



FREMONT COUNTY
Libraries
Engaging Minds • Enriching Lives

Unanticipated Revenue Hearing, Fremont County Library System Board of Directors held on April 4, 2012 at 9:30 a.m. at the Fremont County Library – Lander, 200 Amoretti Street, Lander, WY.

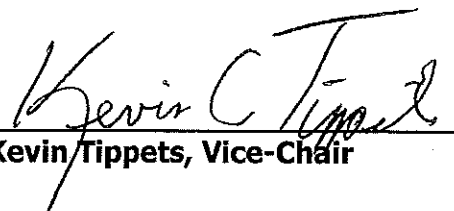
Dorothy Remy, Chair, called the meeting to order at 9:30 a.m.

BOARD MEMBERS PRESENT: Jackie Meeker, Don Newton, Dorothy Remy and Barbara Gose. Kevin Tippets was absent – excused. Also present Matt Nojonen, Rebecca Thomas, Barbara Oakleaf, Gloria Brodle, Tom Norwood and Jonmikel Pardo. Paula Sabatka was delayed. Commissioner Dennis Christensen was absent – excused. Also present Brenda Allen, former library board member.

Dorothy welcomed Brenda to the meeting.

- 1. Approval of the Agenda** – Dorothy asked if there were any additions to the agenda. **Barbara Gose** moved to approve the agenda as presented; **Jackie Meeker** seconded. The motion was approved unanimously.
- 2. Approval of Designated Unanticipated Revenues** – Rebecca reviewed the revenues and expenditures. **Barbara Gose** moved to approve the unanticipated revenues and expenditures as presented; **Jackie Meeker** seconded. The motion was approved unanimously.
- 3. Adjournment** – **Barbara Gose** moved to adjourn the unanticipated revenue/budget hearing; **Jackie Meeker** seconded. The motion was approved unanimously. The meeting was adjourned at 9:35am.



Dorothy Remy, Chair


Kevin Tippets, Vice-Chair


Jackie Meeker, Treasurer


Barbara Gose, Member


Don Newton, Member


Rebecca Thomas
Recording Secretary



Regular meeting of the Fremont County Library System Board of Directors held on April 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 9:35am.

BOARD MEMBERS PRESENT: Barbara Gose, Jackie Meeker, Don Newton and Dorothy Remy. Kevin Tippetts was absent – excused. Also present Matt Nojonen, Rebecca Thomas, Barbara Oakleaf, Gloria Brodle, Tom Norwood, and Jonmikel Pardo. Paula Sabatka was delayed. Commissioner Dennis Christensen was absent – excused. Also present Brenda Allen, former library board member.

1. Approval of Agenda – Dorothy asked if there were any additions to the agenda. There were none. **Barbara Gose** moved to approve the agenda as presented; **Don Newton** seconded. The motion was approved unanimously.

2. Presentations – None

3. Approval of Consent Agenda

Minutes – March 7, 2012 Regular meeting

Record of Financial Statements

General Fund – Statements as of February 29, 2012

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **None**

Check Numbers: **18429** - **18517** written on the Operating Account

Exceptions: **None**

Payroll: **18432 – 18442**

Direct Deposit: **31201 – 31233**

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

Carnegie Renewal

Finance Register

Warrants – Dubbe Moulder Architects - \$4,784.61

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 reports.

4. Reports – Roundtable

- A. Managers** – Don noted that he has received great customer service from the Lander Library in the past few weeks when he needed a lot of help with materials and his library account. Jackie noted that she is amazed at the depth and breadth of the programs and services that

Page 1 of 6

the libraries provide to the community. Barbara Gose noted that she attended the recent author (Alison Espach) program. She was pleased with the number of people attending and thought the author was wonderful. Gloria noted that Alison had never visited the West (she lives in Brooklyn, NY) and was fascinated by it. She was so enthralled that she is planning to spend more time in Wyoming during the summer and fall and plans to base her next novel in the West. Gloria added that the Hoffman Electric workers who have been installing the new lighting fixtures have been very friendly and professional. In addition they are respectful of the patrons and staff and do an excellent job cleaning up after themselves.

