



Regular meeting of the Fremont County Library System Board of Directors held on February 1, 2012 at 9:30 a.m. at Fremont County Library – Riverton, 1330 West Park Avenue, Riverton, WY.

Dorothy Remy, chair, called the meeting to order at 9:30 a.m.

**BOARD MEMBERS PRESENT:** Kevin Tippets, Dorothy Remy, Don Newton, Jackie Meeker and Barbara Gose. Also present Matt Nojonen, Rebecca Thomas, Paula Sabatka, Barbara Oakleaf, Gloria Brodle, Tom Norwood, Jonmikel Pardo and Commissioner Dennis Christensen. Also present Katy Jost, CYA Department Head, Fanny Apodaca, Library Assistant II, and Sandi Hussa, Library Assistant II, Riverton Library.

**1. APPROVAL OF AGENDA – Barbara Gose** moved to approve the agenda as presented; **Kevin Tippets** seconded. Dorothy asked if there were any additions to the agenda. There were none. The motion was approved unanimously.

**2. Presentations – Employee Service Recognition:**

**Katy Jost – 10 years** – Gloria Brodle noted that Katy actually started working in the Riverton Library in 1984 when the library first opened, but was laid off during the library system’s reduction in force in 1987. At that time she went to work as the librarian at the Jackson Elementary School from 1987 until her return to the Riverton Library in 2001. She brought many programs to the Children’s department and streamlined the Wyoming Reads program. Gloria congratulated her on her 10 year anniversary.

**Fanny Apodaca – 5 years** – Gloria congratulated Fanny on her five years of service and asked Katy to speak because she is Fanny’s supervisor. Katy noted that Fanny is very detail oriented and precise. These skills have served her well because she handles most of the processing of the books in the Children’s department and is able to make the items available to patrons in an expeditious manner. She handles many of the story times and her skills are constantly improving. Matt noted that although he has not worked with either of the employees directly, he knows their contributions are many to the Riverton Library. Katy will be participating in the Children’s working group. Dorothy noted that the Board appreciates all they do along with all of the frontline staff.

**3. APPROVAL OF CONSENT AGENDA**

**Approval of Minutes** – Regular Board Meeting, January 4, 2012

**Record of Financial Statements**

General Fund – Statements as of December 31, 2011

Donation Register

Cash Flow Projection

**Approval of Bills**

Purchase Orders **None**

Check Numbers: **18264– 18338** written on the Operating Account

Exceptions: **18283**

Payroll: **18271 – 18281**

Direct Deposit: **11201 – 11232**

Transfer from WYOStar: **\$30,000**

#### **Carnegie Renewal**

Finance Register

Warrants – Dubbe Moulder Architects - \$1,300.31

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

**4. Reports – Roundtable** – Dorothy asked the managers to bring any outstanding service by their staff to the attention of the Board during this portion of the agenda along with any thoughts and ideas. Paula noted that Carolyn Gillette, the Children’s Librarian at the Dubois Library, is attempting to learn all of the mothers’ names and their children’s names of the small (preschool) children in the Dubois community. Her plan is to mail invitations (using the mother & children’s names) for the story times that are held at the Dubois Library. She wants the patrons to know that everyone is welcome at the library’s story times. Dorothy noted that during the Dubois Friends meeting the Chair recognized Lisa Henery’s hard work at the Dubois Library. Jackie noted that she is looking forward to the Leonardo Live performance and the grand opening for the Book Nook this Saturday.

Matt noted his appreciation for all of the managers. The staff working groups have started their work and the communication has been terrific. There is a children’s group, adult group, marketing group and a technology group. They have already helped Jonmikel in his work in redeveloping the website. Kevin noted that he wanted to recognize all of the librarians in the Riverton Children’s department for their personal service. The staff occasionally put aside books for his children because the librarians know the types of books his children like. Then the librarians call him to let him know that certain books have been reserved for his children. He is sure that his kids are not the only children to receive this personal service.

Tom noted that he wanted to acknowledge Lori’s service in helping to unplug a toilet in one of the Riverton restrooms. They were just finishing up when the fire alarm was activated by a young patron. Tom wanted to acknowledge the librarians who were ushering patrons out of the building according to the evacuation procedure. He wanted to acknowledge Gloria’s quick work in catching the young person who pulled the alarm, which enabled Tom to call the emergency responders to let them know it was a false alarm. This demonstrates how the entire staff at the Riverton Library works well as a team.

