

**MEETING OF THE NATRONA COUNTY LIBRARY BOARD**  
**MAY 13, 2020**

*The meeting was held via a blend of face-to-face and Zoom, and was called to order at 12:11 pm by President Kyle True.*

**MEMBERS PRESENT:**     *Kate Sarosy, Mike Stepp,  
  Kyle True, Alaina Hall, Linda Nix (via Zoom)*

**ALSO PRESENT:**         *Lisa Scroggins, Executive Director  
  Kate Mutch, Assistant Director  
  Greta Lehnerz, Business Manager/Human Resources  
  Megan Bratton, PR/Marketing Coordinator  
  Beth Worthen, Natrona County Library Foundation  
  Eric Nelson, Natrona County Attorney  
  Jim Milne, Natrona County Commissioner (via Zoom)*

**APPROVAL OF AGENDA**

*It was moved to approve the agenda. (Stepp/Hall); motion carried.*

**PUBLIC COMMENTS**

*None*

**DISPOSITION OF MINUTES FROM THE APRIL 8, 2020 MEETING**

*It was moved to approve and file the minutes from the April 8, 2020 meeting.  
(Sarosy/Hall); motion carried.*

**FINANCIAL REPORT**

*It was moved to approve the Financial Report and payments for April 2020 bills.  
(Nix/Sarosy); motion carried.*

**COMMISSIONER'S REPORT**

*Commissioner Milne reported they opened the bottom floor of the courthouse (motor vehicle, titles, etc.) to the public. County parks have also been opened. He reported the Assessor's Office mailed the Notice of Assessment on April 29, 2020. There is a thirty day window to dispute the value. An online appeal form available on the Natrona County Assessor's website should be completed by 5:00 pm on May 29, 2020.*

*He also reported the municipalities decided not go forward with a 6<sup>th</sup> penny SPET this fall. Commissioner Milne reported the State Legislature is discussing the Cares Act funds. All county agencies are keeping records of COVID-19 related expenses as there may be funds available through the Cares Act for reimbursement. The infrastructure funds are not known at this time.*

**DIRECTOR'S REPORT**

*The Director reported she has been busy preparing to reopen the library to the public. In addition to reconfiguring staff work spaces to accommodate the 6' social distancing requirements, she has worked with her Management Team on the Staged Reopening Plan.*

*The County received two applications for the position on the board that will become available when Linda Nix's term expires on June 30, 2020.*

*The WSL received slightly over \$50,000 from the IMLS for Cares Act funding. \$35,000 of the funds will be used to fund a state-wide subscription to LinkedIn Learning (formerly Lynda.com) for library card holders (This will have unlimited licenses.)*

*NCL was awarded an \$8,000 grant for a Small Business Digital Essential grant proposal submitted by Adult Services Department Manager Betsy O'Neil.*

**FOUNDATION REPORT**

*Beth Worthen reported the finance committee has approved the Library's FY21 request. The request will be on the agenda at the May 19, 2020 meeting for full Foundation Board approval. She also reported the foundation investments are down by about 7%. Kyle True and Mike Stepp plan to attend the May 19 meeting via Zoom.*

**FRIENDS REPORT**

*None*


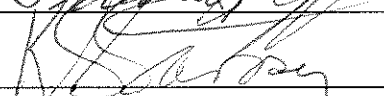

**NEW BUSINESS**

*It was moved to update Chapter 6 Code of Conduct of the polity manual to include a paragraph on Code of Conduct During Exigent Situations. (Stepp/Sarosy) motion carried.*

*The library's budget hearing with the BOCC is will be Tuesday, May 19 at 2:30 pm.*

**ADJOURNMENT**

*It was moved to adjourn the meeting at 12:50 pm. (Sarosy/Stepp); motion carried.*

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