



Regular meeting of the Fremont County Library System Board of Directors held on February 6, 2013 at 9:30 a.m. at Fremont County Library – Riverton, 1330 West Park Avenue, Riverton, WY.

Kevin Tippets, chair, called the meeting to order at 9:36 a.m.

BOARD MEMBERS PRESENT: Kevin Tippets, Don Newton, Dorothy Remy, Jackie Meeker and Barbara Gose. Also present Matt Nojonen, Rebecca Thomas, Barbara Oakleaf, Gloria Brodle, Tom Norwood, Teresa Lucas and Jonmikel Pardo. Commissioner Stephanie Kessler was delayed. Also present, Lizzy Sanders, President of the Dubois Friends.

Kevin welcomed Lizzy Sanders and Teresa Lucas to the meeting.

1. APPROVAL OF AGENDA – **Don Newton** moved to approve the agenda as presented; **Dorothy Remy** seconded. Barbara Gose asked to move the executive session after the reports roundtable. Kevin noted that it will move to #4 – A. The board members agreed. The motion was approved unanimously.

2. PRESENTATIONS – None

3. APPROVAL OF CONSENT AGENDA

Approval of Minutes – Regular Board Meeting, January 9, 2013

Record of Financial Statements

General Fund – Statements as of December 31, 2012

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4386**

Check Numbers: **19285– 19370** written on the Operating Account

Exceptions: **None**

Payroll: **19293 – 19303**

Direct Deposit: **11301 – 11335**

Transfer to WYOSTar: **\$110,000**

Carnegie Renewal

Finance Register

Warrants – Dubbe Moulder Architects - **\$346.67**

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

4. REPORTS ROUNDTABLE – Matt noted that he and Rebecca met with the Library's new commission liaison, Stephanie Kessler, on Monday. She was impressed with the fact that the library system has an evaluation process including a board self evaluation. Matt noted that she

made the observation during the commission meeting yesterday regarding the personnel request change that the decision on the personnel should be left to the Library Board and made a motion to that affect, which was approved by the commission. Jackie noted that the Dubois revenue is at 94% of the budget and we are only 50% through the fiscal year. Rebecca commented that she follows the conservative accounting principal of estimating revenues low and expenditures high. In the previous fiscal year, the Dubois revenue had fallen, so she revised the revenue numbers down for the current fiscal year. Jackie added that she is thrilled with the various programs available through the library system that work to bring the diverse groups of patrons into the libraries. Barbara Oakleaf noted that the public is anxiously awaiting the availability of the Carnegie room. Don noted that the board members have been receiving questions from the public on the Carnegie availability as well. Barbara Oakleaf added that you can feel how energy efficient the room is after the renovations.

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

5. POLICY REVIEW – Board Bylaws – First Reading – Commissioner Kessler joined the meeting. Kevin welcomed her to the meeting and the attendees introduced themselves. Kevin noted that this amendment has been revised substantially and is back for a first reading. **Jackie Meeker** moved to approve the amendment to Article III and Article IX of the Library Board Bylaws on first reading; **Barbara Gose** seconded. Kevin noted that the amendment serves to separate the duties and responsibilities between the Library Board and the various library friends groups. It removes any conflict of interest from library board members. Don noted that the amendment does not sit well with him. Jackie noted that her support for the amendment comes from putting the director in an untenable position by a library board member. She is concerned about the perception of undue influence. Barbara Gose noted that she does not see the need when it comes to the Riverton Friends group because she does not see it as a strong group. Don does not support the amendment because it extends to any involvement in the group and not just to service as an officer to the friends groups. Barbara Gose commented that she could support the amendment if it only applied to voting membership. Matt noted that was the language in the original draft of the amendment, but the language was changed based on recommendations from the Board. Kevin questioned if the amendment would achieve its intended purpose if those changes were made. Barbara Oakleaf noted that she was often confused as the library manager when in the past a library board member also served as an officer for the Lander Library Friends Association (LLFA). During some LLFA meetings it was difficult to determine in what capacity the person was acting – as a Library Board member or an LLFA member and it placed the library director in an awkward position.

