

**MEETING OF THE NATRONA COUNTY LIBRARY BOARD  
MARCH 8, 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  
Alaina Hall (by phone)

**ALSO PRESENT:** Lisa Scroggins, Executive Director  
Kate Mutch, Assistant Director  
Greta Lehnerz, Business Manager/Human Resources  
Lorene Peterson, Youth and Teen Specialist  
John Griffith, NCPL Foundation President  
Candice Cochran, NCPL Foundation Executive Director  
Peter Nicolaysen, Natrona County Commissioner

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None

**PUBLIC HEARING**

Mike Stepp opened the Public Hearing at 12:02 pm to accept unanticipated income into the FY23 budget. The Public Hearing closed at 12:04 pm and the regular meeting resumed.

It was moved to accept unanticipated income of \$151,266.86 and to distribute the funds as follows:

**Revenue**

NCSD#1/Joint Powers Board           \$ 49,999.00

**Expense**

Programs – Youth Services           \$ 44,999.00

Community Outreach/Marketing       \$ 5,000.00

**Revenue**

County Revenue                       \$101,267.86

**Expenses**

Salary and Wages – Main           \$ 55,790.08

Salary and Wages – Branch         \$ 650.00

Salary and Wages – Bookmobile     \$ 650.00

Wyoming Retirement – Main         \$ 5,980.00

Social Security Match – Main       \$ 4,268.19

Social Security Match – Branch     \$ 49.73

Social Security Match – Bookmobile  \$ 49.73

<i>Medical Insurance – Main</i>	\$ 32,307.88
<i>Medical Insurance – Branch</i>	\$ 482.00
<i>Medical Insurance – Bookmobile</i>	\$ 895.00
<i>Workers Compensation – Main</i>	\$ 141.99
<i>Workers Compensation – Branch</i>	\$ 1.63
<i>Workers Compensation - Bookmobile</i>	\$ 1.63

(Mullen/Carr); motion carried.

**DISPOSITION OF MINUTES FROM THE JANUARY 11, 2023 MEETING**

*It was moved to approve and file the minutes from the January 11, 2023 meeting. (Hall/Carr); motion carried.*

*There was no quorum for the meeting scheduled for February 8, 2023 so there are no minutes.*

**FINANCIAL REPORT**

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

**COMMISSIONER'S REPORT**

*Commissioner Nicolaysen informed the Board the County and City are entering into a memorandum of agreement for a new Health Department at 12<sup>th</sup> and Conwell. He also updated the Board on the progress of the RFP for the upgrade to the library Fire System. Deputy County Reed should have the RFP complete by Friday, March 10. Commissioner Nicolaysen will provide Director Scroggins with an update on recent legislation affecting property taxes so she can share it with the board.*

**STAFF REPORT**

*Lorene Peterson shared the Teen staff worked with the Wyoming Arts Council to host the local Poetry Out Loud competition at NCL in February. The local winner, Elora Umbach, won the state competition this week and will now move on to the national competition in Washington DC.*

**DIRECTOR'S REPORT**

*The Director informed the Board Megan Bratton started her maternity leave.*

*The Director reported she issued an open invitation to staff the opportunity to present a staff report at Board meetings if they choose to do so. As suggestions, they were encouraged to share about a specific project they have completed or are working on, or just an overview of what it's like to do their job. The invitation was extended both through their department managers and via direct email.*

*The Director reported on feed back for the new signage. She acknowledged that no sign will be 100% effective, and when she asked staff for feedback it varied from "Yes! I see patrons reading it and some have asked me about the rules," to "I don't think anyone*

reads them, but I'm glad they are there so I can refer to them when I notice an issue with a patron." All-in-all, they were worth the investment.

The Director shared EveryLibrary is using the Wyoming Library Association as an example of the importance of the need for library organizations to be prepared in addressing potential legislation that impacts library services. All three obscenity bills brought before Wyoming's State Legislators this year failed, which is a victory for Wyoming's library community. EveryLibrary stated that Wyoming is the most prepared state they have worked with. Part of that preparation can be attributed to WLA's recent move to secure funding for the Legislative Committee, and part to staff being kept informed of the legislation, it's potential impact on libraries, and their ability to share relative information - not to advocate, but to educate - their respective communities.

The three open positions reported last month have been filled. One was an internal applicant, and one was a rehire of a former employee (Conrado Saldivar.) We are advertising for a position on our circulation team.

The Director plans to visit the branch library in Edgerton sometime in May and hopes to visit soon to meet with patrons and Mayor Buck King. She will work with the branch manager to schedule a good day for the visit and hopes some or all the Board can join her.

The Director reported she revised the county one cent request. With the recent heavy snowfall, the need to replace the 23-year-old tractor used to push snow became a higher priority.

The Director has requested anonymous feedback from the staff for her upcoming annual performance evaluation.

#### **FOUNDATION REPORT**

Candice Cochran reported she is working with Lisa Scroggins to identify grants.

John Griffith reported there is progress on land discussions.

#### **FRIENDS REPORT**

Vickie Cawthra attended the Friends annual meeting which was well attended. The annual budget was approved at the meeting.

Lisa Scroggins forwarded the Friends Newsletter to all Board members which included information on the success of the special sale dates for the next book sale.

Chris Mullen asked about the status of the advocacy arm. Lisa Scroggins stated a large database of contacts has been created as a branch of the Friends group, which means the information can be called upon as advocates when need. While there is some overlap, this list is kept separate from the book sale volunteers. She stated the list was effectively

put to use when the City proposed cutting 1% funding for nonprofits (including the Library) and again during the legislative session.

**OLD BUSINESS**

The Collection Development Policy is awaiting feedback from the Deputy County Attorney. Director Scroggins proposed that the board plan to move forward with policy reviews, updates, and creation and submit them to the County Attorney's office for review. Should County Legal suggest changes post-adoption, the NCL Trustees can update them at that point. (The general consensus indicated this is the direction the board wants to pursue.)

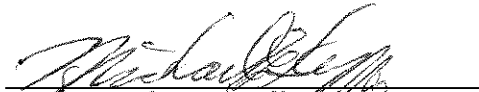

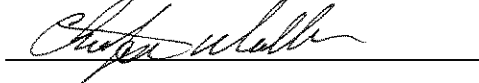
**NEW BUSINESS**


Cathy Carr expressed her wish to be appointed to a second term on the NCL Board and is sending a letter to the BOCC.

It was moved to send a letter of support from the Trustees to the BOCC requesting Cathi Carr be appointed to a second term on the NCL Board. (Cawthra/Mullen) motion carried.

**AJOURNMENT**

It was moved to adjourn the meeting at 12:55 pm. (Carr/Mullen); motion carried.

  
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