



Regular meeting of the Fremont County Library System Board of Directors held on February 2, 2011 at 9:30 a.m. at Fremont County Library – Riverton, 1330 West Park Avenue, Riverton, WY.

Barbara Gose chair, called the meeting to order at 9:35 a.m.

BOARD MEMBERS PRESENT: Brenda Allen, Kevin Tippets, Dorothy Remy and Barbara Gose. Richard Cook was detained. Also present Rebecca Thomas, Gloria Brodle, Paula Sabatka, Barbara Oakleaf, Tom Norwood, Jonmikel Pardo and Commissioner Dennis Christensen. Also present, Mary Wendel, President of the Fremont County Library Foundation and Maggie Ness community member.

1. APPROVAL OF AGENDA – Barbara Gose welcomed all attendees and asked if there were any additions to the agenda. Dorothy asked to add item "B" under Old Business Carnegie Renewal. **Dorothy Remy** moved to approve the agenda as amended; **Kevin Tippets** seconded. The motion was approved unanimously.

2. Presentations – None

3. APPROVAL OF CONSENT AGENDA

Approval of Minutes – Regular Board Meeting, January 5, 2011; Special Meeting, January 19, 2011

Record of Financial Statements

General Fund – Statements as of December 31, 2010

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **None**

Check Numbers: **17217** - **17296** written on the Operating Account

Exceptions: **None**

Payroll: **17224 – 17237**

Direct Deposit: **11101 – 11129**

Transfer from WYOSTar: **\$45,000**

Expansion

Finance Register

Warrants (None)

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

4. Reports – Roundtable

Barbara Gose commented that the Board is happy to see that Commissioner Christensen is still serving as the library liaison. Rebecca reported that she attended the commission meeting yesterday with Barbara Oakleaf and Tom Norwood. The commission received an update from the CIMPL committee and approved a motion which recognized the Carnegie Renewal as one of their top capital projects. The commission will be revisiting the issue at their March 8 meeting.

Gloria commented that she met with the Riverton police chief recently and he suggested partnering with the library on a teen program. During Teen Tech week on Thursday, March 10 at 4-6pm the Riverton Branch Library will have a gaming competition between teens and the police. Gloria is excited that the police chief also expressed an interest in partnering with the library on a skating event in the summer. Barbara Oakleaf commented that the commission was considering the idea of a \$50,000 loan for the Carnegie Renewal project in order to get it off the ground. Barbara Oakleaf talked about the book event for "The Shadow of the Buddha" that will be held at the Lander facility on March 1. It will be held in the Carnegie room. She added that the satellite equipment for the Metropolitan Opera performances is arriving and will hopefully be installed at the end of next week. A trial run needs to happen first and if the installation goes well the performance of "Nixon in China" will be the trial run on Saturday, February 12. Jonmikel commented that if the trial run goes well, the first Metropolitan performance of "Iphigénie en Tauride" will be held on Saturday, February 26. There is one performance in March and three performances in April. The performances will be at 11:00am on Saturdays. Jonmikel added that the RFID self checkout stations will be out in Riverton probably next week. Tom commented that the scissor lift is in the Riverton county shop. On December 15 Tom and Gary attended a training session to earn certification to use it and at that time some problems with the lift were identified. The county shop is working on them and the library should have it soon. In addition, the library received its new vehicle – a Chevy Tahoe.

Commissioner Christensen commented that the commission has identified four capital projects that should be pursued at this time and the Carnegie Renewal is one of them. The CIMPL committee divided the Carnegie Renewal project into 2 phases. The first phase is primarily addressing the infrastructure of the building and has a proposed budget of \$408,000. The second phase addresses the internal renovations and has a proposed budget of \$129,000. Currently, phase one is \$50,000 short of funding. It still is unclear if the \$50,000 will come via a loan from the county, from grants, fundraising or a combination. In Commissioner's Christensen's view the \$50,000 is secured by the leftover funds still held in the special tax account held at the county. The commission declined to fund any capital projects until the revenue picture is clearer and the state legislative session ends. There is still a question as to how phase two will be funded. Barbara Oakleaf commented that the CIMPL committee had asked the architect to break the project into two phases and that is where the numbers came from. In Commissioner's Christensen opinion the two phases should be combined and the project completed as one project. As it stands now, the second phase would not fit the criteria of the CIMPL committee, which is a project costing at least \$250,000.