Barbara Gose left the meeting. Dorothy noted that there is a finite pool of people who want to serve in support of the library in Dubois, and there can be confusion, but keeping them separated is part of being human. Dorothy wondered if just suspending the voting membership would suffice. Jackie replied that a library board member can volunteer time by sorting books, for example, but she does not believe a library board member should attend a Friends meeting because other members of the Friends group would be unduly influenced by the library board member. Barbara Oakleaf commented that if a library board member is attending a friends meeting, the other attendees would expect the board member to share his/her opinion. It could be elevated above the director's and library manager's opinions. Barbara Oakleaf noted that neither the director nor the library manager cast votes at the friends meetings. Jackie commented that she does not think a 3 year suspension is not too much to ask. She noted that

the person's service to the library is at a higher level as a library board member. Lizzy Sanders asked to comment on the amendment that is being discussed. Kevin replied that public does not participate in the debate of a motion before the Board, but he would allow public comment at the next board meeting in March. The motion failed with **Jackie Meeker** and **Kevin Tippets** voting to approve the motion and **Dorothy Remy** and **Don Newton** voting against the motion.

6. ACTION ITEMS

UNFINISHED BUSINESS:

- A. Carnegie Renewal Project – Matt noted that the commissioners took a tour of the Carnegie building after their meeting yesterday. Dennis from SDI has not signed off on substantial completion, but once that happens, the library system can start scheduling the room for use. Matt believes we will have the ability by the end of the week to start scheduling the room. He will send an email to the library board members when the substantial completion is signed by SDI. Barbara Oakleaf noted that she will have a celebration in conjunction with the partial mural installation. Commissioner Kessler noted that the commission was impressed and pleased with the tour and the work on the building. Matt noted that most of the questions from the commissioners revolved around insuring that the historical aspect of the building was maintained in the renovation. Matt assured them that the historical qualities of the building were taken into account.
- B. Riverton Drainage – Matt noted that we included the cost of the feasibility study in the "Wish Budget" in the board packet. Matt commented that he will not receive direction from the commissioners regarding the budget until the department head meeting in March after the library board meeting.
- C. Rolesetting – Matt noted that a summary of the rolesetting exercise results is included in the board packet. There were 191 responses to the Survey Monkey. The Popular Materials role was the top choice for all groups (staff, Board and public). Matt suggested that the Board should choose a role today since we are starting the budget process and we can allocate resources with the role the Board chooses. Matt recommended that the Board choose Popular Materials as the primary role for the library system. Dorothy asked what the budgetary implications are if the Board chooses Popular Materials as the primary role for the library system. Matt replied that more money would go towards collections (something we have tried to do over the last two budget cycles) as well as the nature of the materials selected. In addition the types of media of materials (i.e. eBooks). It also affects the weeding of the collection and the types of programs that are conducted. Those specifics will be determined by the library staff. It will also affect the type of training we provide our librarians (collection development focus of a popular materials library). It does not mean that we do not provide any other services. Kevin asked if the library system is already focused on this role. Matt replied yes, but we still maintain a collection for western history and that would not go away, but our emphasis has been on popular materials.

Jackie noted that the second, third and fourth highest ranked roles (Independent Learning, Formal Education and Reference Library) are very closely ranked to Popular Materials and wondered if Matt is looking toward more than one role as a focus. Matt replied that because the staff has not been involved in planning at this level before, he believes it would be easier if only one role is selected as the area of focus. Don expressed his concern that focusing on one role might mean that we will not be able to support the variety of activities the library

system currently offers. Matt emphasized that if the library system chooses a primary role, it does not mean that we will not continue to provide the services that are currently offered. Dorothy noted that one of the features in a Popular Materials role is meeting space and Dubois has only one room. Kevin noted that as the Board creates its 3 – 5 year plan capital improvement will be a part of the long range plan and can address those issues. Kevin asked if Matt wanted the Board to vote on a primary role for the library system; Matt replied yes. Jackie asked if the Board voted for this role how would that affect the budget and when would the library board revisit the role selection. Matt replied that as far as the budget is concerned any extra money in the budget would go towards collections. Matt noted that the primary role selection would be revisited when the Board revises its strategic plan in another 3 – 5 years. Kevin noted that if the board chooses to adopt the role and this choice would drive the budget somewhat. At the library board's annual retreat in August the strategic plan can be formed for the next 3 -5 year cycle, which would include measurable means to determine if the library system is achieving its goals. The library board can monitor the progress over the life of the strategic plan. Matt would like an endorsement from the Board before he begins the planning process with the staff. Dorothy proposed a two stage process with an endorsement from the Board for Matt to move forward with the Popular Materials role for the library system and then the second stage would occur at the library board's annual retreat. Dorothy is concerned what the effect will be on other services of the library system if the Board selects Popular Materials as the primary role at this time. Matt noted he is planning to have a draft strategic plan for the library board before the August retreat.

