



Regular meeting of the Fremont County Library System Board of Directors held on January 9, 2013 at 9:30 a.m. at Fremont County Library – Lander, 200 Amoretti Street, Lander, WY.

Kevin Tippets, chair, called the meeting to order at 9:45 am.

BOARD MEMBERS PRESENT: Jackie Meeker, Barbara Gose, Dorothy Remy and Kevin Tippets. Don Newton was absent – excused. Also present Matt Nojonen, Rebecca Thomas, Barbara Oakleaf, Gloria Brodle, Tom Norwood and Jonmikel Pardo.

1. Approval of Agenda – Barbara Gose moved to approve the agenda as presented; **Dorothy Remy** seconded. Barbara Gose asked to add item "C" under New Business "Update on Dubois Manager hiring" and item "D" under New Business "Executive Session for Personnel". Kevin added item "D" under Unfinished Business "Evaluations". The amended agenda was approved unanimously.

2. Presentations – None

3. Approval of Consent Agenda

Minutes – December 5, 2012 Unanticipated Revenue Hearing

Minutes – December 5, 2012 Regular meeting

Minutes – December 14, 2012 Special meeting

Record of Financial Statements

General Fund – Statements as of November 30, 2012

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4379, 4380, 4381, 4383, 4384, 4385**

Check Numbers: **19201** - **19284** written on the Operating Account

Exceptions: **19231**

Payroll: **19204, 19208 – 19218**

Direct Deposit: **121201 – 121234**

Transfer from WYOSTar: **\$160,000**

Carnegie Renewal

Finance Register

Warrants – Dubbe Moulder Architects - \$1,427.75

Rebecca noted that she distributed an additional purchase order and check register. **Jackie Meeker** moved to approve the consent agenda as amended; **Barbara Gose** seconded. The motion was approved unanimously. Kevin asked Rebecca to file the financial reports.

4. Reports – Roundtable – Kevin thanked Jonmikel and Rebecca for their work in providing the board members with an electronic board packet for this month’s meeting. Barbara Oakleaf noted that about half of the mural panels will be installed on President’s Day, February 18, when the library is closed. She and Scott Groenig will be present in the building for the installation. The two trapezoid end panels will be installed along with one panel on one side of the long ceiling and two panels on the other side of the ceiling so the appearance will be balanced. Barbara Oakleaf added that she is thrilled that the library directional sign is up on Main Street. Barbara Oakleaf asked the Board if she could write a letter of thanks on behalf of the library system to the City of Lander for their work in getting the sign installed. The consensus was yes. Barbara Oakleaf noted that the bid for room darkening shades for the windows for the Carnegie was within the amount that the Lander Library Friends Association (LLFA) had approved to spend. She will consult with Kurt Dubbe about them before placing the order. If everything goes well, the shades should be installed in the spring.

Gloria noted that January 24 the teen department is having a retro gaming after school program from 3:30-7:00pm. The “blind date with a book” program will be held in February. Because of the use of the RFID system, the librarians will be able to wrap the book in brown paper and the patron will not know the title until they open the wrapping. Gloria added that Natrona County Library will be holding a one day workshop for Children’s Librarians in February; Riverton Children’s staff is excited to attend and Teresa in Dubois is planning to attend as well. Rebecca noted she is just working on end of calendar year tasks and working on the budget for the Board for the February board meeting. Jonmikel noted that he is planning new sessions of eBook and digital media workshops (audiobooks and the new digital magazines) for patrons in February, but does not have a date yet. In addition, 38 people attended one of the recent opera performances. Some people traveled from Casper for the performance. Barbara Oakleaf commented that the maximum number of people the conference room can hold for an opera performance is about 50. The Carnegie room will be much better suited for these types of performances and will have greater capacity.

Matt noted that the managers will be meeting on January 16 to discuss the upcoming budget. He added that emails were sent out yesterday to all patrons who have an email linked to their library card with a link to a rolesetting survey on Survey Monkey. In about 24 hours, there have been 104 responses. In addition, there is a link on the library Facebook pages to the survey. Matt added that the commissioners have not assigned liaisons yet. The liaisons will be assigned before the February board meeting. Jackie noted that the open house at the Lander Library in December was lovely and she was sad to hear Dave is leaving. Dorothy invited everyone to the Dubois Friends annual meeting on Thursday, January 17 at 7pm at the Headwaters Conference Center. The meeting will not last long and there will be a Celtic harpist concert following the meeting.