Gloria noted that the Changing Lives Through Literature (CLTL) program is ongoing and wanted to share an observation. The handout for the program notes that “literature is empowering; discussions enhance that power; the process of reading leads to reflection; reflection leads to change.” Last week one of the girls came to the discussion visibly upset. By the end of the discussion she was laughing and relaxed, which speaks to the positive aspect of this program. The program is 6 weeks long. There are both boys and girls in the program. There will be a new

group of kids for the next 6 week program. The current participants have expressed an interest in continuing the book discussions, so the librarians are thinking of creating a book club just for this group.

Don commented that he has been encouraging his wife to use the online tools available through the library's website. She was having trouble putting a hold on a book at home. She called the library and Georgia was able to help her and resolve the issue. Barbara Oakleaf noted that Becky Packer has helped with the Born to Read program for newborns born at the Lander hospital. Parents of newborns receive a book and a letter stating the importance of reading to your child along with information about the library. Becky is now trying to develop a similar program for parents of teenagers. She got the idea from a training webinar she was taking. Barbara Oakleaf added that Dave traveled over to Riverton to observe the CLTL program in Riverton, and is bringing ideas back to the Lander Library. Matt added that one of the goals of the CLTL program is to spread it around the county.

Rebecca noted that the auditors had mentioned in their notes on the audit that the library system did not have a system of controls in the cash receiving area. The deputy treasurer, Jim Massman, asked for a written response to the auditor's concern. The plan is to have receipt printers in place at each library starting in the new fiscal year that will produce a receipt for each cash transaction. The library system has the printers, but there were issues when Jonmikel first tried to integrate them with the Workflows system. There are still some bugs to be worked out, but we hope to have it all in place by July 1 this year. Jonmikel will have to work with the Wyoming State Library (WSL) to resolve the issues in integrating the receipt printers with the Workflows software.

**Jonmikel Pardo – Website Redevelopment** – Jonmikel noted that the issue with holds was a problem at the WSL. Identifying the problem enabled the WSL to fix a statewide problem. Jonmikel set up a projector to demonstrate many of the changes that users will find in the library system's updated website. He noted that he will have to take down the library's website in order to make the upgrade, and will try to pick a time that will have the least impact on patrons. The mock up presented has only the basics. There will be a rolling graphic screen on the front of the website. The library system can choose the items they want to highlight at any point in time. A link to the patron's library account will be more prominently displayed on the updated website. Jonmikel was hoping to unveil the upgrade in conjunction with the eBook service, but it is not available from the WSL yet and they have not identified a target date. He reviewed all of the items available with the upgraded website. There will be a calendar on every page that will list all library events. There will be a link on the date to the corresponding event with all of the pertinent information. He noted that the library system does not host the website. The site is hosted remotely, which means that bandwidth is not an issue. The librarians can update the news and events page for each library building without Jonmikel's involvement. Jonmikel will have a training session for the librarians in a couple of weeks to teach them how to upload their own news and events. Barbara Gose asked if the library system needs to get a release for any pictures of children that appear on the website. Barbara Oakleaf replied that as long as the children are not identified, she does not think you need to obtain a release. Matt noted that he will check on this to be sure. Dorothy thanked Jonmikel for his presentation.

## **5. POLICY REVIEW – None**

## 6. ACTION ITEMS

### UNFINISHED BUSINESS:

- A.** Carnegie Renewal Project – Matt distributed an action item list. Matt noted that the storage Memorandum of Understanding (MOU) with the Wyoming Life Resource Center has been delayed because the state has determined that an MOU is not the appropriate agreement; a lease is the correct document. The lease is at the county attorney's office for their review. February 6 is the mandatory meeting for contractors who want to bid on the project. Following that meeting the project team – Barbara Oakleaf, Tom Norwood, Commissioner Christensen, J.R. Oakley (Fremont County Facility Manager), Matt, Don Newton and Kurt Dubbe – will meet to determine how communication channels will work once the project commences.
- B.** Oath of Office for Board by-laws – Matt noted that Commissioner Christensen was going to get more information about this from the county. Commissioner Christensen replied that there is no consistency among the offline boards, but there is no opposition from the commissioners to the library board taking the oath. Jackie Meeker noted that she spoke with Lesley Boughton of the WSL to see if other Wyoming library boards take an oath. She replied that it is not a common practice in Wyoming, but is an option for appointed boards. Dorothy commented that she thinks the Board should amend its by-laws to add the oath. **Kevin Tippets** moved to adopt the oath of office as presented and that this is considered the first reading; **Barbara Gose** seconded. Jackie asked if the conditions of taking the oath should be included in the motion. The consensus among the board members that it is implied in this motion. Matt noted that he will have the appropriate language for the March board meeting. The motion was approved unanimously.

