

Regular meeting of the Fremont County Library System Board of Directors held on January 5, 2011 at 9:30 a.m. at Fremont County Library – Lander, 200 Amoretti Street, Lander, WY.

Barbara Gose, chair, called the meeting to order at 9:34am.

BOARD MEMBERS PRESENT: Richard Cook, Barbara Gose, Dorothy Remy and Kevin Tippets. Brenda Allen attended via telephone. Also present Rebecca Thomas, Barbara Oakleaf and Tom Norwood. Gloria Brodle, Paula Sabatka, Jonmikel Pardo and Commissioner Dennis Christensen were absent – excused. Also present Mary Wendel, President of the Fremont County Library Foundation.

1. Approval of Agenda – Barbara Gose asked if there were any additions to the agenda. **Kevin Tippets** moved to approve the agenda as presented; **Brenda Allen** seconded. Barbara asked to move Reports to the end after New Business and insert Director Salary Discussion after item A – Director Search Committee under Old Business. The amendments were accepted by both Kevin and Brenda. The motion was modified to approve the agenda as amended. The motion was approved unanimously.

2. Presentations – Mary Wendel presented a summary update on the Foundation endowment challenge. Mary noted that the Foundation received a \$50,000 donation before the end of 2010. The Foundation’s goal is to raise \$426,087. The Foundation has received \$138,954 so far and has an additional \$31,700 in pledges. The pledges must be received by the Foundation by December 31, 2014. The Foundation has received the \$100,000 bonus from the state. The state sent out the bonuses when the statewide receipts in the endowment challenge reached \$2.3 million. Taking into account the receipts and pledges, the Foundation has raised \$170,654, which leaves \$255,733 left to raise. So far the Foundation has conducted a silent campaign approaching various individuals and entities for donations. The Foundation is hoping to reach its half way point when they begin their public campaign during National Library Week which occurs in April. The donor trees are scheduled to be installed as soon as possible, and will be dedicated during National Library Week, as well. The Foundation’s progress is tracked on their website, which can be accessed via the library system’s website. The endowment challenge progress statewide can be found on the Wyoming Library Association website. The report presented is not completely up to date because it does not include the Wyoming board book sales and another donation that was received yesterday. All pledges must be received by December 31, 2013. Mary commented that the Foundation’s goal was to raise \$150,000 by December 31, 2010 and they met that goal. Barbara Gose asked Mary to pass along the Library Board’s heartiest congratulations to all of the Foundation board members in their accomplishments. Mary noted that the Foundation received a \$3,000 donation from the Family Foundation in Boulder, WY that is designated for the Carnegie Renovation project. The Library Foundation will be passing that donation on to the Lander Library Friends Association (LLFA), which is heading the fundraising campaign for that project.

3. Approval of Consent Agenda

Minutes – December 1, 2010 Regular meeting Record of Financial Statements

General Fund – Statements as of November 30, 2010
Donation Register
Cash Flow Projection

Approval of Bills

Purchase Orders **4322, 4323**

Check Numbers: **17115** - **17216** written on the Operating Account

Exceptions: **None**

Payroll: **17123, 17124, 17128 – 17140**

Direct Deposit: **121001 – 121030**

Transfer from WYOSTar: **\$125,000**

Expansion

Finance Register
Warrants (None)

Rebecca amended the WYOSTAR transfer to \$125,000 and distributed an additional check register. **Kevin Tippets** moved to approve the consent agenda as amended; **Dorothy Remy** seconded. The motion was approved unanimously. Barbara Gose asked Rebecca to file the financial reports.

4. Reports – Roundtable – moved to after New Business

5. Policy Review – None

6. Action Items

Old Business:

