



LARAMIE COUNTY LIBRARY SYSTEM
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BOARD OF DIRECTORS
MINUTES
June 25, 2024

The Board of Directors of Laramie County Library System met in regular session at the Laramie County Library on Tuesday, June 25, 2024. Elizabeth Dillow convened the meeting at 4:03 p.m. Directors Stacia Berry, Michael Pearlman, Steven Leafgreen, Robert Dickerson, and Buck Holmes (Ex Officio) were present. Also present were Antonia Gaona (Executive Director/County Librarian), Laura Block (Sr. Deputy Director of Operations), Beth Cook (Deputy Director of Public Service), Brittany Morton (Audio-Visual Librarian), and Don Hollingshead, (Candidate for County Commissioner).

- 240625:01 Steven Leafgreen moved to approve the consent agenda. The motion was seconded. The motion carried.
- 240625:02 Robert Dickerson moved to approve the draft budget as presented. The motion was seconded. The motion carried.
- 240625:03 Steven Leafgreen moved to approve the contract with Paylocity. The motion was seconded. The motion carried.
- 240625:04 Robert Dickerson moved to authorize Antonia Gaona to pursue grant opportunities through the Wyoming Multi-Purpose Community Facility Program for improvements to the branch libraries. The motion was seconded. The motion carried.

The meeting adjourned 5:47 p.m.

A handwritten signature in black ink, appearing to read 'Laura M. Block'.

Laura M. Block
Sr. Deputy Director of Operations

BOARD OF DIRECTORS
NOTES
June 25, 2024

Presentation by Brittany Morton, Audio-Visual Librarian

Brittany Morton provided an overview of the job duties of the Audio-visual Librarian; an overview of the audio-visual collection; and discussed the trends of digital collections.

Consent

The consent agenda consisted of:

1. Approval of Minutes for May 28, 2024
2. Approval of Expenditures for June 2024

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

Action

UNFINISHED BUSINESS

FY 25 Balanced Budget

The board reviewed the documents provided regarding the draft budget. The board discussed the addition of the employee substitute pool, in which LCLS will complete a hiring push specifically for those positions. Substitute employees will be scheduled to cover desks for vacations and on-call to provide desk coverage for sick call-outs. This will work similarly to the school district's substitute pool. Robert Dickerson mentioned his concerns regarding the reliance of planned cash carryover and income over expenses in building the next fiscal year's budget.

Robert Dickerson moved to approve the draft budget as presented. The motion was seconded. The motion carried.

Other

None.

NEW BUSINESS

Paylocity - HRIS

Paylocity is a complete Human Resource Management System and payroll service. The product is streamlined and will be a better user experience for employees. The current system is clunky and not functioning smoothly. The system is inefficient and uses a lot of staff time to maintain. Though Paylocity has a slightly hire cost, significant savings will be made up for staff time with internal processing and database management.

Steven Leafgreen moved to approve the contract with Paylocity. The motion was seconded. The motion carried.

Other

Wyoming Multi-Purpose Community Facility Program Grant

Antonia Gaona would like to pursue funding through the grant for modifications to the Burns Branch Library. The modifications would allow patrons access to information at the Burns facility without employees being present. There is also an opportunity to purchase prime real estate in Pine Bluffs for a future library building. Both of these projects are in line with the parameters of the grant.

Robert Dickerson moved to authorize Antonia Gaona to pursue grant opportunities through the Wyoming Multi-purpose Community Facility Program for improvements to the branch libraries. The motion was seconded. The motion carried.

Reports

The board reviewed the following reports:

- Executive Director – Nothing to add.
- 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 5:47 p.m.

Meeting and Events Dates and Location

TBD – Organizational Meeting

Tuesday, July 30, 2024, Regular Meeting, 4pm, Coneflower Room

Tuesday, August 27, 2024, Regular Meeting, 4pm, Coneflower Room