

**MEETING OF THE NATRONA COUNTY LIBRARY BOARD
MAY 8, 2019**

The meeting was called to order at 12:05 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
Eric Nelson, Natrona County Attorney
Danielle Kruckeck, County HR Director
Sherry Good, Friends of the Library
Beth Worthen, Natrona County Library Foundation*

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

None

PUBLIC HEARING

Hampton O'Neill opened the Public hearing at 12:07 pm to accept unanticipated income into the FY19 budget.

It was moved to accept unanticipated income of \$49,000.00 from NCSD#1/NC Recreation Joint Powers Board to distribute as follows:

<i>Revenue</i>	
<i>NCSD#1/Joint Powers Board</i>	<i>\$49,000.00</i>
<i>Expenses</i>	
<i>Programs – Children's</i>	<i>\$44,000.00</i>
<i>Community Outreach/Marketing</i>	<i>\$ 5,000.00</i>

(Nix/Sarosy); motion carried.

Public Hearing closed at 12:08 pm.

DISPOSITION OF MINUTES FROM THE APRIL 10, 2019 MEETING

It was moved to approve and file the minutes for the April 10, 2019 meeting. (Sarosy/True); motion carried.

FINANCIAL REPORT

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

COMMISSIONER'S REPORT

Commissioner Milne thanked the Director for her presentation at the BOCC work session on May 7. He reported revenue is the same as last year but 3% COLA should still be included in all county budget requests.

County Attorney Eric Nelson noted that health insurance rates will be going up around 7%, and Commissioners may make a one-time payment into benefit trust to keep the employee's rates the same as last year. Commissioner Milne agreed this was being considered.

DIRECTOR'S REPORT

Director Scroggins described what she reported to the BOCC during their work session on May 7th:

- **ROI Info:** Scroggins reported to the BOCC the Library's FY18 Return on Investment using conservative valuations calculated to \$12.25, and included how those figures were calculated.
- **General Info:** Scroggins shared both successes and challenges of FY18 and FY19-to-date.
- **State-Wide Comparisons:** The Wyoming State Library collects annual data from every public library in the state, and Scroggins shared to pieces of data with the BOCC: (1) Staffing, NCL has 32 full time equivalent staff members (FTE,) which is .39 FTE per 1,000 population, well below the statewide average FTE per 1,000 of .87. Scroggins also noted she shared with the BOCC that while Natrona County is the 2nd largest county in Wyoming, NCL is 6th with regard to our total FTE, and 22nd in FTE per 1,000 population. (NCL exceeds only Carbon County in FTE/1,000.) This data supports Scroggins assertion that NCL is operating under a critical staff shortage. (2) Operational funding - NCL is 18th on the list of Wyoming public libraries in total operating expenses per capita, spending \$33.37 per capita. The average of all Wyoming Public Libraries is \$59.53 per capita, with the most funded library spending \$158.76/1,000 and the least funded spending 23.87/1,000.

Director Scroggins will attend the BOCC's interviews of NCL Trustee applicants, which have not yet been scheduled.

As the result of the pending retirement of Jerry Jones, Youth Services Manager in July, we will promote/shift three staff members effective July 1st. This leaves a vacancy for a Circulation Clerk, and that position is currently posted online.

The laptop charging bar on the second floor has been installed. This is the final FY18 2nd floor upgrade project and is funded by County maintenance funds.

Director Scroggins informed the Board 'One Book Wyoming: Ernest Hemingway' books are available to the public. She gave each Board member a copy of the book 'In Our Time'.

Director Scroggins graduated from Leadership Wyoming on Saturday, May 4th and expressed appreciation for the board's support and encouragement during this program and showed the board the plaque she received as a Leadership Wyoming graduate.

Hampton O'Neil and Kyle True will attend the Budget hearing with the BOCC on May 21st at 2pm.

FOUNDATION REPORT

Beth Worthen reported they will finalize their FY20 budget at their upcoming meeting, and gave a brief update regarding the status of the foundation's property. Worthen also reported the awareness campaign is featuring transformative stories from library patrons. AdBay filmed the first two stories, which should be aired sometime toward the beginning of June.

Kyle True and Linda Nix will attend the May 21st meeting.

FRIENDS OF THE LIBRARY REPORT

Sherry Good reported the April sale generated \$9,700 in revenue. They are changing how they conduct bag sales. For the first time, they will hold an Early Bird Sale (June 6th) and a Second Chance Sale (June 7th) where individuals can purchase an advance ticket and make purchases as regular prices. The Bag Sale (June 8th) will not have an entry fee, and items will be priced at either \$3.00/small bag or \$5.00/tote bag.

Good shared several humorous and not so humorous books donated to the Friends.

Shannon Dutcher will attend the May meeting. They will not hold another meeting until August.

OLD BUSINESS

The Board discussed the Natrona County Grievance policy. It was moved to approve the policy as written. (True/Dutcher); motion carried.


EXECUTIVE SESSION

It was moved to go into Executive Session at 1:04 pm to discuss personnel. (Sarosy/Dutcher); motion carried. It was moved to come out of Executive Session at 1:12 pm. (Dutcher/Sarosy); motion carried.

ADJOURNMENT

It was moved to adjourn the meeting at 1:12 pm. (Dutcher/Sarosy); motion carried.

Shannon Dutcher
K. Sarosy
J. True


James D. Nix