



LARAMIE COUNTY LIBRARY SYSTEM

2200 PIONEER AVENUE, CHEYENNE, WY 82001 - 3610

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BOARD OF DIRECTORS

MINUTES

September 26, 2023

The Board of Directors of Laramie County Library System met in regular session at the Burns Branch Library, Burns Wyoming on Tuesday, September 26, 2023. Elizabeth Dillow convened the meeting at 5:03 p.m. Directors Stacia Berry, Rob Dickerson, Steven Leafgreen (via Zoom) and Buck Holmes (ex-officio) were present. Also present were Laura Block, Interim Executive Director, Beth Cook, Deputy Director of Public Service and representatives from the Library Foundation Board Roz Schliske and Charles Routt.

- 230926:01 Rob Dickerson moved to approve the consent agenda. The motion was seconded. The motion carried.
- 230926:02 Steven moved to approve the contract with Public Sector Personnel Consultants. The motion was seconded. The motion carried.
- 230926:03 Stacia Berry moved to approve opening the Laramie County Library at 11am on Sunday, December 31, 2023 for the New Year's at Noon event. The motion was seconded. The motion carried.

The meeting adjourned 6:02 p.m.

A handwritten signature in cursive script, appearing to read 'Laura M. Block'.

Laura M. Block
Interim Executive Director

BOARD OF DIRECTORS
NOTES
September 26, 2023

Presentation by Holly Bauer, Branch Specialist

Holly provided an overview of both the Pine Bluffs Branch and Burns Branch Libraries. The biggest challenge for the branches is getting people in the facilities.

CONSENT

Rob Dickerson moved to approve the consent agenda. The motion was seconded. The motion carried.

ACTION

Unfinished Business

None

New Business

Contract with Public Sector Personnel Consultants

LCLS has contracted with Public Sector Personnel Consultants for compensation studies for several years. The last comprehensive compensation study was completed in 2005. The current proposal is for a comprehensive compensation study to include salary comparisons, onsite employee interviews, review of 20 job descriptions and a review of benefits. Costs are included in the FY 24 budget.

Steven moved to approve the contract with Public Sector Personnel Consultants. The motion was seconded. The motion carried.

New Year's @ Noon

New Year's at noon is an annual event that draws hundreds of participants. December 31st falls on a Sunday in 2023. Regular Sunday hours are from 1-5pm. Opening at 11am would accommodate the event and would add a few hours to part-time employees' normal schedules. Full-time employees' hours will be shifted throughout the week.

Stacia Berry moved to approve opening the Laramie County Library at 11am on Sunday, December 31, 2023 for the New Year's at Noon event. The motion was seconded. The motion carried.

REPORTS

Interim Executive Director – Laura spoke with Mark Voss, Laramie County Attorney regarding the official public records request made by Thomas W. Smith. None of the requested information is privileged or confidential. The request will be issued following the LCLS public records request policy. Laura has been in contacted Antonia about Kasey's resignation. Laura will keep Antonia in the loop for advertising and filling the vacancy. The costs for furniture replacement will be less than the amount budgeted, which leaves enough to cover the costs of

the lighting control system upgrade. Once Antonia is on board and somewhat settled in we will review and update the long range facility planning and budgeting documents to ensure we are prepared for repair and replacement of aging equipment. Laura will get more details and dates for the Public Officer Training. Buck indicated that Rob is exempt due to his CPA status. Steven may be exempt as well. Laura will verify.

Deputy Director of Public Service – It's been difficult filling vacancies in the branch facilities. Beth is exploring having circulation employees rotate between all three library facilities and not just have them assigned to working in Cheyenne or the branches.

Foundation Director's Report – nothing to add

Personnel Changes – nothing to add

Financial Report for August – Line 803-000 is close to the budgeted amounts. It looks like expenses were recorded incorrectly, most likely from 830-000. Laura will research and correct any misclassifications.

Balance Sheet for August 2023 – nothing to add

Fund Balance for August 2023 – nothing to add

Library Café Financial Report – nothing to add

Meeting and Events Dates and Location

Tuesday October 24, 2023, Regular Meeting, 5pm, Coneflower Room

Tuesday November 28, 2023, Regular Meeting, 4pm, Coneflower Room