

MEETING OF THE NATRONA COUNTY LIBRARY BOARD
APRIL 8, 2020

The meeting was called to order via Zoom at 12:10 pm by President Kyle True.

MEMBERS PRESENT: *Kate Sarosy, Alaina Hall, Kyle True
Mike Stepp, Linda Nix*

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
Jim Milne, Natrona County Commissioner
Brook Kaufman, Natrona County Commissioner*

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

None

DISPOSITION OF MINUTES FROM THE MARCH 11, 2020 MEETING

*It was moved to approve and file the minutes from the March 11, 2020 meeting.
(Hall/Nix); motion carried.*

FINANCIAL REPORT

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

COMMISSIONER'S REPORT

Commissioner Kaufman reported that she met with municipal leaders at the beginning of the whole COVID-19 pandemic. At that time municipal leaders wanted to move forward with the 6th Cent ballot. At lot has changed since then and the county is very aware that this might not be "the right time." The Commission will make their decision whether or not to present a 6th Cent ballot for any of the projects at a later date, but in the meantime they will take steps to move forward, "just in case." She noted the Commission is very mindful of lost jobs, the economy, etc. She also reported there may be stimulus funds distributed to counties and municipalities for infrastructure projects.

DIRECTOR'S REPORT

The Director reported on the COVID-19 response at the library.

- *Discontinued programming, including bookmobile stops, on Friday, March 13th.*
- *Closed to the public at noon on Monday, March 16th.*
- *NCL increased Overdrive collection and heavily marketed our digital resources;*
 - *Natrona County Library has had 840 NEW USERS as of March 31st.*

- *Natrona County had a total of 1,156 UNIQUE USERS during March alone;*
- *Our Wyoming Overdrive consortia has had 541 Instant Digital Cards activated;*
- *Our consortia's average hold time is 19 days.*

- *Overdrive has done a few things and are offering new services through their participating libraries:*
 - *They opened up their "Duke Classics" program for free through the end of June— this is a program that allows for simultaneous use of 4,171 titles.*
 - *They provided a trial of their "instant digital card" program through the end of June. This uses a patron's cell phone and verification system to issue an instant card so people without a library card are able to immediately access Overdrive titles. These cards eventually expire, but Overdrive uses the opportunity to push patrons towards getting a card from the library for continued use. Their normal price is .99 for each successful instant card issued.*
 - *Their "Big Read" quarterly program is offered free to libraries; simultaneous use is possible during the specified time period.*

- *Shifting service model almost daily, to include:*
 - *Mailing to patrons the books on hold that were in our queue;*
 - *Providing reliable sources and information to the public on our website;*
 - *Live streaming story times for families with kids at home;*
 - *Donating 3,000+ books we had purchased for our RIF program to families by partnering with NCSD and making them available at the lunch pick-up points;*
 - *Donating almost 400 large print and popular titles from the FOL collection to seniors through Meals on Wheels program;*
 - *Using FOL materials to stock as many of the free libraries in town as we can;*
 - *Sewing masks for our local medical professionals and those in need;*
 - *30 donated to Summit Medical Center*
 - *40 donated to the Rescue Mission*
 - *20 donated to CATC*
 - *20 donated to WBI (with an order for at least a dozen more)*
 - *Countless number donated to Wyoming Medical Center*
 - *3D printing masks for medical professionals*
 - *First delivery of six was to a local dentist and was facilitated by Kyle True*

- *Collection development projects*
 - *Weeding in all departments*
 - *Inventory in all departments*

- *MAJOR cleaning and disinfecting of the entire library*
- *Adjusting staff scheduling as needed*

- *Almost daily staff meetings (observing the social distancing recommendations) to keep staff informed and to provide group support for each other.*

It was noted that at this time most NCL staff is working from home and have been assigned a multitude of tasks including on-line training, hosting on-line programming (storytime and book clubs), and preparing materials for our reopening. In addition, department managers have been asked to be mindful of the mental/emotional toll that working from home and the pandemic is likely to have on their staff members; managers are to encourage self-care during this unusual time, and report any concerns to the Director.

FOUNDATION REPORT

MOA continues their work with library staff on the new facility evaluation/rendering project, which is funded by the Foundation. Foundation board members Scott Wells and Brent Pickett are renewing their terms. The Foundation is working on a conservative FY21 budget.

FRIENDS REPORT

The Director reported for the Friends. The April book sale was cancelled. The June book sale is still scheduled. The Director also noted that through the Friends' generosity, library staff has been able to donate a large quantity of books and materials to the community. The Friends also recently provided lunch to NCL staff, which was a great morale booster during this pandemic.

NEW BUSINESS

The Board discussed the Natrona County Commissioners request that the FY21 Budget request remain flat to the current budget. The Director presented a draft of a letter requesting \$2,348,487 for FY21, which is the same as the FY20 county allocation. It was moved to approve the request as presented. (Sarosy/Stepp); motion carried.

ADJOURNMENT

It was moved to adjourn the meeting at 12:43 pm. (Sarosy/Hall); motion carried.