Don Newton moved to move forward with Popular Materials as the primary role of the Fremont County Library System; **Jackie Meeker** seconded. Gloria commented that by definition of Popular Materials as the "primary" role of the library system, it is not the exclusive role of the library system. Don noted he is comfortable with the motion because it is not the only role. The motion was unanimously approved.

D. Progress report – Dubois – Kevin noted that this topic was covered under executive session.

NEW BUSINESS:

- A.** Draft Budget FY2013/2014 – The consensus among the group was to rename the "Wish Budget" "Requested Budget". Jackie thanked Matt for crafting the three budgets. Jackie asked what "SOC" stands for. Matt replied it stands for "Standard Occupation Classification". It is used to help standardize job positions and a method for comparing salaries to insure that positions are paid accordingly with their duties and responsibilities. The county uses this classification when it evaluates its own positions and their respective salaries. The cost of living (COL) increase in the budget was 2.5%. It was based on the cost of living index from the Wyoming Department of Economic Analysis for the central region of Wyoming for the second quarter of 2012. Kevin noted this is the start of the budget process. Matt noted that the management team spent a day going over the budget to insure that the needs of the system were met.
- B.** Draft MOU with Friends' Groups – Kevin noted that the Board is going to suspend the discussion on the MOU at this time.
- C.** Dubois Library Assistant II Opening – Matt noted that Teresa will discuss the request. The commissioners approved a motion at their meeting yesterday to leave this decision to the

Library Board. Teresa noted that she has received three applications for the position. She is requesting permission from the Library Board to evaluate the applications to determine whether it is best to hire one full time library assistant II or 2-24 hour/week part-time library assistant IIs for the Dubois facility. Teresa noted that until she can evaluate the interest from the applicants, it is difficult to determine what the best fit for the library is. Teresa noted the position is being advertised as both a part-time and full time position. Commissioner Kessler noted that she received an email from Scott Harnsberger regarding a conflict on the information regarding part-time employment. Rebecca noted that she received the information on part-time from the county's payroll clerk, Jenny Green. That information includes that any employee that works between 20 and 39 hours/week is considered part-time for purposes of health insurance. You must work 40 hours/week to be considered a full-time employee. A full time employee has the majority of their health insurance premium covered by the employer regardless if it is single, single plus dependent, two adults or family coverage. A part-time employee has the majority of their health insurance premium covered by the employer for single coverage only. The other health coverages are available but at the cost to the employee. Commissioner Kessler noted that the county has a conflict on its definition of part-time employees. This should not impact the decision the library board has to make here. **Jackie Meeker** moved to approve the presented position of Library Assistant II with the possibility of 1 full time or 2 – 24 hour/week part-time positions; **Dorothy Remy** seconded. The motion was approved unanimously.

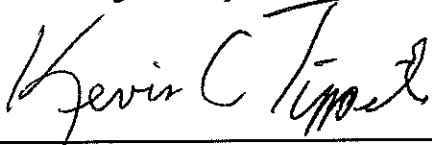
CORRESPONDENCE: None

OTHER BUSINESS: Dorothy noted that the Dubois Friends in conjunction with other community organizations have provided a space for a book sale in a previous coffee shop called "The Parlor" space. The operating hours are 2-6pm Wednesday, Thursday and Friday, but it will have operating hours on March 6 starting around 11am. There is more information about this on the County 10 website.

UPCOMING CALENDAR:

Next meeting: Wednesday, March 6, 2013, 9:30am in Dubois –

The meeting was adjourned at 11:55 am

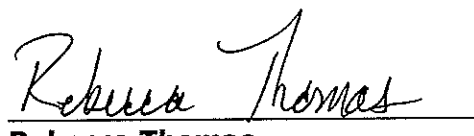

Kevin Tippetts, Chair


Don Newton, Vice-Chair


Jackie Meeker, Treasurer


Barbara Gose, Member


Dorothy Remy, Member


Rebecca Thomas
Recording Secretary