

MEETING OF THE NATRONA COUNTY LIBRARY BOARD
JUNE 14, 2023

The meeting was called to order at 12:00 pm by President Mike Stepp.

MEMBERS PRESENT: *Mike Stepp, Cathi Carr, Chris Mullen,
Vickie Cawthra*

MEMBER ABSENT: *Alaina Stedillie*

ALSO PRESENT: *Lisa Scroggins, Executive Director
Kate Mutch, Assistant Director
Greta Lehnerz, Business Manager/Human Resources
Megan Bratton, Marketing/PR
Peter Nicolaysen, Natrona County Commissioner*

APPROVAL OF AGENDA

It was moved to approve the agenda. (Carr/Mullen); motion carried.

PUBLIC COMMENT

None

DISPOSITION OF MINUTES FROM THE MAY 10, 2023 MEETING

*It was moved to approve and file the minutes from the May, 2023 meeting.
(Mullen/Carr); motion carried.*

FINANCIAL REPORT

It was moved to approve the Financial Reports and payments for May 2023 bills. During the discussion, President Stepp ask that the minutes reflect that although the library is a County building, certain expenses are the responsibility of the Natrona County Library and come out of the NCL budget. One example in this month's Purchase Report is the expenses related to tree care. (Carr/Mullen); motion carried.

COMMISSIONER'S REPORT

Commissioner Nicolaysen reported the BOCC is working on a number of projects. They will be meeting next Monday and Tuesday to finalize FY23 budgets.

DIRECTOR'S REPORT

The Director, Kate Mutch and John Griffith met with Anders Dalhgren via Zoom for an initial meeting for the updated Needs Assessment. The Director anticipates receiving a draft prior to July 4th.

The Director informed the Board that she is pleased with the change to Steel Bison for security. While she has requested County funding for additional security during

operating hours, she is reaching out to business neighbors including the NIC and the Science Zone to explore cost-sharing on security in this area outside of operating hours.

The Director informed the Board the City of Casper awarded \$240,000 in One Cent funds to the library and noted the distribution amounts will not be consistent over the four-year cycle.

The Director reported that she had not received the draft of the contract for the Fire Safety upgrade from County Legal but anticipates receiving it today.

The site visit to the branch library in Edgerton is Monday, June 26. Attendees will leave from the Library around 10:45 am and be back in Casper by 2:00 pm.

The Director reported that Candice Cochran is structuring the Foundation financial reports differently. The reports now segregate restricted funds by categories, providing a clearer picture of cash on hand available for general budgeting. At their last meeting, the Foundation approved the Library's FY24 budget request, and eliminated the Education Scholarship fund as all those funds have been expended. The Foundation's application of a matching grant in the amount of \$25,000 from the Wyoming Cultural Fund to be used toward to purchase a new outreach van was successful.

NEW BUSINESS

The Board reviewed the Board of Trustees Bylaws. It was moved to approve the policy with edits to Article II and Article III, Section 5. (Mullen/Cawthra); motion carried.


The Board reviewed the Internet Policy. It was moved to approve the policy with edits to Line 3 and Line 5. (Carr/Cawthra); motion carried.

The Board reviewed the Service Animal Policy. It was moved to approve the policy as written. (Carr/Mullen); motion carried.

The Board reviewed the Vulnerable Patron Policy. It was moved to approve the policy as written. (Carr/Cawthra); motion carried.

AJOURNMENT

It was moved to adjourn the meeting at 1:02 pm. (Carr/Mullen); motion carried.



Cath Carr

Joshua Cawthra

