



Pinedale Library  
P.O. Box 489  
155 S. Tyler  
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Big Piney Library  
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[www.sublettecountylibrary.org](http://www.sublettecountylibrary.org)

Sublette County Library Board Minutes  
January 26, 2023  
Big Piney, WY

The Sublette County Library Board met Thursday, January 26<sup>th</sup> at the Big Piney Library. Members present were Rachel Weksler, Steve Nelson, and Maureen Dempsey, from the library board. Lora joined later at 12:40 pm. Debi Morley was absent. Also in attendance were Director Michelle Humber, Assistant Director Judi Boyce, and Big Piney Library Manager Tawnya Miller.

Call to Order: Rachel called the meeting to order at 12:06 pm.

Approval of Minutes: December 22, 2022 – Motion by Maureen, second Steve. Motion passed.

Additions to the Agenda: Steve motioned to add under new business, Big Piney Union testimonial, and under Director’s report – HB87 and SF177. Maureen seconded. Motion passed.

Public Comments: None.

Old Business:

- a. Blood Pressure Cuff program – Michelle verified with Clayton that the library will not incur liability by providing the kits. Staff cannot take anyone’s blood pressure or interpret readings. The kits will check out for three weeks with two automatic renewals, as is the policy with books. The kits will arrive in February and roll out in March.
- b. VITA at Teton County Library – Since we were unable to secure a site coordinator, we are partnering with Teton’s VITA program to provide tax service to our patrons. Packets are available at the libraries which include instructions on what to bring and how to schedule a time for pickup. Patrons can drop the packets off anytime in Teton County, and they have graciously provided Tuesdays for one-day drop-off service. Patrons need to call to schedule one-day service.

New Business:

- a. 2023 holidays – Michelle provided the county’s approved list of holidays for 2023. She also proposed the following Saturdays for closures – Labor Day weekend, Thanksgiving weekend, and the Saturdays before Christmas and New Year’s. Steve moved to approve the holidays and closures, and Maureen seconded. The motion passed.
- b. Paid holidays for part-time employees – Michelle proposed paying part-time staff for the hours they would normally have worked if a holiday falls on their work day. This will prevent staff from needing to make up hours on their days off and will take the place of a previous allowance for an extra 15 hours of pay for Monday part-time staff, which had been to offset the high number of Monday holiday closures. Steve moved to approve, and Maureen seconded. The motion passed.



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- c. Paid leave for part-time employees – Michelle pointed out that we currently have no minimum work requirements in our personnel manual for part-time employees to earn paid leave. She recommended that we require employees to work a minimum of 60 hours per month to qualify to earn paid leave. Steve moved and Maureen seconded the recommendation. The motion passed.
- d. Adjust mileage to 2022 Federal Rate of .655 from .625 – Motion by Steve, second by Maureen, the motion passed.
- e. Big Piney Community Room charges – This is a policy manual change and will require three readings. Steve moved to approve the change on first read. Maureen seconded. The motion passed. Rachel noted that we should operate under the currently approved rules until 3rd read is approved. The changes are as follows:
  - a. \$5 an hour up to 10:00 pm
  - b. \$100, \$200, and \$300 for 24, 48, and 72 hours
  - c. \$50 deposit on Sundays. Patrons are responsible for cleanup.
- f. Cameras – Mountain Alarm will install emergency buttons in BP. They are also working on a quote to upgrade our cameras. We currently don't have cameras in the Pinedale Storytime Room, the Pinedale Young Adult Room or inside the Lovatt Room. We have had instances where we would like to be able to check on potential issues from our offices, but the current system is not able to support that level of service. The quote should include the additional cameras as well as the needed upgrade.
- g. Union has asked Michelle to provide a video testimonial for their service. They provide free Wi-Fi in both libraries. They want Michelle to attest to the quality. They are also planning to provide some monetary support for summer reading. They plan to hold a meet and greet in the Big Piney community room to introduce their service to the community.

#### Director's Report:

- a. Big Piney Library Grand Reopening was a huge success!
- b. Pinedale Report – Michelle reported that everything is going well, Jakobi is amazing and the teens have responded very well to her, especially with the addition of her Teen Advisory Board. Michelle also reported one disciplinary issue with a teen which resulted in them being kicked out of the YA room permanently after multiple warnings and opportunities to improve their behavior. They will graduate in May so they would have aged out of the room in a few months. Programming is going well both for youth and adults.
- c. HB 87 & SF 177 – Michelle forwarded emails from the board members to contact legislators as each of these issues came up. She reported Fred Baldwin's comments about the current censorship battle being a "modern-day witch hunt" and expressed her appreciation of his support.
- d. Budget process starts next month – this will be Michelle's first budget.
- e. Using Ingram – Judi explained and demonstrated some of the features.
- f. Staff update – Michelle noted that many people have reported positive interactions with staff, and praised the sense of cheerfulness and camaraderie among staff.

Sublette County



Libraries

Pinedale ♦ Big Piney

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Big Piney Report: Tawnya reported that numbers are very high, with well over 100 patrons a day visiting the library. Saturday visits went from 20 to over 60, and four new library cards were issued last Saturday. The teen afterschool program started last week with a lot of kids attending. Storytime has been going well with over 20 kids. Big Piney staff still go to the senior center twice a month. The book club is excited to meet back at the library for the first time since the renovations began. Starla will be starting a senior book club at the senior center. The new staff members are doing well, and the public seems very pleased with the renovation. Rachel added a shoutout to Sukey for the work she did to get the build done.

Budget Review: The budget is on track.

Motion to Approve Checks: Moved by Maureen, second by Steve. The motion passed.

Date and Time of Next Meeting: Tuesday, Feb 28th in Pinedale.

Respectfully submitted by,

Maureen Dempsey