



**BOARD OF DIRECTORS**

**MINUTES**

August 1, 2023

The Board of Directors of Laramie County Library System met in regular session at the Laramie County Library on Tuesday, August 1, 2023. Elizabeth Dillow convened the meeting at 1:00 p.m. Directors Stacia Berry, Michael Pearlman, Steven Leafgreen, and Rob Dickerson were present. Also present were Laura Block (Interim Executive Director), Beth Cook (Deputy Director of Public Service), Kristi Wallin (Development Director/Foundation Director), Blithe McAndrew, (Executive Coordinator), and Jesse Dorst (Exhibitions & Volunteer Coordinator).

230801:01 Elizabeth Dillow moved to enter executive session at 1:00 p.m. The motion was seconded. The motion carried.

The purpose of executive session was to discuss personnel issues.

Executive session ended at 3:27 p.m.

230801:02 Steven Leafgreen moved to approve the consent agenda. The motion was seconded. The motion carried.

230801:03 Robert Dickerson moved to approve the Public Policy changes as presented. The motion was seconded. The motion carried.

230801:04 Robert Dickerson moved to approve the budget amendment as presented with the creation of a Human Resources position contingent on the board's approval of a proposal by library administration. The motion was seconded. The motion carried.

230801:05 Steven Leafgreen moved to approve the Merit Increase Matrix as presented. The motion was seconded. The motion carried.

230801:06 Stacia Berry moved to approve the removal of Carey Hartmann from all bank signature cards. The motion was seconded. The motion carried.

The meeting adjourned 4:40 p.m.



Blithe McAndrew  
Executive Coordinator

BOARD OF DIRECTORS  
NOTES  
August 1, 2023

**Executive Session**

*Elizabeth Dillow moved to enter executive session at 1:00 p.m. The motion was seconded. The motion carried.*

The purpose of executive session was to discuss personnel issues. Executive session ended at 3:27 p.m.

**Presentation by Jesse Dorst, Exhibitions & Volunteer Coordinator**

Jesse Dorst provided an overview of the job duties of the Exhibitions & Volunteer Coordinator, and answered questions from the board about the demographic of library volunteers and the process for selecting exhibitors.

**Consent**

The consent agenda consisted of:

1. Approval of Minutes for June 27, 2023
2. Approval of Minutes for July 6, 2023 Organizational Meeting
3. Ratification of Expenditures for July 2023

*Steven Leafgreen moved to approve the consent agenda. The motion was seconded. The motion carried.*

**Action**

**UNFINISHED BUSINESS**

**Public Hearing— Public Policy Changes**

The board reviewed the changes to the Public Policy document.

*Robert Dickerson moved to approve the Public Policy changes as presented. The motion was seconded. The motion carried.*

**Other**

None.

**NEW BUSINESS**

**Budget Amendment**

The board reviewed amendments to the budget and discussed the need to add a Human Resources position. The board would like a proposal for this position separate from the budget discussion.

***Robert Dickerson moved to approve the budget amendment as presented with the creation of a Human Resources position contingent on the board's approval of a proposal by library administration. The motion was seconded. The motion carried.***

#### **Merit Increase Matrix**

The board reviewed the merit increase matrix.

***Steven Leafgreen moved to approve the Merit Increase Matrix as presented. The motion was seconded. The motion carried.***

#### **Bank Signature Cards**

The board discussed removing former County Librarian Carey Hartmann from all bank signature cards.

***Stacia Berry moved to approve the removal of Carey Hartmann from all bank signature cards. The motion was seconded. The motion carried.***

#### **Other**

None.

#### **Reports**

The board reviewed the following reports:

- Interim Executive Director– Announced Blithe McAndrew has been appointed Interim Development Director/Foundation Executive Director.
- Deputy Director of Public Service – Reported that the Harry Potter event on July 31 was very successful with record attendance.
- Foundation Director – Nothing to add.
- Personnel Changes – Nothing to add.
- Financial Report – Nothing to add.
- Balance Sheet – Nothing to add.
- Fund Balance – Nothing to add.
- Library Café Financial Report – Nothing to add.
- Statistical Report – Nothing to add.

The meeting adjourned at 4:40 p.m.

#### **Meeting and Events Dates and Location**

August 14 and August 15, ED candidate Zoom interviews, 9am-1pm

Tuesday, August 22, Regular Meeting, 4pm, Coneflower Room

August 28 & 29, 2023, ED candidate onsite interviews, TBD

Tuesday, September 26, Regular Meeting, 4pm, Coneflower Room