- A.** Director Search Committee – Kevin noted that the interviews with the two applicants will take place on Monday, January 17, Tuesday, January 18, and Wednesday, January 19. The applicants will arrive Sunday evening and stay at the Holiday Inn Express in Lander. Rebecca has made the reservations that will be charged to the library's credit card. Brenda commented that the room reservations will include breakfast. Kevin has created a tentative schedule for the applicants. They will be in the libraries in Lander and Riverton on Monday, and will also stop in at the community library in Hudson as they pass through. They will be in Dubois on Tuesday and the formal interviews will take place on Wednesday probably in Riverton. The time for the Wednesday interviews is scheduled for 8:00am to 9:30am for Matt and 9:30am to 11:00am for Diana with a break between the interviews. The plan is to have a board meeting that afternoon in executive session to discuss the candidates, and then come into public session to take any action the Board deems necessary. The candidates will be making a presentation at each of the library facilities. The topic of the presentation is "Fremont County Libraries in the year 2020" and will be structured as a presentation the candidates would make as director to a local service organization. The presentations in Lander and Riverton will occur on Monday. The presentation would last for 5-10 minutes with time for a question and answer session. The thought is to have the 2 candidates appear one after the other, but not be in attendance for each other's presentation. Kevin would like to specifically extend invitations to the commissioners, the friends groups and Foundation

members. Rebecca noted that the commission election is on Tuesday, January 18 and that attendance by the commissioners may be slim. Barbara Gose suggested inviting all of the county elected officials. The consensus was that this was a good idea. Dorothy commented that she thinks the candidates need to be taken out for lunch and dinner. Kevin will find out if the candidates are planning to bring any family members.

Kevin discussed the interview process. It will include the board members and the management team. Kevin asked the managers to submit questions and Kevin and Dorothy will determine which questions will be asked. The same questions will be asked of both candidates. Each person (board members and managers) will ask questions, but it may not be your own question. If a follow up question for clarification is needed, it would be appropriate to ask it at the time the question is being asked. Rebecca will email out to the board members and the managers the resumes and additional documents for the two candidates. The board members stressed that all of the documents remain confidential. Dorothy noted that the questions should be open ended, and be phrased "In your experience . . ." – not phrased as hypothetical. Barbara Gose commented that the candidates need to be aware of the recent public perception issues of the library system. Mary noted that if the candidate's have done their homework, they should be aware of the library system's issues. Kevin thinks this issue should be part of the interview process. Barbara Gose noted that time needs to be left for questions from the candidates. Dorothy commented that the interview process begins as soon as the candidates are met and all of the information learned needs to be treated as confidential. Barbara Oakleaf asked if both Dorothy and Kevin should receive the manager's interview questions; they replied yes. Kevin commented that the managers will be involved in some of the discussions about the candidates after the formal interviews and can relay all staff comments about the candidates at that time. Dorothy was thinking that the board members and managers could get together on Tuesday afternoon to see if the interview questions need to be revised. Rebecca commented that this discussion can be conducted via teleconference at the library facilities. Mary Wendel asked how the search committee members are involved in the process. Barbara Gose replied that they will be invited to the presentations that the candidates will make, but are not involved in the formal interview process. The presentation format will be the same at each library. Barbara Oakleaf asked if the invitations will be a formal invitation via the mail or a casual email invite. Kevin replied that he is still working on this. Rebecca asked the board members if they would like to place an advertisement in the newspaper because there is adequate budget to cover this expense. The consensus was to have the advertisement in the paper for the "meet and greet" portion, not the formal presentation. Tom is concerned that one and a half hours is not enough time for the interviews. Kevin replied that the hour and half time is arbitrary and we may make it 2 hours. Barbara Gose commented that we still need to keep the process tight.

- B.** Director salary discussion – Kevin noted that he does not think the library will see an increase in its budget over the next one to two years and wants the managerial staff to be prepared for what the increase in the director salary may mean to the library budget including personnel. Brenda noted that when she met with the state legislators they said that the state has received considerably more revenue; thus, the county will have more revenue. The legislators were shocked at how low the library director salary was in our system. They believed the county should be able to fund this position fully. The board members were thrilled to hear that, but want to be prepared for the worst case scenario. Barbara Gose noted that we may have that information by the time the legislative session closes. Rebecca noted that Tara

Berg, the new county assessor thought that she would have revenue figures by February or March. Mary commented that it would be wise for the library board members to speak with the new commissioners to help educate them on the need for this salary increase. Barbara Gose thinks that the director interviews offer an opportunity for the library board members to let the commissioners know the information that the state legislators shared with Brenda. Barbara Gose noted that the Board is committed to a mid \$60,000 salary for the director and are not willing to cut collections any further. Barbara Gose is hoping the county will come through with the increase for the director's salary, but the library must be prepared for the worst case scenario. Rebecca commented that she will work with the managers to create different budget options that fund the director salary increase.

