



Regular meeting of the Fremont County Library System Board of Directors held on March 7, 2012 at 9:30 a.m. at Fremont County Library – Dubois, 202 1st Street, Dubois, WY.

Dorothy Remy, chair, called the meeting to order at 9:37 a.m.

Board Members Present: Barbara Gose, Kevin Tippets, Don Newton, Dorothy Remy and Jackie Meeker. Also present Matt Nojonen, Rebecca Thomas, Tom Norwood, Jonmikel Pardo, Gloria Brodle, Barbara Oakleaf, Paula Sabatka, and Commissioner Dennis Christensen.

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. Dorothy noted that she would like to add "Pending Issues" to the agenda for future meetings. The items she would like to include under this new category are: the use of volunteers in the Library system, Community Libraries, Riverton roof, board training, Lander mural status, and Dubois school collaboration. The motion was approved unanimously.

2. Presentations – None

3. Approval of Consent Agenda

Approval of Minutes – Regular Board Meeting, February 1, 2012

Record of Financial Statements

General Fund – Statements as of January 31, 2012

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4359, 4360, 4361**

Check Numbers: **18339 - 18428** written on the Operating Account

Exceptions: **17700, 18345**

Payroll: **18349 – 18359**

Direct Deposit: **21201 – 21233**

Transfer from WYOSTar **\$130,000**

Expansion/Carnegie Renewal

Finance Register

Warrants – Casper Star Tribune – \$361.12; Riverton Ranger - \$234.00;

Dubbe Moulder Architects - \$2,598.25

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

4. Reports

- A. Managers** – Don Newton noted that the meetings in Cheyenne during the Legislative Reception were very productive, and was impressed with the level of customer service at the Laramie County Library. Don and Dorothy particularly liked that they were greeted and asked repeatedly by the Laramie County Library employees if they needed help. He added that the Laramie County Library director, Lucy Osborne, stated that customer service is emphasized to all new hires. Commissioner Christensen noted that his wife continues to use the audiobooks available through the Library and enjoys them thoroughly. He added that he appreciated Gloria giving personal attention to his mother-in-law. Jackie agreed that the Cheyenne meetings were very helpful and added that Barbara Oakleaf gave excellent service at the LeonardoLive production and the program was fabulous. Don agreed. Barbara Gose agreed that the LeonardoLive production was fantastic. She also appreciated the Lander staff expediting a book for her while she was attending the production. In addition, she noted that World Book Night is coming up on April 23rd. Authors have waived their cost to distribute books to the public for no charge. Special editions have been published for this program and Barbara Gose will be distributing books at Walmart in Riverton.

Gloria noted that Lori Weber responds to any request promptly. The benches in the Riverton lobby needed refinishing and Gloria spoke with Lori about adding this item to her "to do list". The next morning the maintenance crew started working on the benches. Jonmikel noted that Ray cleaned the outside of the windows in the second story conference rooms where the LeonardoLive production was held. Jonmikel will be traveling to Washington, D.C. later this month for the Libraries & Technology conference. He will be able to see the kinds of things that other libraries are doing in the area of technology and can incorporate some of those ideas into our facilities. Kevin noted that he used the self checkout for the first time the other day in Riverton and marveled at its ease of use. Jonmikel added that the self checkout will be installed in Lander soon.

Matt thanked the management team for their hard work on the budget and getting their requests in on time. Barbara Oakleaf thanked Jonmikel for all of his hard work with the LeonardoLive showings and the recording of the National Theater productions. Barbara Oakleaf also thanked Rebecca for making sure library staff is informed about the county's wellness program. Barbara Gose stated that she would like to hear more about the program in the future. Paula noted that Lisa has been handling the book discussions and went one step further for the groups and obtained book reviews for the discussion groups as well as the books. Paula added that Carolyn wanted to add to the school's Dr. Seuss celebration so she dressed up in costume with another Dubois citizen as Dr. Seuss characters and distributed bookmarks with the library hours all along Main Street and at the high school. Paula noted that Sam drove to Riverton and Lander to get the current exhibit of Stinson photographs at the Dubois Library. Paula added that the Lander staff helped her when she was short staffed recently. Tom noted that Matt and Jonmikel were a great help in loading the Stinson photographic display for transport to Dubois. Dorothy stated that the strategic planning workshop in Cheyenne was terrific.

- B. Strategic Plan Notes** – Dorothy noted that the Board discussed the strategic plan at the mini retreat. Matt is working on collecting information on the Community Libraries. Dorothy noted that Steve (a friend of Kevin's) has agreed to conduct some Board training on the topic of board advocacy at no cost to the system. The board members need to set a date for the training. Dorothy has noted that there should be a report on the

Community Libraries ready for the April board meeting. Don stated that he and Matt discussed the rolesetting process yesterday and noted that Matt has been through this process before. Don added that the rolesetting process should be accomplished in a couple of meetings and has ties to the strategic planning that the Board is following. Matt noted that the handout on rolesetting in the board packet is from an American Library Association (ALA) planning guide that was published in 1997. Don noted that it is important to evaluate what the library is doing currently and then to discuss if changes are warranted. Barbara Gose stated that it is important to consider the other entities in the county, such as Central Wyoming College (CWC), that provide services in some of the roles described in the ALA planning document. Dorothy noted that it is important to include public that may not be current library users and identify their expectations of the library system. Barbara Gose noted that the library staff can be helpful in identifying people that may be helpful in the rolesetting process.

