



Regular meeting of the Fremont County Library System Board of Directors held on January 4, 2012 at 9:30 a.m. at Fremont County Library – Lander, 200 Amoretti Street, Lander, WY.

Dorothy Remy, chair, called the meeting to order at 9:34am.

BOARD MEMBERS PRESENT: Barbara Gose, Jackie Meeker, Don Newton, Dorothy Remy and Kevin Tippets. Also present Matt Nojonen, Rebecca Thomas, Barbara Oakleaf, Gloria Brodle, Paula Sabatka, Jonmikel Pardo. Commissioner Dennis Christensen joined the meeting later. Tom Norwood and was absent – excused. Also present: Shari Haskins.

1. Approval of Agenda – Dorothy asked if there were any additions to the agenda. **Kevin Tippets** moved to approve the agenda as presented; **Barbara Gose** seconded. Rebecca noted that item "C" under New Business is no longer needed because the payment for the Treasurer's bond is among the checks submitted for approval. Dorothy added item "D – Review Evaluation Procedure" under Unfinished Business. The motion was approved unanimously with the changes above.

2. Presentations – None

3. Approval of Consent Agenda

Minutes – December 7, 2011 Regular meeting

Record of Financial Statements

General Fund – Statements as of November 30, 2011

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **None**

Check Numbers: 18194 - 18263 written on the Operating Account

Exceptions: **18145**

Payroll: **18201 – 18212**

Direct Deposit: **121101 – 121133**

Transfer from WYOStar: **\$150,000**

Carnegie Renewal

Finance Register

Warrants – Dubbe Moulder Architects - \$1,267.75

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

4. Reports – Roundtable

Dorothy noted that she would like to continue the roundtable discussion with some slight changes. She invited the attendees to share with the group any ideas, wishes or observations that may not relate to the agenda. Ideally this would be a listening opportunity. If the individual does not have anything to add, please share an example of community service. Dorothy commented that the annual Dubois Christmas concert was a potentially tense moment due to the absence of the lead singer of the group that routinely performs at the concert. Paula and the Dubois museum director, Katrina, performed a comedic routine that brought some levity to a delicate situation.

Kevin commented that he looks forward to the report on how well attended the Riverton Library Sunday hours will be on January 8. He noted that the additional hours were approved primarily for students who wish to prepare for their upcoming exams. Barbara Oakleaf noted that the county Christmas party was an excellent opportunity to build bridges with the county personnel. Gloria commented that she is looking forward to the "Changing Lives through Literature" program that begins next week. Don commented that he appreciates the children's programming that continues to serve the Lander community and he cited the origami Children's program held in December. Jonmikel noted that he is looking forward to the implementation of the eBook service to patrons, but has not had an update from the Wyoming State Library (WSL) on when the service will start.

Matt commented that the creative working groups will be forming this month. In addition, the management team has been working on a circulation policy that will be submitted to all staff for their comments. There is a training opportunity for juvenile and young adult librarians coming up soon and it will be held in Casper. Scott Groenig, the artist who is creating the mural for the Lander facility, brought the panels to the Lander Library for the Lander Library Friends Association (LLFA) president, Susan Gose, Barbara Oakleaf and Matt to review. Susan took some photographs and Matt received permission to share those photographs with the board members through email. The panels are not all complete, but the work that is finished is fantastic. Matt commented that all of the managers have done an outstanding job managing their respective projects. Tom has worked very hard on the American Recovery & Reinvestment Act (ARRA) grant project in Riverton, Jonmikel has been relentless in implementing the RFID system, Gloria, Paula and Barbara Oakleaf have all helped their staff in the pursuit of quality programming in their respective communities, and Rebecca helps him to navigate all of the financial issues, some of which are very new to Matt.

Jackie noted that she had a great discussion with her daughter, who is a college student, over the holiday about the relevance of libraries in today's society. She was particularly interested in the use of databases and the upcoming addition of the eBook service. Barbara Gose noted that she took a vacation in December with her grandchildren that included a visit to New Orleans and then to several islands. She was able to get some great referrals from Katy Jost, the Children's department head in Riverton, on books that related to their travels. Barbara Gose asked if the librarians receive requests from other patrons like this. Gloria replied that the librarians do get some requests, but noted that some patrons are shy about requesting these services. Commissioner Dennis Christensen joined the meeting. Commissioner Christensen noted that his wife frequently uses the audio book services that the Library offers and finds it very convenient.