- C. Metropolitan Opera – Barbara Oakleaf noted that she met with the Community Concert Association (CCA). She reported that Peter Kwasniewski from the Wyoming Catholic College believed that 20 students and up to 30 faculty would be interested in attending and Marvin Brown of the CCA has 17 people expressing interest in the program. In addition, Steve Traylor is interested in getting the word out to Central Wyoming College community. The CCA thinks they can raise \$1,500 toward the technology equipment. Barbara Oakleaf commented that the library could spend \$1,500 from its budget and receive \$6,000 worth of equipment. Kevin asked if we missed the opportunity. Barbara Oakleaf replied that the grant has been submitted, but if we do not receive it, the project is dead. The LLFA suggested that if the library is short by a couple of hundred dollars, they could probably come up with that amount. The suggested donation for attendance would be \$11. Brenda commented that the cost for attendance in Jackson is \$25. The money goes directly to the Metropolitan Opera and is so much lower because the CCA is partnering with the library and does not have to pay a facility fee. Richard commented that he is excited about the other opportunities that the equipment makes available to the library. Rebecca commented that if the project moves forward the library would have a Memorandum of Understanding (MOU) with the CCA regarding the program. It will detail each entity's responsibility for this program. Dorothy suggested that the LLFA could raise revenue by selling food refreshments at the performances. Barbara Oakleaf commented that a restaurant in Jackson provides refreshments for their program. Rebecca will have the MOU available for review when the Board decides whether to authorize the expense. The MOU will be reviewed by the county attorney's office.
- D. Carnegie Building – Dorothy commented that she is wondering how the Carnegie building can best serve the community and the county. She also wondered if the building can be used in a budget neutral way. Dorothy commented that she feels that she has not been in the loop for the planning of the Carnegie. Dorothy noted that she is concerned that there is not a board signature on the Wyoming Cultural Trust grant that was submitted for the Carnegie Renovation project. Dorothy is unsure of the library's role and control of the Carnegie building as a performance space. Mary Wendel commented that the Lander Library Friends Association wrote the grant and submitted it to the Wyoming Cultural Trust on behalf of the Library. This is why no library board member signed the grant. Barbara Oakleaf replied that the Carnegie is used exactly like the community room at the Riverton Library. Dorothy wants further discussion about the Carnegie building being used in a similar fashion as the conference rooms in the newly expanded Lander Library. Dorothy is concerned with the ongoing costs and upkeep for the Carnegie and wondered if the library will receive a return on its investment. Dorothy noted that she was distressed to read in Barbara Oakleaf's report that she was negotiating a loan with the county for this project. Dorothy wants a more complete

reporting on the project including what is the Board's responsibility. She is concerned that the architect's estimated costs are ludicrously low and the lack of attention to insulation and bathrooms for the building. She is also concerned about the lack of formal Board approval of the concept and participation in its development.

Barbara Oakleaf replied that she was not negotiating for a loan from the county. She noted that she attended the meeting at the request of the county's CIMPL committee led by Scott Harnsberger, and he suggested the possibility of a loan. She noted that Tom Norwood, Richard Cook, Kurt Dubbe (the architect) Jeannette Woodward and Amy Andersen (representing the LLFA) were all in attendance as well. Barbara Oakleaf commented that the Carnegie renovation was part of the discussion and planning process for the Lander Library expansion. Tom Norwood, Barbara Oakleaf and the board members at that time, including Brenda and Richard, were all part of that discussion and decision making process. Richard commented that the Carnegie has always been used as a meeting and performance space as a resource for the community, and it is maintained by the library system because it is part of the library. Richard noted that there was great interest in the community when the special use tax was proposed to fund the expansion of the Lander Library that the Carnegie building remains part of the library system. Brenda commented that the Carnegie renovation was always part of the construction project. The link's upgrade was directly related to the continued use of the Carnegie building as a meeting and performance space. Richard noted that the public input sessions concerning the Carnegie before the expansion project began resulted in the focus of the Carnegie as a performance space since the majority of its use has been for film, music and drama performances. Richard commented that the Board has been fully involved in the architectural concept along with the LLFA and community input. Rebecca noted that the Board authorized her to request a budget hearing at the county in order to pay for construction documents for the Carnegie renovation project. That budget hearing was approved and Barbara Gose along with Pat Hickerson signed the contract with the architect to produce those documents. It is hoped that the construction documents will help to secure grant money from other sources for the construction. Richard commented that Kurt is working with Jeannette on securing a \$30,000 – \$40,000 grant from the Historical Preservation Society for the project.