Barbara Gose added that she would like the branch managers to think about how they currently use volunteers and how volunteers could be used in the future when we consider shrinking budgets. Matt noted that we reported out volunteer numbers on our recent renewal of our liability insurance and the library system has 31 volunteers who routinely work in the libraries. That is almost as many people that the library system employs. Dorothy would like to see if the volunteer hours could be translated into a dollar amount. Matt noted that Kurt Dubbe has been asked to provide some input into the issues with the Riverton roof. Matt is getting an estimate from Kurt on what it will cost to contract with him to provide an architectural and engineering review of the roof and the associated drainage issues. Kurt has already stated that there are additional issues with the Riverton building besides the roof. The engineering review would provide the Board with information on what repairs the engineering review recommends along with the cost estimate for the repairs. Matt does not know where the money will come from to contract with Kurt for the engineering review. Matt wants to follow the same process as he did with the Carnegie project otherwise we will just be guessing at the cost to make the repairs to the Riverton building. Dorothy noted that there will be three or more dialog meetings involving the community in the rolesetting process. Dorothy stated the Board should have been consulted regarding budgetary input.

5. **Policy Review – Gift Policy** – Matt noted that the policy clarifies the relationships between the library system and all of the Friends groups. Each Friends group has reviewed this policy and they support it. Rebecca noted that this would be a new policy. **Barbara Gose** moved to approve the Gift Policy on first reading; **Kevin Tippets** seconded. Don asked where the \$1,000 threshold was derived. Rebecca replied that this is aligned with the accounting procedures for determining what assets are required to be capitalized and end up on the library's fixed asset list. Matt noted that the county has a set procedure on the disposition of fixed assets. Don asked if the procedure would be changed to match the policy. Matt replied yes. The motion was approved unanimously.

6. Action Items

Unfinished Business:

- A. Carnegie Renewal Project – Matt noted that all of the bids that were received were about 10% over budget. Matt is contacting all of the references of the two bidders. The committee has a form that Don provided to objectively rank the contractors. Once the references are complete the committee will determine who the most qualified contractor is and negotiate with that

contractor to bring the project into budget. It will be up to the committee to determine how the project can be modified to bring the project into budget. Jackie asked what the process is for determining how the project will be scaled back. Matt replied that the committee members, Don Newton, Commissioner Christensen, Tom Norwood, JR Oakley, Barbara Oakleaf, Kurt Dubbe and Matt, will determine how to bring the project scope in line with the budget approved by the county. Don noted whatever is not done in this phase will be moved to phase two. The Pioneer Museum in Lander has some storage space available where the library can store items that were going to be stored at the Wyoming Life Resource Center during the Carnegie construction; therefore, the proposal with the Wyoming Life Resource center is now moot. Everything will be out of the Carnegie by the end of March. Barbara Gose thanked Don and Matt and the entire team for all of their hard work and keeping the Board informed. Dorothy added her thanks.

- B.** Oath of Office for Board Bylaws – 2nd and Final Reading – Rebecca noted that the Board had approved the oath of office on first reading at the last meeting and she has provided the entire Bylaws document for the Board’s review here. Dorothy noted that the Bylaws specify that board officers are elected in July and the Board needs to discuss this at a future date. **Kevin Tippets** moved to approve the amended Bylaws on second reading; **Jackie Meeker** seconded. The motion was approved unanimously. Matt noted that the county is starting the evaluation process and offered Commissioner Christensen any forms or help the county may need in that process. Commissioner Christensen replied that the county is looking at trying to standardize the process throughout the county including the offline boards, but the process is just beginning.

New Business:

- A.** Budget FY 2012-2013 – Dorothy asked Jackie to take the lead on the discussion for the Board. Jackie thanked Matt for putting the budget together. She requested that there be more consistency in the explanatory notes on the budget presentation. Matt noted that some of the increased requests in programs and collections are an attempt to move the library system back to where its budget was prior to the budget reduction in FY 2010-2011. Matt noted that the increases presented here do not get the library system back to its previous budget levels for collections. Matt offered to include more detail, but Jackie replied that she does not think that is necessary. Jackie asked why a 5% reduction was not included in the presentation when this was the directive received from the county. Matt replied that the county’s directive was not received until Monday, February 27th so there was not enough time to put together another draft budget in time to include it in the board packet for this meeting. Matt noted that the presentation here is a wish list and it will not be the budget that is sent to the county.

