



LARAMIE COUNTY LIBRARY SYSTEM  
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BOARD OF DIRECTORS  
MINUTES  
May 28, 2024

The Board of Directors of Laramie County Library System met in regular session at the Laramie County Library, on Tuesday, May 28, 2024. Elizabeth Dillow convened the meeting at 4:05 p.m. Directors Stacia Berry, Robert Dickerson, Steven Leafgreen, Michael Pearlman, and Buck Holmes (Ex-Officio) were present. Also present were Antonia Gaona, County Librarian/Executive Director; Laura Block, Sr. Deputy Director of Operations; Beth Cook, Deputy Director of Public Service; Blithe McAndrew, Interim Foundation Director; Rachel James, Café Supervisor; and Kim Storey, Interlibrary Loan Specialist.

- 240528:01 Steven Leafgreen moved to approve the consent agenda. The motion was seconded. The motion carried.
- 240528:02 Steven Leafgreen moved to approve moving forward with the contract with Precision Security Services. The motion was seconded. The motion carried.
- 240528:03 Stacia Berry moved to reclassify reserve account 881 Facility Repair as 881 Facilities. The motion was seconded. The motion carried.
- 240528:04 Steven Leafgreen moved to confirm the reserve accounts. The motion was seconded. The motion carried.

The meeting adjourned at 5:15 p.m.

Blithe McAndrew  
Executive Coordinator

BOARD OF DIRECTORS  
NOTES  
May 28, 2024

**Presentation by Rachel James, Café Supervisor**

Rachel James gave an overview of the services of The Library Café and answered questions from the board on pricing, catering, and staffing.

**Presentation by Kim Storey, Interlibrary Loan Specialist**

Kim Storey gave an overview of interlibrary loan services and statistics and spoke about the changes in county mail services and the effects that has on the service.

**CONSENT**

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

**ACTION**

**Unfinished Business**

1. Other— Security contract: Antonia Gaona briefed the board on the contract process with Precision Security Services. The County Attorney has approved the standard contract and a reference check is in progress. SecOps, the company currently providing security services will be given a 30-day notice on May 31.

***Steven Leafgreen moved to approve moving forward with the contract with Precision Security Services. The motion was seconded. The motion carried.***

**New Business**

1. Board Designated Reserves: The board reviewed the document presented and approved in July 2023. With the intent of showing reserves designated for a new branch, the board discussed reclassifying reserve account 881.

***Stacia Berry moved to reclassify reserve account 881 Facility Repair as 881 Facilities. The motion was seconded. The motion carried.***

***Steven Leafgreen moved to confirm the reserve accounts. The motion was seconded. The motion carried.***

2. Other: Steven Leafgreen advised the board the Cheyenne Downtown Development Association (DDA) is currently looking to expand their boundaries and has requested the library join the DDA. Antonia Gaona will bring an endorsement letter to the board next month.

## **REPORTS**

**Executive Director**— In response to a question from the board, Antonia Gaona stated that RFPs for engaging a facility consultant are nearly complete and the board should see them in June.

**Foundation Director's Report** — nothing to add.

**Personnel Changes**— nothing to add

**Financial Report for April 2024**— Robert Dickerson requested that to prepare for the budget discussion in June, the board be notified of property tax income numbers when they are received by the library.

**Balance Sheet for April 2024**— nothing to add

**Fund Balance for April 2024**— nothing to add

**Library Café Financial Report for April 2024**— nothing to add

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

Tuesday June 25, 2024, Regular meeting, 4pm, Coneflower Room

Tuesday June 25, 2024, Regular meeting, 4pm, Coneflower Room

Thursday June 27, 2024 County Budget Hearing, 6pm, County Commissioners Board Room

Organizational meeting, date, time, and place TBD