

MEETING OF THE NATRONA COUNTY LIBRARY BOARD
JULY 12, 2023

The meeting was called to order at 12:03 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 (via Zoom)
Kate Mutch, Assistant Director
Greta Lehnerz, Business Manager/Human Resources
Megan Bratton, Marketing/PR
Candice Cochran, NCPL Foundation Executive Director
John Griffith, NCPL Foundation*

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None

DISPOSITION OF MINUTES FROM THE JUNE 14, 2023 MEETING

*It was moved to approve and file the minutes from the June 14, 2023 meeting.
(Mullen/Carr); motion carried.*

FINANCIAL REPORT

*It was moved to approve the Financial Reports and payments for June 2023 bills.
(Carr/Cawthra); motion carried.*

COMMISSIONER'S REPORT

None

DIRECTOR'S REPORT

The Director reported four places around library property that were tagged with graffiti in less than one week. The Director reported incidents to the City, CPD and Kirkwood. Library maintenance staff has removed the graffiti.

The RFP contract for the fire system upgrade has been signed and delivered to the successful bidder.

The Director reported the library is pleased with the new security company, Steel Bison. She is continuing to explore the possibility of cost-sharing with neighbors for evening security.

The branch visit to Edgerton went great. The community seem pleased with the visit.

A draft of the Needs Assessment should be available by the end of the week.

The Director has begun the process of purchasing a new van.

The Director learned the Montana State Library has disassociated with the American Library Association.

FOUNDATION REPORT

Candice Cochran reported the grant from Wyoming Cultural Trust Fund for \$25,000 has been approved. The money will be used towards the purchase of the new library van. She is actively pursuing new grants. She is also working with Megan Bratton to build a donor prospect list.

John Griffith reported he is looking forward to receiving a draft of the Library Needs Assessment. He will work with library staff including Lisa Scroggins and Megan Bratton to put together a summary of information that will include land.

NEW BUSINESS

It was moved to approve the following slate of officers:

<i>President</i>	<i>Mike Stepp</i>
<i>Vice President</i>	<i>Cathi Carr</i>
<i>Treasurer</i>	<i>Vickie Cawthra</i>
<i>Secretary</i>	<i>Chris Mullen</i>
<i>At-Large</i>	<i>Alaine Stedillie</i>

(Mullen/Carr); motion carried.

It was moved to delegate the Secretary's duties to the Business Manager or her designee per the NCPL Board of Trustees Bylaws, and to delegate the Treasurer's duties to the Business Manager and Director per the NCPL Board of Trustees Bylaws.

(Carr/Cawthra); motion carried.

It was moved to continue using First Interstate Bank as NCPL's Depository Bank.

(Mullen/Carr); motion carried.

It was moved to adopt the FY24 Budget as discussed, subject to County Commission adoption of the appropriation at their July 17, 2023 public hearing. (Cawthra/Mullen); motion carried.

It was moved to set the Library Board Meeting Schedule for FY24. Meetings will be held the second Tuesday of each month at noon in the Library Board Room.

(Cawthra/Mullen); motioned carried.

The Board discussed Chapter 5 – Public Displays, Meetings Rooms, and Use of Facilities Policy. The Board will recommend edits or changes and the Director will have an updated draft available at next month's meeting.

AJOURNMENT

It was moved to adjourn the meeting at 12:59 pm. (Carr/Cawthra); motion carried.