Matt noted that he is in the process of creating a five-year budget plan with the help of the management team that will be part of the budget narrative that is turned in to the county. Rebecca noted that the budget is due to the county by April 13th so the Board needs to approve a budget at the next board meeting. Don noted that Jonmikel’s time that is spent at the Community Libraries needs to be tracked as a cost. Matt added that he has asked the managers to provide him with information on all of the outreach programs that the libraries provide in the various communities. The consensus among the board members was that this would be useful information for the commissioners. Matt stated that the county is very sensitive to department training and travel budgets. Kevin noted that he does not need to be involved in the budget detail line item by line item. Jackie and Barbara Gose agreed. Kevin

stated that he thinks the five-year plan is a great tool for the county commissioners. Dorothy noted that the budget should reflect the strategic plan and that the current plan could only support two or three years in the future, but not a five-year plan. Barbara Gose noted that the five-year plan can reflect the research that Matt is currently doing on the Riverton roof and the Community Libraries. Rebecca noted that the cost for the Riverton roof would not appear in the library's operating budget that is submitted to the county. Instead that project would go through the county's CIMPL (Capital Improvements Planning) committee process, but that the Library could include a contractual expense for the engineering consultation evaluation in its budget presentation as a one-time expense.

Matt stated that the county is not anticipating that each department will lose 5% of its budget, but the commissioners do want to see the departments conserve as much as possible and where cuts would be made if they are necessary. Once the final revenue numbers do come in, the commissioners can determine how the revenue will be divided up. This is not unlike the approach that the commissioners took during last year's budget. Since the county departments kept their budget requests conservative, the commissioners were able to provide county employees with raises once the revenue picture became clearer. Barbara Gose commented that she would like to know the manager's priorities. Matt replied that the management team will meet to prioritize the budget. He asked if the board members want to be part of the discussion. The consensus among the board members was that they want to know the result of that meeting, but do not want to be part of the discussion. Dorothy noted that she would have liked to have a budget narrative. Matt commented that he will get information out to the board members after the management meeting. Dorothy asked where any Community Libraries budget increases would come from. Matt replied that the discussion at the mini-retreat gave him the indication that increases to the Community Libraries budget was not a priority for this budget year. Kevin commented that there is not a consensus among the board members to push for increases to the Community Libraries budget for this budget cycle.

The consensus among the board members was that next year they would like to have a preliminary budget at the February board meeting. Barbara Gose asked Commissioner Christensen his thoughts on the budget presented here. Commissioner Christensen stated that he thinks a proposed budget that is within 7% of last year's budget is a phenomenal job. The narrative that is presented here is extremely helpful. Commissioner Christensen is concerned that the revenue projections may be significantly lower due to the low price of natural gas. The 5% reduction figure came from the lowest revenue projections. Commissioner Christensen stated that he can see how the proposed budget can be reduced to meet the requirement of a flat budget, but acknowledged that the 5% reduction will be much tougher. Kevin commended Matt and the managers for creating a "wish" budget that only added 7% as well. Dorothy stated that the budget that Matt and the managers need to present before the Board for approval in April needs to be a flat budget along with a budget that has a 5% reduction. A budget narrative needs to accompany the budget detailing the priorities from the management team and the associated costs. Dorothy asked for as much detail as possible. Dorothy also stated that there is consensus among the board members to reinstate each branch's operating hours. Dorothy commented that if the county determines that additional revenue is available, the budget presented at this meeting will provide the areas where additional money can be added. The board members would like to have this information ideally before the next meeting. Commissioner Christensen noted that he is hoping to hold increases to the health insurance at 3%. Matt noted that next budget year he

will be presenting the budget to the Board in the February meeting. Matt noted that the budget hearing before the county commissioners for the library system would be on either Monday, May 14 or Tuesday, May 15. Rebecca asked board members to review their schedules and email Rebecca or Matt on what times work best for them. Tom noted that his wish list was frugal and he could have included \$200,000 to \$300,000 of additional items. Don noted that a flat budget is moving backwards.

- B. Rolesetting – Dorothy asked that this item return on the next meeting agenda due to time constraints.

Correspondence – None

Other Business – Jackie asked about the elevator service contract. Matt replied that KONE has not responded to the library system after receiving the edits from the county attorney’s office; therefore, he has approached Otis to see if the library system can work out an agreement for a service contract with them. Dorothy asked this item to be on next month’s agenda.

- A. **Executive Session – Director Evaluation – Kevin Tippets** moved to adjourn to executive session; **Barbara Gose** seconded. The motion was approved unanimously.

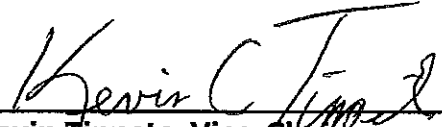
Kevin Tippets moved to return to public session; **Don Newton** seconded. The motion was approved unanimously. No action was taken as a result of the executive session.

Dorothy Remy declared the meeting adjourned at 2:00p.m.

Upcoming Calendar:

Next regular board meeting – Wednesday, April 4, 2012 in Lander, 9:30 a.m.


Dorothy Remy, Chair


Kevin Tippets, Vice-Chair


Jackie Meeker, Treasurer


Barbara Gose, Member


Don Newton, Member


Rebecca Thomas
Recording Secretary