Dorothy is trying to avoid another building project fiasco where the actual costs end up being much more than the estimates. She is also concerned about starting a building project when the library system has reduced operating hours and staff. Rebecca noted that this building project is being handled differently than the Lander Library expansion. The entire process will go through the county's CIMPL committee and then through the commissioners. Richard commented that during the December meeting with the CIMPL committee the attendees made it clear that the majority of the construction costs go to the stabilization and preservation of this historic building, not a lot of elaborate bells and whistles. Dorothy is requesting a written memo so board members can refer to it when they get questions from the public. Barbara Gose suggested that a recurring agenda item under Old Business for the Carnegie Renovation project be included as we go forward. Richard suggested that a written report of the chronology of the project for the board members would be immensely helpful. Rebecca, Barbara Oakleaf and Tom Norwood will work together on drafting a chronology of the project for the next board meeting using Richard's and Brenda's input where needed. Barbara Gose commented that this report would be helpful if one of the two candidates becomes our next director. Barbara Oakleaf commented that the Carnegie renovation is a part of the strategic

plan. Barbara Gose noted that this report will also be helpful in helping the two new board members who will be replacing Richard and Brenda at the end of their terms. Dorothy stated that she would like for the board members to have a report on this project by the next board meeting in order for the Board to discuss, review and reapprove the project. Richard commented that he does not think the contract with the architect is up for reconsideration. Dorothy is concerned about the lack of restrooms. Tom Norwood replied that within the original design of the Lander Library expansion the restrooms in the expansion on the second floor across from the conference rooms were designated to service the Carnegie building. Rebecca commented that there is just over \$600,000 left in the excess 1% account at the county. Barbara Oakleaf is concerned that if the board steps back to reapprove the project it sends a confusing message to the commissioners and the CIMPL committee members, when they are ready to move forward. Barbara Gose suggested that the report would be for informational purposes only. Brenda wants to be cautiously prudent, but does not want to subject the project to re-approval. Richard agreed. He reiterated that the project that the CIMPL committee is planning to send to the commission for approval is fixing the roof, re-pointing the masonry, and making the building more energy efficient. Rebecca commented that one of the reasons the county is supporting this project is that there are funds available from the 1% that by statute must be used for the Lander facility and the project does not impact the general fund. The chronology will be in next month's board packet.

- E. Legislative Reception – The board members have decided not to attend the legislative reception and trustee training in Cheyenne in the end of January.

New Business:

- A. Lander Library Hours Adjustment – Barbara Oakleaf is requesting approval from the Board to adjust the Lander Library Operating hours on Fridays and Saturdays back to 10am to 4pm starting February 4. **Brenda Allen** moved to adjust the Lander Library Operating Hours on Fridays and Saturdays to 10am to 4pm beginning February 4, 2011; **Dorothy Remy** seconded. Brenda asked if there is a budgetary concern. Barbara Oakleaf replied that the Lander Library is fully staffed and no additional personnel are being added. Increasing the operating hours will not have any budgetary consequences. Tom commented that the utility associated costs for keeping the building open for four hours per week are inconsequential. The motion was approved unanimously.
- B. Evaluation Process – Barbara Gose noted that the board members need to understand the evaluation process since this will be a topic that will be discussed with the director candidates. Barbara Oakleaf commented that each building manager evaluates that building's employees on an annual basis. Typically the evaluations are performed at the end of the calendar year. However, all evaluations were conducted on the employees before Jill left. The building staff does not evaluate the building manager. Jill did not evaluate the managerial staff before she left. The last time the managerial staff was evaluated was about 18 months ago. Rebecca commented that the manager's evaluation of the director takes place when the Board conducts its evaluation of the director. Rebecca noted that new employees routinely receive a baseline evaluation after their first 6 months of employment and subsequently on an annual basis. Barbara Gose asked if Jill received an evaluation after her first 6 months of employment. Rebecca replied she did not know. Brenda noted that the first bi-directional evaluation process was conducted in 2008. Barbara Gose commented that she would encourage the managerial staff to voice any ideas they may have on how to improve the

