



Regular meeting of the Fremont County Library System Board of Directors held on April 6, 2011 at 9:30 a.m. at Fremont County Library – Lander, 200 Amoretti Street, Lander, WY.

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

**BOARD MEMBERS PRESENT:** Richard Cook, Barbara Gose, Brenda Allen, Dorothy Remy and Kevin Tippets. Also present Matt Nojonen, Rebecca Thomas, Barbara Oakleaf, Tom Norwood, Gloria Brodle, Paula Sabatka, Jonmikel Pardo and Commissioner Dennis Christensen. Also present Mary Wendel, President, Fremont County Library Foundation.

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

**2. Presentations – None**

**3. Approval of Consent Agenda**

**Minutes – March 2, 2011 Regular meeting**

**Record of Financial Statements**

General Fund – Statements as of February 28, 2011

Donation Register

Cash Flow Projection

**Approval of Bills**

Purchase Orders **4327, 4328, 4329, 4330, 4332, 4333**

Check Numbers: **17365** - **17462** written on the Operating Account

Exceptions: **16444, 16566**

Payroll: **17374 – 17386**

Direct Deposit: **31101 – 31131**

Transfer from WYOStar: **\$165,000**

**Expansion**

Finance Register

Warrants – Dubbe Moulder Architects - \$2,449.00

**Kevin Tippets** moved to approve the consent agenda as amended; **Dorothy Remy** seconded. Rebecca noted that she distributed an additional report from Tom regarding the Riverton well along with purchase orders 4332 and 4333 and an additional check register. Tom explained the problems with the well pump. Richard is concerned that it would be more prudent to replace the pump rather than repair it. Tom replied that he and the contractor are confident that the repair is the way to go at this point in time. Jonmikel commented that the Dell purchase order is for staff computer replacement for Dubois and Riverton along with some public access computers for Riverton. Barbara Gose asked what happens with the old

computers. Jonmikel replied that the public access computers that are being replaced in Riverton are in the adult area, so the old public access computers will be moved to the Children's area. The Riverton Children's public access computers are so old that they will go to electronic recycling. Some of the staff computers will be used for parts and some may go to the Community Libraries if they are in good shape. The motion was approved unanimously. Barbara Gose asked Rebecca to file the financial reports.

#### **4. Reports – Roundtable**

Barbara Gose commented that she would like to continue with the roundtable for now. Matt noted that he met with the Public Health Department (PHD) members yesterday and they had some good ideas for cooperation between service agencies with common goals. The PHD is focused on a county health assessment survey and thinks the library system, particularly in Dubois, could be helpful. Kevin thanked all of the managers for their work in keeping the system going when it was without a director. He is pleased Matt is reaching out to other agencies in the community and is looking forward to the future with a Matt in the lead. Tom expressed his frustration with the budget this year as expensive repairs have been necessary and the impact of those expenses on his budget. He suggested asking the commissioners if the library system could establish a contingency fund that would be there when these emergency items come up. Barbara Gose asked if any other offline board has a contingency fund. Tom replied he did not know. Rebecca noted that the contractual services line item was increased along with the building improvements line items for each building in the proposed budget, which will be discussed later.

Paula noted that she did not update the school issue because there is not much new information. She and Matt met with the school superintendent, but nothing new came from that meeting. She received an email from the school superintendent that seemed to indicate that the school is not ready to engage in an agreement with the library system at this point in time. She believes that the school district will want to have an agreement with the library system when they build the new high school in a couple of years because they would like to use their library space for classrooms. The school district offered early retirement to some employees and the K-8 principal took advantage of it. He was the person who originally approached Paula with the idea of a collaborative agreement. Once a new principal is hired, the school district will know where this cooperative idea may go.

Gloria noted that the Rock a Cop program was a huge success at the Riverton Library. Holly, a teen librarian, is going to conduct a basic internet class on Friday, April 22<sup>nd</sup> that will cover how to search for a job online and fill out a job application online. Barbara Oakleaf added that Jeannette Woodward volunteers as a coach for individuals that need assistance with applying for jobs online at the Lander Library. The Lander Library Friends Association's Dessert with Dr. Seuss event was sold out and a big hit. The Lander Library is having a carry-in volunteer brunch on April 14 to thank the Lander volunteers. Brenda added her welcome to Matt and thanks to the managers.

Mary commented that the Foundation donor tree dedication in Riverton is on Tuesday next week. Mary distributed an update on the Foundation's fundraising for the endowment challenge and it detailed all of the events that will be held next week to kick off the public fundraising effort. There will be a very short program at the receptions and then mingling. The

Lander reception is Friday, April 15<sup>th</sup> in the evening and the tree dedication is Saturday, April 16<sup>th</sup>. The Wyoming Legislature appropriated additional funds to the endowment challenge, so after July 1, 2011 the total that the Foundation needs to raise is \$556,522. With the new figures, the Foundation has a balance of just over \$300,000 still left to raise. The leaves for the donor tree require a minimum \$500 donation. The Riverton tree is in Riverton, the Lander tree will be arriving this week and the Dubois tree will arrive in a couple of weeks. The trees will be installed and under cover until the dedication.