Richard Cook joined the meeting.

5. POLICY REVIEW – None

6. ACTION ITEMS

OLD BUSINESS:

- A. Evaluation Process** – Barbara Gose commented that Rebecca provided the Board with a draft procedure. Barbara Gose asked Rebecca if the Board should formally adopt the procedure; Rebecca said it would be a good idea since it is a board procedure. **Dorothy Remy** moved to adopt the Director and Board Evaluation Procedure; **Richard Cook** seconded. Dorothy asked if the procedure would come back before the Board if changes needed to be made; Rebecca replied yes. The motion was approved unanimously. Paula thanked the Board for adopting the procedure. Barbara Gose commented that transparency is important in the process.
- B. Carnegie Renewal** – Barbara Gose thanked Rebecca, Tom and Barbara Oakleaf for their work on creating the Chronology for the Carnegie Renewal. Dorothy expressed her desire to include Barbara Oakleaf's report at the January meeting in the minutes. Rebecca commented that this would require a modification of the minutes that the Board just approved. She added that all of the documents contained in the board packet, including the manager reports, are part of the official record and are kept in perpetuity. Rebecca noted that Kurt Dubbe mentioned that he should have the construction documents completed in the first part of April and with those we will have a better estimate of the construction costs for the project. In addition, Jeannette Woodward has submitted a grant request to the National Trust Preservation for the Carnegie Renewal. Rebecca is unsure how much the grant award may be if the project is approved. Rebecca suggested that the Chronology be updated and submitted to the Board in the board packet every month. The board members agreed that this would serve the Board well. Barbara Gose commented that the Carnegie Renewal is the Library System's project that is the responsibility of the Library Board.

NEW BUSINESS:

- A. Foundation Report and Request** – Mary distributed an updated report on the Foundation's fundraising activities. The Foundation has received a \$50,000 donation from EnCana and another \$10,000 in pledges. She noted that the Foundation is planning a reception at the Riverton Library on April 11. Carol Chidsey has arranged for Governor Mead to attend. The donor trees will be up and the plan is to dedicate the tree at this reception. The Foundation is planning a similar reception on Friday, April 15 in Lander and would like to have another in Dubois during the summer when the library is having some other activities. The Foundation is asking the Library Board if they would approve the serving of wine at these events. Mary noted that each event will be after hours and have hosts. The events would be by invitation; the Foundation will not advertize the events to the general public. The Foundation will obtain all of the required permits from the city councils. Barbara Gose asked if this had been done before; Mary replied no. Mary commented that there is no county policy that precludes the Foundation from serving wine at the events as long as they obtain the permits from the city councils.

Rebecca noted that the meeting room policy and procedure were included in the board packets to aid the discussion. The meeting room procedure addresses the subject of alcohol under "Non-Library Sponsored Events" with the statement "Alcohol is not allowed on library premises". Rebecca commented that an event hosted by the Library Foundation would be considered a library sponsored event. The subject of alcohol is not covered in the meeting room procedure under "Library Sponsored Events". The managers have discussed ways to reword the procedure if the Board approves the Foundation's request. Mary emphasized that the Foundation will work with whatever the Board decides. Dorothy asked if the Foundation would be serving only white and red wine; Mary replied yes – the Foundation would not have an open bar. Richard asked if there are any county restrictions; Mary replied no. Gloria

commented that many libraries throughout the state serve wine at functions. The Sheridan Library Foundation has a huge annual auction at the Sheridan Library and they serve wine. In addition, Albany County has held library sponsored events at the library that have served wine as well. Libraries across the nation hold events for 20-somethings that serve wine and Gloria received some good information on how to monitor and control the serving of alcohol at these events. Gloria commented that she thinks this will add a sense of sophistication to the event especially with the governor in attendance.

