

**SWEETWATER COUNTY LIBRARY SYSTEM**  
**Minutes of the Regular Meeting of Board of Directors**  
June 17, 2024

The Sweetwater County Library System Board of Directors met in regular session on June 17, 2024, at the Rock Springs Library, 400 C Street, Rock Springs, WY 82901. The following were present, Meghan Jensen, Chair; Deb Sutton, Vice Chair; Philip Pyzyna, and Jen Vegors Board Members; Island Richards, County Commissioner; Lindsey Travis, Director; Leora Kraft, Brianna Cukale Library Staff.

Jensen called the meeting to order at 6:00 pm.

Approval of Agenda:

Pyzyna motioned to approve the agenda. Sutton seconded and the motion carried.

Approval of Minutes:

Pyzyna made a motion to table approval of the minutes from the May regular meeting. Sutton seconded and the motion carried.

Financial Report and Approval of Expenditures:

The Board was provided April and May Checking Account Activities, Budget Analysis, Balance Sheet, and Voided Checks. Vegors made a motion to approve the financial report and expenditures. Sutton seconded and the motion carried.

Correspondence:

A letter from Senator John Barrasso an article written about the Rock Springs Library were provided to the Board.

Announcements:

Travis spoke about an invitation to a Gary Mortenson reception at the CFAC, the upcoming Plein Air competition, the Rocky Mountain Puppets event, and the many activities the libraries have planned for the summer.

Public Comment:

Jensen reminded the board that all public comment will be held to 3 minutes or less depending on the amount of public wanting to make comments.

Old Business:

- A. Budget update- Travis spoke about the Capital request revision for the White Mountain Library HVAC and about trying to get a grant for the HVAC. The budget presented reflected these new numbers. The budget request included a 3% COLA as well as a Capital request for an outreach vehicle.

New Business:

- A. Staff Presentation – Brianna Cukale, Public Relations Assistant, spoke about her 20 years of service with the library system, she also spoke about managing social media, taking pictures and creating flyers. The Board commended her on her social media posts.
- B. Public Hearing-
  - i. Resolution to amend the 2023-2024 budget: Administration Expense decreased by \$50,000 from \$2,739,361 to \$2,689,361 Operations Expenses increased by \$50,000 from \$760,910 to \$810,910

Jensen opened the Public Hearing at 6:17 pm.

There was no public comment. Jensen closed the Public Hearing at 6:19pm

Sutton made a motion to adopt the following amendment to the Sweetwater County Library System FY24 Budget:

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Sweetwater County Library System, having held a public hearing on the action, does hereby formally amend the 2023-2024 budget of the Sweetwater County Library System as follows:

- Administration Expense is decreased by \$50,000 from \$2,739,361 to \$2,689,361
- Operations Expenses Increased by \$50,000 from \$760,910 to \$810,910

Adopted the 17<sup>th</sup> day of June 2024 by the Sweetwater County Library System Board of Directors. Vegors seconded and the motion passed.

- C. Permission to apply for additional WLMCF grant funds -- Travis spoke about the Wyoming Libraries Multi-Purpose Community Facilities program grant. The library was previously awarded funding through this grant program for meeting room renovations. At the beginning of June, the State Library announced an additional \$8.4 million in grant funding for capital construction projects that directly affect work, education, and health monitoring. The application deadline is July 8. Travis requested permission to apply for funding to replace the HVAC system at the White Mountain Library. Sutton made a motion to allow Travis to apply for the grant funding. Pyzyna seconded and the motion carried.
- D. Process for Year-end Expenditures- Travis explained the various process options, the Board agreed to ratify expenditures at the July regular Board meeting.
- E. Process for FY25 Budget approval- The budget will be emailed to the Board on June 28 and will require a board vote to approve. The vote will be ratified at the July meeting.

#### Contracts:

A contract between Sweetwater County Library System and Southwest Counseling Service to continue our Employee Assistance Program for \$3,000 for the current FY25 was signed by Lindsey Travis on June 3, 2024. Sutton made a motion to ratify the contract. Vegors seconded and the motion carried.

#### County Commissioner's Report:

Richards spoke about the budget and capital request as well as the additional budget meetings. He stated that it is a learning process for all involved. He also spoke about Board appointments. He said he planned recommend reappointing Sutton and Jensen to the library board.

#### Director's Report:

Travis presented a board report. Travis highlighted her attendance to the WYLD Annual Conference. She also spoke about the Foundation-funded Story Walk, which will be installed near the Green River Rec Center, the White Mountain door replacement, the County Health Insurance meeting, and Summer Reading. Travis also highlighted the overall statistics for program attendance and circulation.

#### Set Time and Location for Next Meeting:

Next regular Library Board Meeting will be Monday, July 15, 2024 at 6:00 pm at the Sweetwater County Library, 300 N. 1<sup>st</sup> E, Green River, WY 82935.

Adjourn:

Vegors made a motion to adjourn the meeting at 6:43 pm. Sutton seconded and the motion carried.

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Chair

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Secretary