process of evaluating the director now. The consensus among the board members was to have this item on the February board meeting agenda. Dorothy commented that the new director have some experience with this type of process and may have some input on the subject. Barbara Oakleaf commented that historically, anonymity has been an issue for this process because employees are concerned about possible retribution if he/she could be identified by his/her comments. Brenda noted that in her tenure as the board chair there was great care in making sure that anonymity of staff was maintained. Direct quotes from the managers are not shown or read to the director. Richard commented that the board members went to great lengths to protect the identity of all staff members. Tom commented that he would like a written process of the evaluation process to insure the confidentiality of the managers. Barbara Gose replied the board receives the managers' evaluation of the director and the Board; the comments are summarized in a way that maintains anonymity; and the originals are destroyed. The summarized report would be the documentation that is retained in the director's personnel file, but not the original documents submitted by the managers. Brenda acknowledged that this is exactly what has happened in the past. Rebecca will generate a written procedure for the Board to review at the next board meeting. Tom wondered if there should be another process other than the grievance process for managers to come to the Board. The only other available option is the annual evaluation process. Barbara Oakleaf noted that the grievance process is available to the entire staff and is not limited just to the managerial staff. Brenda noted that the Board hires the director and the director in turn supervises the staff. She considers it legally inappropriate for a board member to communicate directly with a staff member about a grievance other than through the process that has been set up legally through the Board approved process. Brenda suggested that a semi-annual evaluation of the director may suffice. Dorothy commented the appropriate response for any board member that is approached by a staff member is to remind the employee that the library system has a process for approaching board members and they need to follow that process.

C. Executive Session – not needed.

SPECIAL PROJECTS - NONE

Correspondence:

OTHER BUSINESS: Barbara Oakleaf invited everyone to attend the annual LLFA meeting on, January 22 at 2pm. Kurt Dubbe, the architect for the Carnegie Renovation Project, will be talking about the project, and will have some fundraising ideas for the friends group. Barbara Oakleaf noted that Paula's presentation was very well received by the Lander Library staff. Barbara Gose commented that she did send an update letter to the county commissioners.

Barbara Gose commented that she is concerned that the message is being sent by some of the library staff that the reason the library suffers is due to the county commissioners, and only when the commissioners hear complaints from the public will they respond. Barbara Gose suggested phrasing concerns about the budget as a countywide approach. All of the county departments have had to take cuts this year. Barbara Oakleaf suggested the statement that the library board allocated the funds provided by the county the best way possible. Barbara Gose does not want to put the patrons in the middle of this dilemma. Budgets were cut and we are doing the best that we can. Dorothy

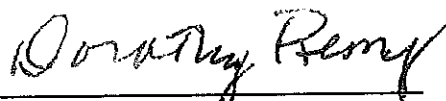
commented that she received a phone call from a patron from Lander that basically relayed what Barbara Gose said. Barbara Oakleaf replied that she will talk with her staff. She will stress that the library board has allocated the library funds to the best of their ability. Barbara Gose noted that she is making a personal commitment to move forward. She wants the library staff to be as positive as they can be with the patrons rather than focusing on what the library does not have. The board members agreed that all of us need to have a positive attitude.

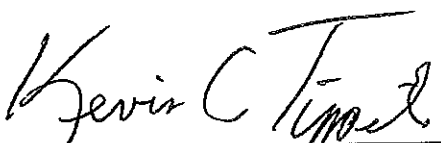
Upcoming Calendar:

Next meeting – Wednesday, February 2, 2011, 9:30 a.m. in Riverton

Adjournment (no vote) – The meeting was adjourned at 12:00pm


Barbara Gose, Chair


Dorothy Remy, Vice-Chair


Kevin Tippets, Treasurer


Brenda B. Allen, Member


Richard Cook, Member


Rebecca Thomas
Recording Secretary