

**MEETING OF THE NATRONA COUNTY LIBRARY BOARD
MAY 10, 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 Stedillie*

ALSO PRESENT: *Lisa Scroggins, Executive Director
Kate Mutch, Assistant Director
Greta Lehnerz, Business Manager/Human Resources
Megan Bratton, Marketing/PR
Fred Parsons, Facilities Supervisor
Justin Smith, Natrona County Building & Inspection
Jared Holbrook, Deputy County Attorney
Candice Cochran, NCPL Foundation Executive Director
Peter Nicolaysen, Natrona County Commissioner*

APPROVAL OF AGENDA

It was moved to approve the agenda with amendment to move New Business under Finance Report. (Carr/Cawthra); motion carried.

PUBLIC COMMENT

None

DISPOSITION OF MINUTES FROM THE APRIL 12, 2023 MEETING

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

FINANCIAL REPORT

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

NEW BUSINESS

The Board discussed the two bids submitted for updating the fire alarm system. It was moved to accept the bid from Modern Electric based on the level of specificity of information provided, continuity of service, ongoing monthly monitoring, and past experience with both companies. (Stedillie/Carr); motion carried.

The Board discussed the FY24 budget submitted to the Commission. The library budget hearing is scheduled for June 6 at 10:00 AM. The Board also discussed the County One Cent 17 funding approved for the library. The One Cent 17 funds from the City are pending.

The Board reviewed the Gift Policy. It was moved to approve the policy as discussed. (Hall/Mullen); motion carried.

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

The Board discussed the Confidentiality Policy. It was moved to approve the policy as written. (Stedillie/Mullen); motion carried.

COMMISSIONER'S REPORT

Commissioner Nicolaysen had nothing to share other than Commission is continuing work on the FY23 budgets.

DIRECTOR'S REPORT

Beginning this month, the Director reported she changed the format for the director's report.

The Director shared what the County has approved for One Cent Cycle #17 for the Library.

The Director thanked those on the Board that attended the Storywalk launch. (Cathi, Vickie, Mike). The launch was a great success. Chelsie Troutman estimates over 300 were in attendance that day.

She reported the library will change the vendor for contracted security from AUS to Steel Bison effective June 1.

Staff training completed during the past month included:

- o Disney Institute @ Casper College*
- o Andrew Sanderbeck – in-house customer service training*

The Director requested and attended a BOCC work session to discuss the need for a new facility. She shared that the Commission indicated "the ball is in [her] court" to gather relevant information and present it to the Commission regarding a new facility.

The Director requested the Foundation fund an updated Needs Assessment and plans to contract with Library Planning Associated to perform the work.

She updated the Board on the State Grant for construction. It appears the grant will be open in June or July and will likely have an application window of 30 -45 days.

The Director will email dates for a site visit to the branch library in Edgerton.

The Director reminded the Board that Wyoming Reads is next Tuesday.

FOUNDATION REPORT

Candice Cochran reported the Foundation Board meeting will be at 5:30 pm on Tuesday, May 16. The Foundation has selected a new Board member. They are continuing to work on their FY24 budget.

FRIENDS REPORT

Cathi Carr the Friends provided additional funds for the Story Walk. There will be a bag sale in June.

AJOURNMENT

It was moved to adjourn the meeting at 1:30 pm. (Carr/Mullen); motion carried.

Michael Stepp
Yeskei Carr
Cathi Carr

Cheryl Mullen