### NEW BUSINESS:

- A.** Elevator Service Contract – Matt noted that the library system currently has a contract with KONE to service the elevator at the Riverton Library. The elevator at the Lander Library has been covered by Otis because of the warranty; but that coverage is due to expire soon. Tom has conducted some research on elevator service contracts. Our current contract does not include annual pressure inspections or load bearing inspections. Matt and Tom recommend choosing the KONE "Care Plus" agreement, which includes the above inspections. The standard elevator contract is for five years. KONE is slightly less expensive than Otis. Dorothy asked if the cost falls within the budget. Rebecca replied yes; a budget transfer will not be necessary. Jackie asked if the cost is locked in for five years. Matt replied that in all of the contracts there are allowances for labor cost increases that are dictated by the elevator service union. Rebecca noted that the library system has received notices annually from KONE specifying the cost increase. Jackie is concerned that the library system may receive a bill that it cannot afford to pay. Rebecca noted that historically the increases have been 2-3%. Barbara Gose asked if there is an alternative. Rebecca replied that both contracts have this same stipulation. The previous contracts have not been for five years. Tom noted that the five year term is an industry standard. Both companies are out of Salt Lake City, Utah. **Barbara Gose** moved to approve the KONE Care Plus elevator service contract; **Kevin**

**Tippets** seconded. Commissioner Christensen suggested having the contract reviewed by the county attorney because the county attorney can deal with the multi-year contract issue. The motion was amended to include pending county attorney approval. The amended motion reads "approve the KONE Care Plus contract pending approval by the county attorney". Barbara Gose and Kevin Tippets agreed to the amended motion. The amended motion was approved unanimously.

- B. Filling Dubois Position** – Paula noted that Leigh spent a lot of time preparing for story times and conducting them at the school. Carolyn Gillette has streamlined the preparation for story times and is no longer traveling to the school building. The students come to the library for the story times. Carolyn currently works 24 hours per week and the school has revised its schedule for the story times to coincide with Carolyn's schedule at the library. Carolyn was previously employed by the Dubois school district and has established relationships with the students as well as the school district staff. Carolyn would like a full time position. Paula noted that she is confident that Carolyn can take on the duties of the Children's Young Adult (CYA) department head. **Barbara Gose** moved to merge the two (2) part-time library assistant II positions to one (1) full time Children's Young Adult department head starting March 1, 2012; **Kevin Tippets** seconded. Kevin noted that the change in this position is subject to the approval of the commissioners. Jackie commended Paula on being so flexible in her staffing needs and asked if the school district is unhappy now that the story hours are being conducted at the library instead of at the school. Paula replied that the school district is fine with the change. Paula commented that there is always a teacher accompanying the students. The motion was approved unanimously.

#### **SPECIAL PROJECTS - None**

#### **CORRESPONDENCE: None**

**OTHER BUSINESS:** Barbara Gose asked about the upcoming training sessions at the Legislative Reception; Rebecca replied she has not heard anything about canceling the training sessions from the WSL. Barbara Gose asked if access to books for the Kindle will be through the 3M system; Jonmikel replied yes. 3M is negotiating with Amazon to provide service to Kindles.

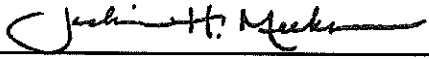
#### **UPCOMING CALENDAR:**

Next meeting: Wednesday, March 7, 2012, 9:30am in Dubois.

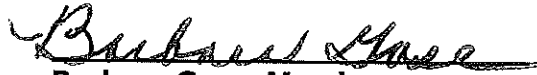
The meeting was adjourned at 10:45 am.

  
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Dorothy Remy, Chair

  
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Kevin Tippets, Vice-Chair



**Jackie Meeker, Treasurer**



**Barbara Gose, Member**



**Don Newton, Member**



**Rebecca Thomas  
Recording Secretary**