

**MEETING OF THE NATRONA COUNTY LIBRARY BOARD**  
**JUNE 5, 2019**

*The meeting was called to order at 12:01 pm by President Hampton O'Neill.*

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

**ALSO PRESENT:** *Lisa Scroggins, Executive Director  
Greta Lehnerz, Business Manager/Human Resources  
Nathan McGregor, Public Relations and Marketing  
Jim Milne, County Commissioner  
Sherry Good, Friends of the Library  
Bill Nelson, Guest*

**APPROVAL OF AGENDA**

*It was moved to approve the agenda with the addition of an Executive Session.  
(Sarosy/Dutcher); motion carried.*

**PUBLIC COMMENTS**

*Bill Nelson gave the Board a crystal clock he received in 2005 as a Community Services Award. He felt it belonged at the library and could possibly be displayed with other former director memorabilia.*

**DISPOSITION OF MINUTES FROM THE MAY 8, 2019 MEETING**

*It was moved to approve and file the minutes for the May 8, 2019 meeting.  
(Nix/Dutcher); motion carried.*

**FINANCIAL REPORT**

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

**COMMISSIONER'S REPORT**

*Commissioner Milne reported they had received three applications for the open library board positions. They will appoint two new members on their consent agenda at the next commissioner meeting.*

*The Commissioners are still working on FY20 budgets and even though funding is slightly up there are more requests than funds. The Commission is confident they can fund the 3% COLA but probably not additional staff.*

**DIRECTOR'S REPORT**

*The Director reported process for considering potential NCL Trustees may change to reviewing applications, rather than conducting interviews. She had the opportunity to visit with Chairman Hendry and give him her thoughts regarding the three current applicants, as she had an opportunity to personally visit with each of them.*

*The Director reported Nathan McGregor would like to update the trustee photos. He will contact each trustee to schedule a time.*

*We are nearing finalization of the bookmobile Request for Proposal. Next steps: (1) meet with Fred Parsons (NCL), and Dwayne Larsen (Road and Bridge) regarding engine and generator recommendations; (2) submit to Eric Nelson for review; and (3) put out for bids.*

*The Library currently has five Notary Publics on staff. Working with the Notaries, along with research, we have implemented standard guidelines for this service. These guidelines fall under our staff procedures.*

*Library staff is currently working with UMS regarding implementation of the phone assistance services that will not only provide reinforcement for our staff but will also allow staff to engage in more productive face-to-face interactions with in-house patrons. Implementation and public roll-out is scheduled for August 5<sup>th</sup>. This is a pilot program funded by the Foundation.*

*A 3D printer is being added to the Creation Station. The printer has arrived, but pending completion of staff training is not yet available to the public.*

*The HVAC replacement at the MJ Davis Branch Library in Edgerton is scheduled for June 10 and will be paid for out of County Maintenance funds.*

*The Director reported we have made great strides in meeting the four goals outlined in the 2018-2021 Strategic Plan.*

***Goal 1:*** *Provide dynamic patron experiences*

***Goal 2:*** *Cultivate / strengthen collaborations that enrich the community*

***Goal 3:*** *Extend relevant presence into the community*

***Goal 4:*** *Attend to the organizational health and vitality of the Library*

*Since the plan was adopted NCL staff has made significant progress. Here are a few highlights of the progress made toward reaching those goals:*

***Goal 1:*** *Reconfigured the usage of our interior space to create more space and to use the space we have more efficiently, to the patron's advantage;*

*Added Virtual Reality so community members can experience new technologies;*

*Added a gaming collection to engage reluctant library users;*

*Added the Creation Station which provides opportunities for individual and group experiences and to provide hands-on experience with new technologies;*

*Advanced the weeding of our collection to allow space for more relevant collection materials;*

*Coming: UNIQUE phone & online services; Lynda.com databases*

*Coming: We will start working on a new website this fall.*

***Goal 2:*** *We partner with a wide variety of community organizations to provide learning opportunities, such as the Boys & Girls Club, our local schools, Science Zone, The*

*Genealogical Society, the OLLI learning center, Ingles, David Street Station, and the list goes on.*

*Business oriented classes;*

*Active members in community organizations with goals common to NCL;*

*Utilized VR equipment to help DDA secure over \$3M in funding for David Street Station;*

**Goal 3:** *We have extended our relevant presence into the community through our outreach programs.*

*We continue established outreach (bookmobile, presence in schools, etc.) and refocused the awareness campaign to feature impacts from the Creation Station;*

*Our online presence has had tremendous growth and positive impact;*

*Our Creation Station is an incubator for City of Casper's goal of a maker district;*

*Coming: New bookmobile;*

*Coming: Lobby stops for senior residence facilities with new bookmobile;*

*Coming: Lynda.com databases with remote access;*

**Goal 4:** *Improved communication between staff at all levels, based on staff input;*

*Secured 1% funding from City of Casper;*

*Advocated for funding for additional staff from BOCC (although denied, staff was aware and appreciative of the advocacy on their behalf);*

*Maximizing use of staff space;*

*Provided cross-training for staff;*

*Provided biennial staff-wide staff training opportunities, where the library was closed and all staff trained together. Pertinent topics included an Active Shooter Training, Fire Safety training, Training from First Responders (911), and customer interaction best practices training;*

*Commitment to the need for a new facility demonstrated through current work with NCL Foundation in this regard.*

*Jerry Jones's retirement party will be held June 28 from 1-3 pm in the Crawford Room. Digital invitations will be sent this Friday.*

### **FRIENDS OF THE LIBRARY REPORT**

*Sherry Good reported the next booksale is June 6 – 8. The Trustees are invited to the staff pre-sale June 6 from 2-4 pm. She shared several books for "show and tell."*

### **NEW BUSINESS**

*Hampton O'Neill and Shannon Dutcher were recognized and thanked for the completion of two terms of service to NCL Board of Trustees. Their terms expire 6/30/19.*

*Commissioner Milne also thanked them on behalf of the BOCC.*

### **EXECUTIVE SESSION**

*It was moved to go into Executive Session at 12:55 pm to discuss personnel.*

*(True/Dutcher); motion carried. It was moved to come out of Executive Session at 1:20 pm. (Sarosy/True); motion carried.*

**ADJOURNMENT**

*It was moved to adjourn the meeting at 1:21 pm. (Dutcher/True); motion carried.*

*K. Gary*  
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*James D. Mc*  
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*J. D.*  
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