

**MEETING OF THE NATRONA COUNTY LIBRARY BOARD  
AUGUST 10, 2022**

*The meeting was called to order at 12:00 pm by President Mike Stepp.*

**MEMBERS PRESENT:** *Mike Stepp, Cathi Carr, Chris Mullen, Vickie Cawthra*

**MEMBER ABSENT:** *Alaina Hall*

**ALSO PRESENT:** *Lisa Scroggins, Director  
Kate Mutch, Assistant Director  
Greta Lehnerz, Business Manager/Human Resources  
Megan Bratton, PR/Marketing Manager  
Beth Worthen, Library Foundation  
Charmaine Reed, Deputy County Attorney*

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENTS**

*None*

**DISPOSITION OF MINUTES FROM THE JULY 13, 2022 MEETING**

*It was moved to approve and file the minutes from the July 13, 2022 meeting.  
(Cawthra/Carr); motion carried.*

**FINANCIAL REPORT**

*It was moved to approve the Financial Report and payments for July 2022 bills.  
(Cawthra/Mullen); motion carried.*

**COMMISSIONER'S REPORT**

*None*

**DIRECTOR'S REPORT**

*The Director is mailing copies of the new strategic plan to members of The Library Foundation and will also distribute copies to the Friends of the Library, County Commission and City Council. As supplies allow, she will distribute to area municipality leaders, and other community leaders.*

*Kate Mutch attended the Mountain Plains Library Association Annual Conference and presented one of the most well-attended programs at the conference.*

*The Director updated the Board regarding the Dolly Parton Imagination Library mentioned in last month's report. Natrona County Collective Health Trust (NCCHT) invited NCL to be the lead organization in this project, through which children from birth up to their 5<sup>th</sup> birthday will receive a book each month mailed to their homes. In addition*

*to an ongoing commitment to 100% funding the program indefinitely, NCCHT is also funding marketing and outreach as we launch this to the community. The NCPLF will be the fiscal agent for the library's participation this project.*

*The air quality testing conducted last month revealed no significant issues.*

*Asbestos abatement in the administrative offices (ceiling and floor) is scheduled for October, after which new carpet will be installed, and is funded out of the County's Facilities Budget. The October Board meeting will be held in the Crawford Room.*

*Facilities Manager Fred Parsons conducted a shelter-in-place drill on July 14 at 1:00 pm which included public patrons as well as staff. The building was 'cleared' in less than three minutes, which we consider to be a successful drill.*

*The library launched a Podcast Studio which is a sub-set of The Studio.*

*Conversion to Microsoft Office 365 for library staff has been completed. This allows us to include multi-factor authentication as a cyber-security measure.*

*The Director, Mike Stepp and Greta Lehnerz attended the BOCC work session on August 8 to discuss the library's budget shortfall to implement the BOCC's Wage Memo and to cover the organizational portion of the 7.7% insurance rate increase. The request was for these amounts to be included in the county's budget amendment Commissioner North shared would be forthcoming.*

*After presenting a request for a budget amendment to cover the deficiency, the Commission asked Lisa to provide County HR Director Danielle Kruchek job descriptions for the staff impacted, and to work with her to determine if this adjustment is warranted. Commission Chair Bertoglio noted that while the memo was addressed to All Department Heads it was not intended for outside boards, and there is a possibility this \$17/hr. minimum will not be funded for library employees. No decision has been made at this time. There is still discussion about county-wide step/grade adjustments in December, in which the library would apparently be included.*

*Kate issued a staff-wide email alerting staff to use the panic buttons should the person of interest in a local homicide enter the library and were reminded to not approach him.*

*The city requested to present to the board about 1% funding and will be on the agenda for the October board meeting.*

**FOUNDATION REPORT**

*Beth Worthen reported the Foundation is excited to be part of the Dolly Parton Imagination Library project. The Foundation is actively seeking ongoing funding for the Creation Station and will include it as part of their fall appeal to donors.*

**NEW BUSINESS**

*Cathi Carr reported the next regular Friends of the Library book sale will be September 8 – 10.*

**ADJOURNMENT**

*It was moved to adjourn the meeting at 12:44 pm. (Cawthra/Mullen); motion carried.*

*Cathi Carr*  
*Michael Steg*  
*Stephan Mullen*

*Stephan Mullen*  
*Jackie L. Cawthra*