5. Policy Review

A. Draft Amendment to Board Bylaws – Second Reading – Kevin asked if only 2 readings are required for the amendment. Matt replied yes. Matt noted that the amendment is to help clarify communication channels between the organizations as well as define roles better. Jackie suggested revising the wording in the amendment to make it clear that the trustees need to suspend their membership during their term as a library trustee. Dorothy noted that in the trustee orientation manual there is a specific language referring to the trustee participation in these support groups and it will need to be amended if the amendment to the bylaws is adopted. Discussion continued about trustee participation in these groups in the past and towards the future. Kevin noted that the amendment must make clear that

participation in these support groups is suspended for the duration of service as a library trustee as well as acknowledging the service of these support groups. The consensus of the Board was that Jackie will work with Matt on the language of the amendment and it will come back to the Board for first reading at the February meeting. The intent is to acknowledge the collaboration and participation of the library support organizations, but state clearly when you serve on the Library Board it is exclusive and any participation in the Friends or Foundation must be suspended.

6. Action Items

Unfinished Business:

- A.** Carnegie Renewal Project – Matt noted that there were some delays for the HVAC system and they have not been able to test and balance the system. The final walk through will probably not happen this Friday as planned. The contract with SDI has been extended to June 30, 2013. The Lander Library Friends Association (LLFA) is having their annual meeting on Saturday, January 12 in the Carnegie room. Barbara Oakleaf is receiving inquiries about when the room will be available for scheduling.

- B.** Riverton Drainage – Matt noted that two engineering firms have submitted their proposals and they are included in the packet. Matt is planning to look for charitable support for these expenses, but is also planning to make this part of the budget request for the next fiscal year. He met with the legislators and made them aware of the facility's needs. Gloria asked if there was grant money available for this; Matt replied no. Dorothy asked if the Friends groups and the Foundation could donate money for this purpose. Matt replied that it may not be possible for the Dubois or LLFA if their charters are specific to their respective community facilities. The Foundation is a countywide organization that could use their funds for this purpose. Matt noted that the Foundation is exploring the anonymous donation that was made to the Foundation for the Carnegie interior work. Discussion continued regarding possible funding sources for the feasibility expense. Tom noted that he also wants to hold the commissioners accountable for the maintenance of the county facility. Kevin commented that we should approach the county first for the expense and then explore other options if the county decides not to fund the expense. Rebecca asked what the entire cost for the feasibility study will be; Matt replied that the total cost (between the architect and the engineering) will be between \$11,000 and \$12,000.

- C.** Rolesetting – Matt noted that the Survey Monkey will be available for responses for at least 30 days and the cost of the survey includes data analysis tools. Matt will have a ranked list along with the results from the Board and staff rolesetting processes. Kevin noted that the Board will have this information in the near future and it will be used for planning purposes. Jonmikel noted that 1,600 emails were sent out and he is hoping for 200 responses. In addition, there are almost 600 individuals who are library Facebook friends. Matt noted that the advantage with the Survey Monkey is that respondents can only fill out one survey.

- D.** Evaluation – Kevin noted that Jackie is collecting the completed forms. Jackie will distribute manager evaluations to the board members and create a compilation of the evaluations for Matt. Jackie will distribute these documents to the board members and Matt at the February meeting. Then the board and director will meet in executive session at the March meeting to discuss the evaluation and the Board will meet alone in executive session to discuss its own evaluation.

New Business:

- A.** Amended MOU with Pioneer Museum – Matt noted that the original MOU with the Pioneer Museum for storing library items due to the Carnegie remodel expires on January 15. The only change on the MOU is the date. The museum board is meeting tomorrow to consider the MOU. **Dorothy Remy** moved to approve the Amended MOU with the Pioneer Museum as presented; **Barbara Gose** seconded. The motion was approved unanimously.

- B.** Legislative Reception – Matt noted that it is on Thursday, January 24 in Cheyenne. Matt is not planning to attend this year. Kevin will check with Don to see if he is interested. None of the other board members expressed an interest in attending.

- C.** Update on Dubois manager hiring – Matt noted that he has received one application so far. He has posted the job on the Wyoming State Library email list along with MPLA. The hiring committee consists of Matt, Gloria, Barbara Oakleaf, Jonmikel, Teresa and Lisa. The original advertisement went out between Christmas and New Year's. Jackie asked if an MLS is required; Matt replied no, but it is preferred.

- D.** Executive session – **Jackie Meeker** moved to adjourn to executive session to discuss personnel; **Dorothy Remy** seconded. The motion was approved unanimously. **Barbara Gose** moved to return to public session; **Dorothy Remy** seconded. The motion was approved unanimously.

Correspondence: None

Other Business: Reminder: Board and Director evaluations need to be submitted to Jackie by January 18.

Adjournment (no vote) – The meeting was adjourned at 12:30pm

Next meeting – Wednesday, February 6, 9:30am, Riverton



Kevin Tippets, Chair

absent

Don Newton, Vice-Chair




Jackie Meeker, Treasurer



Barbara Gose, Member



Dorothy Remy, Member



Rebecca Thomas
Recording Secretary