

**MOFFAT COUNTY LIBRARIES BOARD OF TRUSTEES**  
**Regular Meeting – February 20, 2024**  
**Craig Branch- 4:00 p.m.**  
**Minutes**

- A. CALL MEETING TO ORDER:** Board Vice Chair, Carol Haskins called the meeting to order at 4:02 p.m.  
**BOARD MEMBERS PRESENT:** Shirley Balleck, Katie Johnston, Michelle Reed and Michelle Gottschall  
**BOARD MEMBERS ABSENT:** Sandra Hershiser  
**STAFF MEMBERS PRESENT:** Keisha Bickford, Marla Stephenson
- B. INTRODUCTION OF GUESTS:** Commissioner, Donald Broom
- C. PUBLIC COMMENT:** None
- D. CONSENT AGENDA:**
- a) **APPROVAL OF MINUTES**
  - b) **TREASURE’S REPORT (NOVEMBER, DECEMBER & JANUARY)**  
BANK OF COLORADO MEMORIAL ACCOUNT STATEMENT  
EDWARD JONES INVESTMENT ACCOUNT
  - c) **BRANCH REPORTS**  
DAILY CASH LOG  
COMPUTER CENSUS  
DINOSAUR BRANCH REPORT  
MAYBELL BRANCH REPORT
- Carol Haskins moved to approve the consent agenda for November, December and January. Michelle Reed seconded the motion. Motion carried.
- E. CHAIR REPORT:** None
- F. LIBRARY MANAGER REPORT:** See attached report written and presented by Library Manager, Keisha Bickford.
- G. FRIENDS OF THE LIBRARY UPDATE:** Friends of the Library has changed their meetings from monthly to quarterly. Their next meeting will be in May.
- H. UNFINISHED BUSINESS:**  
CARPET REPLACEMENT: The carpet has been replaced in the board room and back staff areas. The main part of the library will start on February 26 through March 11. The library will be closed to the public during this time.
- I. NEW BUSINESS:**  
ELECTION OF OFFICERS: Michelle Reed made a motion to elect Shirley Balleck as Board Chair, Carol Haskins as Board Vice Chair and Katie Johnston as Secretary/Treasurer. Shirley Balleck seconded the motion. Motion carried.  
DATE/TIME CHANGE: Shirley Balleck moved to change the time of the meetings to 5:30 staying on the 3<sup>rd</sup> Tuesday of every month. Carol Haskins seconded the motion. Motion carried.
- J. OTHER ITEMS FOR DISCUSSION:** Michelle Reed suggested that the library have an event annually, possibly a haunted house. More discussion will come over the next few months.

**K. ADJOURNMENT:** Shirley Balleck moved to adjourn the meeting. Michelle Reed seconded the motion. Motion carried. Meeting adjourned at 4:33 p.m.

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Katie Johnston, Secretary

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Date Approved

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