

**SWEETWATER COUNTY LIBRARY SYSTEM**  
**Minutes of the Regular Meeting of Board of Directors**  
July 15, 2024

The Sweetwater County Library System Board of Directors met in regular session on July 15, 2024, at the Sweetwater County Library, 300 N. 1<sup>st</sup> E, Green River, WY 82935. The following were present, Meghan Jensen, Chair; Deb Sutton, Vice Chair; Christ Propst, Treasurer; Philip Pyzyna, and Jenn Vegors Board Members; Lindsey Travis, Director; Leora Kraft, Amber Newell, Library Staff.

Jensen called the meeting to order at 6:01 pm.

Approval of Agenda:

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

Approval of Minutes:

Vegors made a motion to take the May minute approval off the table. Sutton seconded and the motion carried.

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

Pyzyna made a motion to approve the minutes from the June regular meeting. Sutton seconded and the motion carried.

Approval of FY24 End of Year Spending:

Sutton made a motion to approve the end of FY24 spending. Vegors seconded and the motion carried.

Adoption of the FY25 Budget:

Pyzyna made a motion to adopt a FY25 Operating Budget in the amount of \$3,703,719 with \$2,796,009 in administration and \$877,710 in operations, \$30,000 in capital and the FY25 3X5 Pay Scale as presented. Propst seconded and the motion carried.

Financial Report and Approval of Expenditures:

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

Correspondence:

A letter from ALA confirming Director Travis's attendance at the Conference in Sand Diego

Announcements:

Travis spoke about the end of Summer Reading and the many programs going on this month

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:

None

New Business:

A. Staff Presentation – Amber Newell, Technical Service Librarian, spoke about her 17

years of service with the library system, she also spoke about technical service work and the process of collection development and cataloging items. The Board asked questions about placement of books and the process. Newell stated that it is based on the collection development policy as well as content and Librarian preference for placement of items.

- B. Board Elections – Sutton made a motion that the positions remain the same for 2 years in order to give officers an opportunity to learn the various positions. Propst seconded and the motion carried. The positions are Meghan Jensen, Chair; Deb Sutton, Vice Chair; Chris Propst, Treasurer.
- C. Meeting Room Policy Revision Discussion- Travis spoke about revising meeting room policies. A committee of staff and board members will be put together to start working on the policy. Vegors and Sutton volunteered to represent the board on the committee.

Contracts:

None

County Commissioner's Report:

No Commissioner present. Jensen asked about leaving the County Commissioner reports on the Agenda. Pyszyna recommended leaving it on, and stated that it allows the board to get to know the commissioner better and allows for communication between all. Sutton spoke about the Hospital Boards process, Propst and Sutton both agreed with Pyszyna and it was decided to leave it on for now.

Director's Report:

Travis presented a board report. Travis highlighted her attendance to the ALA Conference in San Diego, the day and half closure of the White Mountain Library due to HVAC issues and the application for the grant to replace the HVAC. She also spoke about the Fire panel testing and the current grant projects starting. She also thanked Krisena Marchal for all her hard work and working through the Holiday to get the new grant application submitted. Travis also spoke about the Community Fine Art Center being included in a KUTV Special.

Included in the packet is the current statistics as well as a condensed version for easier viewing. Travis spoke briefly about the Summer reading stats and program attendance.

Set Time and Location for Next Meeting:

Next regular Library Board Meeting will be Monday, August 19, 2024 at 6:00 pm at the White Mountain Library, 2935 Sweetwater Drive, Rock Springs, WY 82901

Adjourn:

Propst made a motion to adjourn the meeting at 6:44 pm. Sutton seconded and the motion carried.

---

Chair

---

Secretary