5. Policy Review

- A. Oath of Office for Board Bylaws** – Dorothy noted that there has not been an oath of office for the Library board members. Matt commented that there is nothing in the Wyoming state statutes that specify that Library board members must take an oath and there is nothing in the Fremont County Library Board by-laws that require it. Matt provided the oath that is administered to state and county elected officials. Jackie commented that she thinks it is appropriate for board members to take an oath since they act as public servants.

Commissioner Christensen commented that the board's notary can administer the oath. Rebecca noted that there is a process for altering the by-laws. The board members decided to recite the following oath and to have it recorded into the minutes.

I do solemnly swear (or affirm) that I will support, obey and defend the constitution of the United States, and the constitution of the state of Wyoming; that I have not knowingly violated any law related to my election or appointment, or caused it to be done by others; and that I will discharge the duties of my office with fidelity.

Matt commented that in Ohio, board members were sworn in when they are first appointed or after subsequent re-appointments. It does not need to be an annual occurrence. Rebecca asked Commissioner Christensen if it is appropriate to create a notarized document to the effect that the board members took this oath. Commissioner Christensen replied that he will research the topic. Kevin commented that if the by-laws are modified to include an oath, the oath can be formally administered at that time. Commissioner Christensen noted that he will research the idea to have consistency across the county appointed boards. Dorothy commented that she found Lesley Boughton's historical information about library boards and the WSL, but would like to have more information about board governance. Some of her ideas include reviewing the financial reports; reviewing the American Library Association statement on the right to read; and examining some of the trustee development items that the WSL has provided. Dorothy would like to use the policy review item on the agenda to have some board development at every meeting with the assurance that it would take no more than 30 minutes. The other board members were in agreement as long as the time limit is followed.

6. Action Items

Unfinished Business:

- A. Carnegie Renewal Project – Matt noted that the Book Nook has been emptied out. The LLFA members with some help from the Honor Farm moved everything out yesterday. The advertisement describing the project and the availability of the construction documents will be published in the Riverton Ranger, the Lander Journal and the Casper Star Tribune next week. The construction documents will be available on January 13 either through a CDROM with pdf files or paper copies. The contractor mandatory walk through with a pre-bid conference will be January 28. The bids are due the end of February.
- B. Temporary Storage – Matt noted that the draft Memorandum of Understanding (MOU) with the Wyoming Life Resource Center in the board packet needs to be approved by the Wyoming Department of Education. The county attorney has reviewed the draft and does not have any changes. Matt would like board approval to sign the agreement if the Wyoming Department of Education does not have any substantial changes to the draft. **Barbara Gose** moved to approve the draft MOU with the Wyoming Life Resource Center pending approval by the Wyoming Department of Education as long as there are no substantial changes; **Kevin Tippetts** seconded. The motion was approved unanimously.
- C. MOU with Hal Herron – Matt noted that Mr. Herron has decided to install the banner on a local school district building instead of the Riverton Library. Mr. Herron cited all of the "red tape" that the library system required as a consideration in his decision. Gloria noted that she does not know any of the circumstances of the agreement he has with the school district.

- D. Review Evaluation Procedure – Dorothy asked the managers to send their evaluations to her electronically. Matt will perform a self evaluation. Rebecca will forward the evaluation form in the Word 2007 format to all of the board members. All of the forms should be turned into Dorothy by January 20. Dorothy asked the managers and board members to be as specific as possible. Matt asked about the Board evaluation. There will be an executive session on the agenda for the March meeting for the director and board self evaluation.