Barbara Gose noted that she thinks this type of request should come before the Board. Rebecca commented that the procedure could state that any event wanting to serve alcohol would have to obtain the necessary local permits and be subject to Board approval. Brenda commented that she does not think alcohol makes the gathering an event. Kevin and Dorothy agreed. **Richard Cook** moved to allow the Foundation to serve wine and cheese at the upcoming Foundation events at each library building; **Brenda Allen** seconded. Kevin commented that he thinks approval of this would set a precedent for other groups to approach the Board for approval of serving alcohol. Rebecca commented that the only events that this would apply to are "Library Sponsored Events". Dorothy replied that it is sometimes difficult to determine which are library sponsored and which are not. The motion was denied unanimously.

- B.** Dubois School Library Proposal – Paula commented that Fremont County School District #2 has had three separate schools – K through 5, 6 through 8 and 9 through 12 – in the past. The running average number of students over the past three years has resulted in the closing of the middle school next year. Those grades will be integrated into one K through 8 school. This will mean a loss of \$500,000 in funding to the school district for the next school year. To deal with the reduction in funds, the school district will be cutting personnel – specifically many of the aides they employ. The principal came to Paula at the direction of the superintendent to ask if the school could contract its library services for K-12 students out to the Fremont County Library in Dubois. The school district must have a librarian to serve the district. Currently, the school district contracts with a retired librarian who lives in Lander. If the school contracts with the public library, they could discontinue their current contract because our director, Matt, could serve the district's requirement. The school district could take the current library space and convert it into two or three classrooms. The school district contract would not include computer services for the students. The school would bus two classes to the library at a time with a school employee who would remain with the students while they were at the public library. The district would like the public library to provide a story time and then check out time for the students for each class once a week. The principal thought that with the school district's financial help the public library may be able to be open to the public more hours.

Paula contacted Jamie Marcus at the State Library about this possibility. There are a few libraries in the state where the school library also serves as the public library. For example, Meteetse's public library serves the lower school in that community. The Dubois agreement would involve more students than are serviced in Meteetse. Paula will contact Francis Clymber, director for Park County, about how the situation works in Meteetse to get an idea of how it might work in Dubois. Paula is concerned about the traffic impact the school students may have as patrons try to use the public library at the same time. Dorothy commented that she is delighted with the idea. She likes the idea of strengthening the relationship between the library and the school. Paula admitted that she is torn. She is concerned that removing the library from the school means the school district would never get it back. Barbara Gose

asked what would happen to the school library books. Paula replied that the Dubois Library does not have the space to take all of the school library books. She anticipates that the public library has room to take the juvenile reference books, but the other school library books would be absorbed into the classrooms. The school's budget is due when the county budgets are due so this needs to be dealt with quickly. The superintendent was hoping to have this cooperative agreement in place by the next school year. Dorothy asked if the public library at the school on the reservation serves as the school library. Paula replied that it is a reverse relationship; the school library in Fort Washakie serves as the public library.

Paula emphasized that she does not want to become a school library. The Dubois Library wants to be a public library that is serving the school. Barbara Gose asked if Paula had discussed this with the other managers and Paula replied yes. Barbara Oakleaf commented that she emphasized to Paula that it important to maintain the identity as a public library. Jamie emphasized that the most important thing is to have a strong Memorandum of Understanding (MOU) – who does what, when, why and how it is paid for. In addition, include a contract length in case things do not work so changes can be made or the service stopped. Rebecca commented that the MOU will need to be very specific especially when it comes to the selection of materials. Paula noted that the school's staff member would determine if an item was "inappropriate" for the student. No FCLS staff member would make that determination. Brenda commented that she thinks it is worth exploring. Richard agreed. Kevin noted that the Board encourages Paula to research the situation further. Kevin asked Paula to come back to the Board with a couple of scenarios for the Board to consider. Barbara Gose encouraged Paula to explore other school district/public library partnerships outside of Wyoming as well. Jonmikel commented that the library system will be impacted by the additional student load if the school closes its library even without a formal partnership. Dorothy wondered if the public library could have a "satellite" library within the school.

