESENT: *Lisa Scroggins, Executive Director
Kate Mutch, Assistant Director
Greta Lehnerz, Business Manager/Human Resources
Nathan McGregor, Public Relations and Marketing
Lee Tschetter, Bookmobile Driver
Eric Nelson, Natrona County Attorney
Danielle Krucke, County HR Director
Sherry Good, Friends of the Library
Beth Worthen, Natrona County Library Foundation
Anne Ladd, President Natrona County Library Foundation*

APPROVAL OF AGENDA

It was moved to approve the agenda. (Dutcher/Sarosy); motion carried.

PUBLIC COMMENTS

None

DISPOSITION OF MINUTES FROM THE MARCH 15, 2019 MEETING

*It was moved to approve and file the minutes for the March 15, 2019 meeting.
(True/Sarosy); motion carried.*

FINANCIAL REPORT

*It was moved to approve the Financial Report and payment of March 2019 bills.
(True/Dutcher); motion carried.*

DIRECTOR'S REPORT

The Director asked Lee Tschetter to update the Board on the status of the new bookmobile procurement process. He is working with Fred Parsons, County Road and Bridge, and vendors to determine the best platform for the new bookmobile. He is also working with Director Scroggins and Assistant Director Kate Mutch on determining which accessories NCL needs on the new vehicle as they prepare to put the project out for bid.

The Director reported VR experience is still available at the library, and that the Adult Services department is working to offer Small Business Loan programs.

"Thanks for popping in" free popcorn to patrons for National Library Week is being handed out this week (April 8 – April 13) and is popular with both the patrons and the staff & volunteers who are manning the booth.

The Friends of the Library handed out "little known services" bookmarks at their April booksale to help NCL increase awareness.

The Director is serving on the Census 2020 Community Complete County Committee with the City of Casper.

Betsy O'Neil recently presented a program to the Wyoming Geological Society.

The Director is working with David Street Station to include the Library in their events. The bookmobile will include a stop at David Street Station to the summer schedule.

Annual performance reviews have been completed for all staff. Job descriptions encompassing recommendations from HR training are being updated. Several have already been updated and the remainder will be completed in the next month.

The Mills Branch Library officially closed March 29, 2019. The Director distributed a time line of the process to Board members.

The Director will graduate from Leadership Wyoming on Friday, May 4. The ceremony will be at the NIC. She stated it is an excellent leadership program.

FOUNDATION REPORT

Beth Worthen reported they are working on budgeting for the next fiscal year. She also reported the awareness campaign is featuring transformative stories from library patrons and AdBay would be filming for the first story would be in the Creation Station.

The Foundation is in the process of approving another employee grant from the Bill Nelson Education fund.

Anne Ladd updated the Board on the status of the land.

Kyle True and Shannon Dutcher will attend the May 21st meeting. Shannon Dutcher suggested another Board member may want to take her place as she will be going off the Board in June.

FRIENDS OF THE LIBRARY REPORT

Sherry Good reported the April booksale and garage sale raised over \$9,500. The early bird and second chance tickets helped reduce the lines during the Saturday booksale. The Edible Book feast was held at the same time. There were several good entries but only 10 of the 20 entries showed up. The Director shared patron feedback from the staff

that there was very little information or instructions for the event on their handout, and that staff also suggested moving the date so it does not coincide with a book sale. The Friends will be discussing how to improve the event if it continues.

Hampton O'Neill plans to attend the April meeting.

OLD BUSINESS

Eric Nelson introduced Danielle Kruckeck, the new HR Director for the county. She will review the proposed Natrona County Grievance Policy, which will be an action item at next month's meeting.

NEW BUSINESS

The Director shared the names of four individuals interested in applying for a position on the NCL Board of Trustees as Hampton O'Neill and Shannon Dutcher's terms expire in June, 2019. The interested candidates were encouraged to apply, and each was given information about how to do so.

The Board discussed the proposed FY20 Budget request letters to the Natrona County Commissioners. It was moved to approve the requests with the recommendations from the Director and President Hampton O'Neill. (True/Sarosy); motion carried.

The Library budget hearing is scheduled for May 21 at 2pm.

ADJOURNMENT

It was moved to adjourn the meeting at 1:16pm. (Dutcher/Sarosy); motion carried.









