

**MEETING OF THE NATRONA COUNTY LIBRARY BOARD
MARCH 15, 2019**

The meeting was called to order at 12:04 pm by President Hampton O'Neill.

MEMBERS PRESENT: *Kate Sarosy, Kyle True, Linda Nix
Hampton O'Neill*

MEMBERS ABSENT: *Shannon Dutcher*

ALSO PRESENT: *Lisa Scroggins, Executive Director
Kate Mutch, Assistant Director
Greta Lehnerz, Business Manager/Human Resources
Eric Nelson, Natrona County Attorney
Sherry Good, Friends of the Library
Beth Worthen, Natrona County Library Foundation*

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

None

DISPOSITION OF MINUTES FROM THE FEBRUARY 13, 2019 MEETING

*It was moved to approve and file the minutes for the February 13, 2019 meeting.
(Sarosy/True); motion carried.*

FINANCIAL REPORT

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

DIRECTOR'S REPORT

The Director reported the Fish n' Tips program presented by the Wyoming Game and Fish Department was well received with 31 attendees.

Information is still being researched in preparation for the bookmobile bid/project process.

A new writers group titled 'Writer's Block' has been added to programming after the staff received requests from patrons.

The Director and County Attorney Eric Nelson recently met with Town of Mills officials and their attorney to discuss several issues regarding the closure of the Mills Branch Library. At that meeting, the Director offered to be present and open the branch facility on Saturday, March 9th so the Town of Mills could host their community meeting/event as advertised.

The bookmobile has added an additional 4 stops in Mills in the parking lot of the branch library, which are set to begin next week.

The Director has asked Adult Services Manager Betsy O'Neil to pursue an Active Shooter Training as an open-to-the-public training opportunity. O'Neil is working with the sheriff's department to set this up.

Staff training on Cyber Security was held on February 25. The library is also looking into Lynda.com which has a variety of training modules for both staff and patrons.

County Attorney Eric Nelson noted that cyber security is a growing concern, and one that the County is starting to address. The County recently established a Cyber Security Taskforce which is working with WARM representatives to host a training on May 9th for Natrona and surrounding counties to address the issue of cyber safety.

Circulation manager Gayla Peterman reported having the additional part-time staff member (Jacquie Breummer from Mills Branch) is already proving to be beneficial as she worked to set staff schedules for April.

A part-time employee has been hired to fill the part-time position that has been open in Youth Services since January.

After almost 30 years of service, Youth Services Manager Jerry Jones has announced her retirement effective in July 2019.

The Director summarized a recent meeting with Foundation members and TriHydro regarding Foundation land and surrounding property.

The Director reminded the Board to send her any recommendations they have for new Board members as both Hampton and Shannon will go off the Board on June 20.

The Board discussed the letter from Porter Muirhead, Cornia and Howard addressed to the Board of Directors of the Library and Library Foundation. Two points specifically addressed were (1) the Library does not employ a certified CPA, and instead uses the services of the County Finance Manger in certain instances; and (2) The Library Foundation does not employ a certified CPA, and instead relies upon PMCH to make the required journal entry to record holdings deposited with the Wyoming Community Foundation.

FOUNDATION REPORT

Beth Worthen reported they received an update on the Foundation investments and they are doing well.

She also report on the Community Survey conducted by Adbay. This was a follow-up to the survey conducted in December 2017 and January 2018. The survey showed overall familiarity of library increased by 1%, percentage of respondents with a library card increased by 2.02%, overall positive regard increased 1.07%, and key target metrics

improved across the board. There were more positive than negative written answers. The positive included comments on 'nice, knowledgeable staff, library asset/vital to community. Negative comments included homeless/drunk-drugged people made library appear unsafe for children and for the public in general. (The board and Director discussed ways to address this perception.) Conclusion - although there were no sharp increases or spikes there were consistent increases in the areas we wanted to see increases. Likewise for the "negative" metric – they dropped in all areas we wanted them to drop. The Library is making a positive impact on the community and is held in very high regard by the vast majority of Natrona county residents – whether they regularly use the Library or not.

The awareness campaign is featuring transformative stories from library patrons.

Kyle True and Hampton O'Neill will attend the March meeting.

FRIENDS OF THE LIBRARY REPORT

Sherry Good reported Thrift Books made their first pickup of books. Shipping costs were more than the Friends anticipated so they will not see any funds for sale of used books any time soon. The process seems to be working well and books are being recycled.

The Friends of the Library's held their annual meeting on February 20, officers were elected and the FY20 budget was approved.

Sherry Good shared several autographed books with the Board that will be available at the April booksale.

Kate Sarosy and Kate Mutch will attend the March meeting.

OLD BUSINESS

County Attorney Eric Nelson recommended tabling the adoption of the Natrona County Grievance Policy as presented. The county has hired a HR Director whose first day will be April 1. Nelson would like the new HR Director to review the entire Natrona County Employee Handbook.

NEW BUSINESS

It was moved to adopt the Natrona County Drug-Free Policy. County Attorney Nelson recommended waiting on this policy as well until the new HR Director has reviewed the employee handbook and the proposed new policy. The motion was withdrawn.

It was moved to accept the revised Chapter 11: Confidentiality of Library Records, Information, and Patron Files Policy as presented. (Sarosy/True); motion carried.

ADJOURNMENT

It was moved to adjourn the meeting at 1:20pm. (Sarosy/True); motion carried.

K Sarosy
[Signature]