Paula Sabatka joined the meeting. Matt noted that he was exchanging numerous emails with members of the Carnegie committee, which includes Commissioner Christensen. Matt noted that the Commissioner apologized for not responding promptly, but he had been "busy". Then Matt learned that Commissioner Christensen's barn had burned down. Matt wanted to recognize the Commissioner's professionalism of continuing to correspond with the committee members during that chaotic time. Tom noted he wanted to commend all of the library system maintenance staff for their continuous excellent work.

Dorothy stated that she wants to highlight the upcoming "money week" programs, and added that she wanted to recognize Carolyn Gillette for her efforts to work effectively in her small space in the Dubois Library. Paula noted that Teri Wiblemo has been great at keeping everyone informed about the upcoming events during "money week" and all of the other programs that are going on countywide. Paula added that the 10 year anniversary for the Dubois Library is approaching. Barbara Oakleaf noted that she wants to recognize Anita Marple for her hard work coordinating the Dessert with Dr. Seuss program. The Lander Library Friends Association (LLFA) made about \$700 at the program.

Jonmikel noted that he learned a lot from the Computers & Libraries conference he recently attended in Washington, D.C. His trip was partially funded by a McMurry grant and he needs to submit a final report for the grant. He will include a copy of that report in an upcoming manager's report. He spent a lot of time listening to other attendees' experiences with eBooks. Jonmikel noted that many people emphasized that training is very important in the success of the eBook service, and that the service has brought many new faces into their libraries. Jonmikel noted that the latest information from the Wyoming State Library is that the eBook service may be available in May. Jonmikel noted that when the 3M eBook service is available, it will be significantly easier than the current "freading" service. The "freading" service is only available from a patron's home. Rebecca thanked all of the managers, including Matt, for their hard work on the budget to get a budget that everyone can support. Brenda noted that she always find great service at the Lander Library. The staff always has great suggestions for the latest and greatest titles.

- B.** Strategic Plan Notes – Dorothy thanked Matt for the strategic plan update. Dorothy has been in contact with Steve Beazley regarding board training and she asked the board members if a session following the June 6 board meeting in Riverton would work. The consensus among the board members was that it would be okay. Dorothy noted that the training should be completed by 2pm.

5. Policy Review

- A. Gift Policy – 2nd Reading – The consensus among the board members was that no changes are needed for the policy and it will come back for a third and final reading at the next board meeting.
- B. Intellectual Freedom Discussion – Dorothy pointed out the portion of the trustee orientation manual that refers to the American Library Association (ALA) statement on Intellectual Freedom. Matt noted that he often refers to the book *Intellectual Freedom Manual* published by ALA, which gives more details on the ALA Bill of Rights. Barbara Oakleaf noted that the most recent edition of this book is available online. Matt noted that in his tenure at the Pataskala Library he had challenges on movies, books and newspapers in every area of the library. Matt noted that to successfully defend intellectual freedom for all patrons first it is important to have a policy that upholds the right to read and intellectual freedom policies and then second, it is essential to have full Board support for those policies. The library system has a good policy supporting intellectual freedom. Barbara Gose posed a hypothetical situation where a patron demands that the library system purchase a particular book or movie. She wondered does the system have policies in place that guide the staff in that case. Matt replied that the library system's current Materials Acquisition & Maintenance Policy puts all of the responsibility for collection decisions in the hands of the director and library staff; therefore, purchasing materials is not based on a single patron's demand for a particular item. Dorothy read the main propositions from the Freedom to Read statement included in the trustee manual. Jackie asked if the county commission can overrule the library board if they disagree with a decision the library board makes. Matt replied that the commission could disband the entire library board and appoint members that agree with their views. The discussion turned to various situations that could arise in reference to collections and meeting room use. Matt noted that the meeting room policy is next on the list of policies and procedures that the management team will be reviewing in the near future. Matt invited any interested board members to read a book called *True Stories of Censorship Battles in America's Libraries* that describe librarians' experiences with various attempts to censor material. Matt contributed an article to this book detailing an attempt at censorship when he was director at the Pataskala Library.