- C. Authorize sale of the Library Van – **Dorothy Remy** moved to authorize the head of the county vehicle maintenance department to auction off the 1996 Ford Windstar Van; **Brenda Allen** seconded. Dorothy asked who gets the money. Rebecca replied that it is a library asset and the proceeds will come to the library as an offset to the purchase of the new vehicle. The motion was approved unanimously.

- D. Director Transition – Barbara Gose commented that she thought it would be beneficial for Rebecca to send February's and March's board packets to Matt. Kevin commented that Matt continues to work at his present job through the month of February. Rebecca noted her concern is that any papers she sends to him now may create more problems for Matt as he prepares to move across the country. Barbara Gose commented that Matt is very eager to get here and meet our needs. However, Matt's first priority will be to get moved in and settled. Secondly, he should travel to the three libraries and get acquainted with the staff. Rebecca will probably need to do the lion share of the budget preparation this year. Brenda noted that the Board should allow him to take his time to get to know the system before he ventures out into the community to "sell" the system. Rebecca commented that she will be holding Matt's hand as much as he needs it. Jonmikel noted that he is working on a staff website and it will have a board section that will be accessible to all of the board members. Rebecca will be able to post documents – specifically board packets – electronically. It should be up within the next two weeks. Gloria asked if the Board would like to have another meet and greet once Matt arrives. Kevin suggested having it in conjunction with a planned library public event. Dorothy suggested having herself and couple of other board members to set priorities for Matt. The group could think about suggested groups for Matt to visit in the community.

Barbara Oakleaf noted that all of the managers will help Matt, but he will need to set his own pace. Barbara Gose thinks the Board needs to emphasize that Matt needs to get to know the system first and may need to slow him down. Brenda commented that she thinks Dorothy's idea is a good one, but that the staff can help Matt as well. Rebecca suggested making this a topic for the Board retreat in August. The consensus among the board members was that this was a good idea.

SPECIAL PROJECTS - None

CORRESPONDENCE: The Board received a notice from the Crowheart Library regarding their election of new officers and thanking them for their support.

OTHER BUSINESS: Dorothy asked Paula to talk about the relationship between the Crowheart Library and the Dubois Library. Paula noted that the Dubois Library gives the Crowheart Library first pick of the donations that the Dubois Library receives. In addition, once a month a staff member from Dubois goes to Crowheart for story time and brings some books for the kids to check out. The kids just return them when the next story time occurs. Crowheart also has an active book club. Jonmikel added that if they are having technical problems, he stops in when he is traveling to Dubois. Tom asked if the three managers let each other know when they get donations that can be used at one of the three libraries. Barbara Oakleaf, Gloria and Paula all replied yes, they communicate frequently.

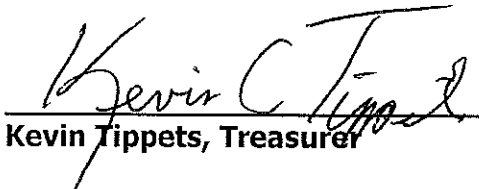
UPCOMING CALENDAR:

Next meeting: Wednesday, March 2, 2011, 9:30am in Dubois.

The meeting was adjourned at 11:00 am


Barbara Gose, Chair


Dorothy Remy, Vice-Chair


Kevin Tippetts, Treasurer


Brenda B. Allen, Member


Richard Cook, Member


Rebecca Thomas
Recording Secretary