



Library Board of Trustees
335 West Alger Street
Sheridan, WY 82801
(307) 674-8585 – Ext. 113

*Sheridan County Public Libraries:
Dynamic Gateways for Lifelong Learning*

Sheridan County Public Library Board of Trustees
Minutes of the Regular Board Meeting
SPECIAL DATE: 4:30 p.m. Monday, July 6, 2020
Fulmer Public Library – Sheridan, WY

Remote Access:

Zoom Meeting URL (opens up at 4:20 pm):

<https://us02web.zoom.us/j/6082518544>

Phone Call Access:

1-253-215-8782 OR 1-301-715-8592

Meeting ID: 608 251 8544

- I. Call to order and welcome of guests and welcome to new Trustee: Chair Shannon Anderson called the meeting to order at 4:31 pm. Present were Library Director Cameron Duff; Trustees, Fran Wolfe, Emily Hawkins, Chad Saeler, and Julie Davidson. Also present were Pat Blair from Sheridan Media and Commissioner Christy Haswell.
- II. Approval of agenda: Approved with one addition
- III. Disposition of the Regular Meeting Minutes of June 17, 2020: Approved
- IV. Treasurer's Report: Redington Trust (no report); Fulmer Trust (\$1,192,673.91 as of June 30th); End of year budget: There is still activity in the 2020 Budget so there is no report.
- V. Communications
 - A. Library Correspondence: n/a
 - B. Board Correspondence: Emily mentioned the letters all Trustees received from the Auditors in preparation for the upcoming annual audit.
- VI. Reports
 - A. Monthly Statistics: 15,681 checkouts for June; Digital also increased. Patron numbers are still low but slowly increasing.
 - B. Departmental and Branch Reports: no questions
 - C. Update from the Library Director: n/a
 - D. Update from County Commissioners: no updates at this point. 19 cases in the community and 9 out-of-state visitors who tested positive but have returned home.
- VII. Committee Reports
 - A. Friends of the Library: n/a
 - B. Foundation: Next meeting on July 27 at 5:30. Looking for new members.

VIII. Continuing Business

- A. Discussion – Continued Library Services during COVID-19: Continue to tweak the program. Many patrons today, July 6.
- B. Discussion – Fulmer Capital Campaign Subcommittee Update: Window contract has been extended to August 31. Probably will finish by July 31.
- C. Action – Approve Library Budget for FY 2020-21: \$30,000 reduction in operating budget. \$30,000 reduction in revenues. Cash reserves should have been at \$15,000 but cuts over the past 3 months have increased reserves to \$77,000 to be used in upcoming budget. Staff has been reduced through attrition by four people. Services will be the next cut to be made. Emily moved to approve the 2020-2021 Budget. Chad seconded. Budget approved.

IX. New Business

- A. Action – Approve new officers for FY 2020-21. Chad made the motion to approve the following officers for the upcoming year. Seconded by Julie. Officers motion approved.
 - Chair: Shannon Anderson
 - Vice Chair: Fran Wolfe
 - Treasurer: Chad Saeler
 - Secretary: Emily Hawkins
 - Member at Large: Julie Davidson
- B. Action – Approve check signers for FY 2020-21: Chad moved that “Chad, Shannon, Fran, Emily and Julie will be check signers for 2020-21 and Jami Kessner will be removed”. Seconded by Julie. Motion approved.
- C. Staff Development Day: Due to the COVID-19 pandemic, staff asked if the Staff Development Day scheduled for Friday, August 14 could be postponed. Cameron said that all libraries would remain open. Emily moved to postpone staff day and keep the library open. Chad seconded. Motion approved.

X. Question and Answer

- A. Opportunity for non-Trustee participants to comment or ask questions (limited to a maximum of 5 minutes per individual). Pat Blair had a question about the budget but wanted to ask after the meeting.

XI. Adjournment: 5:01pm; (Next meeting may be at Ranchoester.)

Respectfully Submitted,



Fran Wolfe - Secretary
Library Board of Trustees