6. Action Items

Unfinished Business:

- A. Carnegie Renewal Project – MOU with Pioneer Museum – Dorothy thanked Matt for his report. Matt spoke with Kurt and he has received inquiries from 3 different contractors as the project moves forward with the re-bid. **Don Newton** moved to approve the Memorandum of Understanding (MOU) with the Fremont County Pioneer Museum; **Barbara Gose** seconded. Jackie asked if the museum's insurance will cover the library's property. Matt replied that item 6 in the MOU covers that issue; the library system is responsible for insuring only its items, but not the building where they are stored. The motion was approved unanimously.
- B. Budget FY2012-13 –Dorothy called attention to the line graph that Rebecca distributed to the attendees on the percent change in budgets of the library and the county departments as well as the cost of living increase over the past five fiscal years. Jackie noted that the budget narrative is extremely helpful. Don agreed and noted that Matt's last argument is his strongest and should be expanded and moved to the beginning of the narrative. Matt noted that the graph demonstrates that the library system is not keeping up with the other county

departments as a whole. Matt thanked all of the managers for their hard work on the budgets. Brenda Allen left the meeting. **Barbara Gose** moved to approve the proposed FY 2012-2013 flat budget for submission to the county; **Jackie Meeker** seconded. The motion was approved unanimously. **Don Newton** moved as directed by the county commission to approve submission of the FY 2012-2013 5% decrease budget to the county; **Jackie Meeker** seconded. The motion was approved unanimously. Matt noted that the Riverton roof is an issue and he would like to include an additional \$50,000 request to fund an architectural and engineering assessment of the roof and drainage from Kurt Dubbe. He asked the board members for their guidance in how to proceed. The consensus among the board members was for Matt to approach Commissioner Christensen regarding the Riverton roof and site drainage issue and the appropriate way to bring the cost for the assessment into the budget discussion.

- C. Elevator Service Contract – Otis – **Barbara Gose** moved to approve the Lander and Riverton elevator service contracts with Otis; **Jackie Meeker** seconded. Barbara Gose asked if Matt and Tom are comfortable with the contracts. They both replied yes. The motion was approved unanimously.

New Business:

- A. Tour of Riverton Branch before June 6 Board Meeting – The board members agreed to have the tour at the June 6 board meeting.
- B. Free Replacement Library Cards during National Library Week (4/8- 4/14) – Matt noted that the library charges \$1 for replacement library cards. **Barbara Gose** moved to approve free replacement library cards during National Library Week April 8 through the 14; **Jackie Meeker** seconded. The motion was approved unanimously.

7. Pending Issues

- A. Use of Volunteers in the Library System – Barbara Gose asked for a summary from the managers of how volunteers are used in the library buildings. She also would like any recommendations from the managers for their respective volunteer programs. The managers will create a single report for the Board that covers all three libraries.
- B. Riverton Roof – This was discussed above.
- C. Lander Mural Status – The board members received photos of the artist's progress via email. Barbara Oakleaf reported that five of the ten panels are totally completed. There is progress on the other five. Rebecca noted that the current contract extension expires April 30, 2012. Jackie asked if there is a penalty associated with the artist not finishing on time. Barbara Oakleaf replied no, but he does not receive final payment until the artwork is completed and the panels hung.
- D. Rolesetting – Matt noted that the meetings associated with this process are not that time consuming. The first meeting is informational and the second meeting is moving through the exercise of selecting the primary and secondary roles. Matt suggested that the primary role could be countywide and apply to all of the libraries. The secondary roles could be unique to each building and community. Don asked if you could have more than one secondary role. Matt replied that the purpose of rolesetting is to focus the library resources and energies. If you select popular library as your role, it does not mean you could never purchase another educational book. Don thinks a one page flowchart to give to the interested parties to introduce them to the process would be helpful. Matt suggested having a staff committee, a

