



BOARD OF DIRECTORS
MINUTES
July 30, 2024

The Board of Directors of Laramie County Library System met in regular session at the Laramie County Library on Tuesday, July 30, 2024. Stacia Berry convened the meeting at 3:32 p.m. Directors Michael Pearlman, Steven Leafgreen, Robert Dickerson, and Elizabeth Dillow 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) and Jesse Dorst (Community & Media Relations Manager).

- 240730:01 Steven Leafgreen moved to approve the consent agenda. The motion was seconded. The motion carried.
- 240730:02 Robert Dickerson moved to approve the letter endorsing membership in the Downtown Development Authority. The motion was seconded. The motion carried.
- 240730:03 Robert Dickerson moved to approve the custodial services contract. The motion was seconded. The motion carried.
- 240730:04 Robert Dickerson moved to submit the following public policy change to the 45 day comment period: Hours of Operation - "Hours of operation are set administratively considering patron demand and operational needs". The motion was seconded. The motion carried.

The meeting adjourned 4:42 p.m.



Laura M. Block
Sr. Deputy Director of Operations

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NOTES
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Presentation by Jesse Dorst, Community & Media Relations Manager

Jesse Dorst provided an overview of the Community & Media Relations Unit (CMR), staff & positions and CMR responsibilities within the organization.

Consent

The consent agenda consisted of:

1. Approval of Minutes for June 25, 2024
2. Approval of Minutes for July 8, 2024
3. Approval of Expenditures for July 2024

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

Action

UNFINISHED BUSINESS

Letter Endorsing DDA Membership

The Downtown Development Authority (DDA) requires contiguous properties for membership. The Laramie County Library is on the northern border currently. Joining the DDA creates a mutually beneficial relationship in that the library gains access to business resources and partners; and allows the DDA to expand to the north and west, to eventually reach the Reed Avenue corridor.

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

Other

None.

NEW BUSINESS

Custodial Services Agreement

The contract with Campus Services Group includes cleaning the back-of-house areas (offices, work spaces, staff restrooms, etc.), which is something we've never had before. The funding for the cost is in the budget.

Robert Dickerson moved to approve the custodial services contract. The motion was seconded. The motion carried.

Hours of Operation

In reviewing and evaluating user statistics (door counts, meeting room usage, checkouts, etc.) it was evident that the hour between 8-9pm on week days is very slow. The largest potential impact is for those groups that use the meeting rooms later in the evening. Library employees will work with those groups that regularly use the meeting rooms to ease the transition to closing earlier.

The board discussed in lieu of changing the policy and specify the hours of operations to change the policy so that it allows more flexibility allowing library administration to set hours administratively.

Robert Dickerson moved to submit the following public policy change to the 45 day comment period: Hours of Operation - "Hours of operation are set administratively considering patron demand and operational needs". 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 4:42 p.m.

Meeting and Events Dates and Location

Tuesday, August 27, 2024, Regular Meeting, 3:30pm, Coneflower Room

Tuesday, September 24, 2024, Regular Meeting, 4:30pm, branch library

Tuesday, October 22, 2024, Regular Meeting, 3:30pm, Coneflower Room