New Business:

- A. Signing Agreements – Matt noted that he would like some clarification from the Board on which agreements need to come before the Board for their approval. The managers sign contracts with program performers and grant applications. Does the Board want all of these agreements to be approved by the Board? Barbara Gose asked Rebecca what contracts have historically come before the Board. Rebecca replied that historically grants have not come to the Board for approval. In addition, the managers have had the authority to sign contracts with people for programming services as long as it was within their specified spending limit. Matt asked “if a contract is for an expenditure that is within the Board approved budget”, can he sign it? Kevin noted that if an MOU’s stated representation is the library system, he thinks that type of contract needs to come before the Board. However, he considers the agreements Matt has described as daily operational contracts that do not need to come to the Board. Matt cited the example of the “HD Digital Cinema Exhibition Agreement” (item “D” below). The contract is not an MOU and does not involve any expenditure of library funds, but Matt was asked to bring this to the Board for approval. Dorothy expressed her concern that she is not aware of some of the library activities and is unable to respond to public questions about them. Barbara Gose noted that her reply to those types of questions is that she will get back to the patron once she has had an opportunity to research the question. Kevin noted that there are opportunities that arise mid-month that the librarians need to act on in order to take advantage of them.

Rebecca and Jonmikel reviewed the recent history of how the purchase of the satellite equipment for the Metropolitan Opera program proceeded. The grant application did not come to the Board for approval, but when it came time to expend the library funds, the Board was approached for approval. The expenditure came to the Board for its approval because the expenditure was above Jonmikel’s authorized spending limit. Kevin stated if a grant opportunity involves expenditures beyond the Board approved budget, it should come before the Board. Jackie asked Matt if he agreed to the following parameters for a document requiring board approval: the document is an MOU, if the expenditure would be more than the board approved budget or if it required a budgetary transfer. Matt agreed. The consensus among the board members was to create a motion to give Matt direction and specific authority. The discussion turned to whether managers should be included in the motion. The consensus among the board members was to only include the director in the motion because the director is the only library employee who answers to the Board. The managers are under the director’s authority. **Kevin Tippets** moved to authorize the Director to sign agreements and contracts on behalf of the Library if the agreement does not require a budgetary transfer, lies within the financial parameters of the Board approved budget, do not exceed the approved spending limits and are not MOUs; **Jackie Meeker** seconded. The motion was approved unanimously.

- B. Legislative Reception, 2/23/12 – Rebecca noted that information on the trustee training offered on February 23rd is contained in the News to Use and the “Strategic Planning – Agenda” documents in this meeting’s documents. The WSL has discounted room rates at the Plains Hotel and the Holiday Inn, but the rooms must be booked by February 1. The board

members agreed to stay at the Holiday Inn. Don, Dorothy and Barbara Gose all would like to attend. Kevin cannot attend and Jackie will check her schedule. The consensus was that attendees would stay two nights Wednesday and Thursday, February 22 and 23. Rebecca noted that there is about \$400 in the board budget and the WSL will provide \$100 travel stipend. Matt and Barbara Oakleaf are planning to attend as well. Rebecca requested the board members contact her by January 27 about whether they will attend.

- C. Authorization to pay Board Treasurer Bond – deleted from the agenda.
- D. By Experience HD Digital Cinema Exhibition Agreement – This item was covered under item A – Signing Agreements above.
- E. Mini-Board Retreat – Matt noted that he discussed the issue of a strategic plan report with Dorothy. It was a topic for the August Board retreat, but thought that it may not have been adequately covered at that time. Matt is asking the Board if they are interested in scheduling a mini retreat for the express purpose of discussing the strategic plan. Matt would present an update on the progress of strategic plan at the retreat. The consensus among the board members was to schedule the mini-retreat after the February 1st board meeting in Riverton with the provision that the meeting will end by 2:00pm. It will be held in the Community Room of the Riverton Library and the library system will provide some sandwiches for lunch.


Correspondence: None

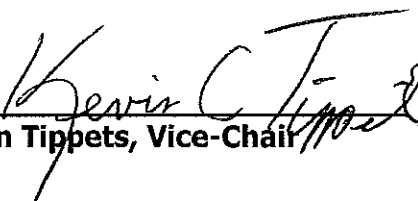
Other Business: Barbara added that the Lander Book Nook will be holding book donation contribution sales at their temporary location at the Bank of the West.

Upcoming Calendar:

Next meeting –Wednesday, February 1, 2012, 9:30am in Riverton.

Adjournment (no vote) – The meeting was adjourned at 11:10am


Dorothy Remy, Chair


Kevin Tippets, Vice-Chair


Jackie Meeker, Treasurer


Barbara Gose, Member


Don Newton, Member


Rebecca Thomas
Recording Secretary