community committee, and the Board each go through the rolesetting process. Barbara Gose noted that she is concerned about how many activities the Board is currently engaging. She suggested that this process could be the focus of the Board's August retreat. Matt suggested that this is a good time to conduct the rolesetting process because the library's current strategic plan is winding down. Once the rolesetting process is completed, the strategic plan can be considered within that context. Don asked the managers what are their thoughts. Barbara Oakleaf noted that it takes time to create a community committee. The consensus among the board members was to have Barbara Oakleaf, Dorothy, Don and Matt start the process of gathering community involvement and create a timeline. Dorothy stated that it is important to include people who are not currently library users. Matt noted that it is also important to stay away from interest groups and make sure the people involved are looking outside their own interest. Jonmikel noted that if the group needs anything in the way of technology, please let him know. This item will remain on the pending issues on the agenda.

- E. Community Libraries – Matt distributed a Community Library Survey. He noted that he does not have information on Jeffrey City because he has not been able to meet with them. He has scheduled two appointments and both times no one from Jeffrey City showed up. Matt reviewed some of the information in the report. He highlighted the back pages that include a map of county addresses and the three library locations. Dorothy suggested having a more in depth discussion on the matter at the May board meeting. Don suggested that Matt create a short few paragraphs from the community library report and include the map in his budget packet to the commissioners. Matt suggested adding a map that includes the community libraries. The board members agreed. Jackie noted that the next step is to discuss how this information will determine what if any library resources will be devoted to the community libraries.
- F. Dubois School Collaboration – Paula noted that she is working with Brandon Farris (K- 8 principal) from the Dubois school district to determine what services the school wants the library system to provide. Matt noted that the MOU that would be created would be reviewed annually. The school system would provide some form of compensation to the library system. Matt noted that any MOU would be reviewed by the county attorney. Dorothy stated that if the Dubois library takes on a major role in providing library services to the school system that will impact the rolesetting process and will change how the library currently operates. Matt replied that if the plan is to review the MOU annually so that the library system is not permanently tied to the school system. Paula noted that the library is struggling with meeting room space because the activity room is occupied by more and more storytimes for the students. Jonmikel asked if there will be a technology component to the school services. Paula replied no; the school does not use the library system's computers and Matt noted that the lack of technology services will be included in the MOU. Matt noted that the county will be wary of adding a county staff position to satisfy providing school services; more likely the person would need to be a school contract employee. Dorothy asked that Paula include in her report on this subject how many hours the school activities currently occupy the meeting room space at the library as well as the amount of time that Carolyn devotes to providing the school activities. Paula noted that she will detail what services were provided before the school library reduction and after the school library reduction.
- G. Meeting Room Procedure – Matt noted that this will be coming in the future.

Correspondence: None

Other Business: None

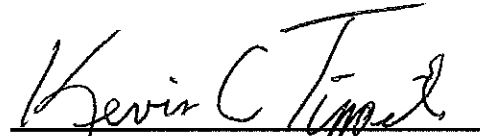
8. Executive Session – Jackie Meeker to adjourn to executive session; **Barbara Gose** seconded. The motion was approved unanimously.
Barbara Gose moved to return to public session; **Jackie Meeker** seconded. The motion was approved unanimously. No action was taken as a result of the executive session.

Adjournment (no vote) – The meeting was adjourned at 12:20pm

Upcoming Calendar

Next meeting – Wednesday, May 2nd in Dubois 9:30am.



Dorothy Remy, Chair


Kevin Tippetts, Vice-Chair


Jackie Meeker, Treasurer


Barbara Gose, Member


Don Newton, Member


Rebecca Thomas
Recording Secretary