Commissioner Christensen noted that the county is spending \$2 million more than it receives in revenue. The county is looking at increases in electricity and health insurance costs for the coming budget year and revenues have not kept pace. The county still has some money in savings (about \$7.5 million) from the sale of the two hospitals. Commissioner Christensen added that the USDA has some grants available for libraries. Matt replied that he and Rebecca met with Ann Stoeger, the local area USDA director, but the USDA is waiting for Congress to allocate funds. The USDA was promised \$90,000 for the state of Wyoming. The money can be used for capital projects such as the Carnegie Renewal.

**5. Policy Review – Materials Acquisition & Maintenance Policy –** Matt noted that his concerns about this policy arose when he was discussing the Memorandum of Understanding (MOU) possibilities with the Dubois school system. He is concerned that the policy states that the Board is responsible for the selection of materials, but that statement conflicts with the procedure manual that delegates the responsibility to the library staff. He provided some suggestions. The consensus of the board members was to incorporate Albany County's policy into ours, and have a first reading of a revised policy at the next board meeting.

## **6. Action Items**

### **Old Business:**

**A.** Carnegie Renewal Project – Rebecca reviewed the report. The word from the county's CIMPL committee is that the commissioners will not be appropriating any general fund monies until after June 30, 2011. Tom emphasized that this means we will miss the construction season for 2011. The library system will continue to keep the CIMPL committee updated on its efforts to secure all of the needed funds through fundraising and grants. Barbara Oakleaf asked if there are any dollar amounts that would influence the commissioners' decision on the project. Commissioner Christensen replied that the library system needs to update the CIMPL committee on the status of the project. He noted that he thought that the county was going to receive more money from the Wyoming Legislature. He does not want the project to be broken down into phases and would prefer to see the entire project approved. Richard asked Tom how critical the condition of the Carnegie building is. Tom replied that some work will need to be done on the roof or there will be more damage to the building. Barbara Gose suggested that the library system could approach the commissioners about using 1% money to make any critical repairs needed to the roof. Rebecca noted that if the library system can come up with the \$50,000 needed to fund phase 1 (addressing structural needs of the building), she thinks the commissioners could be approached about starting the project even before July 1. The key is that the funding of the Carnegie Renewal Project would not involve the appropriation of any general fund money so it might be open for

discussion. Barbara Oakleaf commented that she thinks that the library system is close to reaching that \$50,000 goal. Rebecca noted that as soon as the library has the money, she will get the library on the commission's agenda. Barbara Gose skipped ahead to item A under New Business.

- B.** Budget FY 11\_12 – Barbara Gose opened the floor up to the attendees for questions and comments about the budget. Kevin asked why the program budgets are lumped into one sum. Rebecca replied that it is up to the building managers to determine how to split their program budget between adult, young adult (YA) and children's. When the budget is presented to the county commissioners, it is not presented as Administration, Lander, Riverton and Dubois departments. The commissioners see just one line item for educational programs. The proposed program budgets are down slightly from this year. Tom noted that he is concerned that his department does not have any money in contractual services. Rebecca replied that once the library receives the county approved budget, money can be moved from the administration contractual to the facilities contractual. The library will submit a budget of \$6,000 for contractual services. Dorothy asked if the library salaries appear as one line item on the budget request before the county. Rebecca replied yes, but the county commissioners also receive a salary sheet that details each employee, their respective salary and associated benefits. The budget will be submitted to the county by April 15<sup>th</sup>. The library will schedule a budget hearing with the commissioners. Typically, the library receives communication via the county clerk that the commissioners want the library to reduce its budget by a certain dollar figure rather than a percentage of the budget, and they leave it to the library to determine where the cuts will be made. After Matt and Rebecca adjust the budget, it is resubmitted to the county. The county's public hearing will be held on Monday, July 11 and the county will adopt a budget on Tuesday, July 12.

Barbara Oakleaf asked about the building improvement line items. Rebecca replied that the budget this year for those line items proved to be inadequate. In addition, Riverton has \$1,500 more for crack sealing the parking lot in the spring of 2012. The money in the building improvements > 10,000 for Riverton is targeted for the slurry coats to extend the life of the Riverton parking lot. Richard asked about added money in the board meetings line item. Rebecca replied that the money is there for training sessions at the fall Wyoming Library Association (WLA) conference for the two new board members who will be appointed by the commissioners. Richard asked why there was no budget in the dues & subscriptions line item. Rebecca replied that this money is contained within the collections budget. Matt commented that he preferred moving money from the administration professional collection budget to the public collection budgets of the three libraries. Paula noted that she purchases some professional collection items and puts them out for patrons to check out.

Dorothy commented that the Community Libraries budget is still very slim. Matt noted that he is working with the Community Libraries to issue Fremont County Library System patron library cards. He is working out the details with the library managers. Barbara Gose commented that there are still residents that do not know all of the services that the library system has to offer. Brenda noted that anyone who holds a Fremont County Library System card can go into any Wyoming county library and borrow materials.

**Richard Cook** moved to adopt the proposed FY11\_12 library budget as presented; **Dorothy Remy** seconded. Paula commented that she is not looking forward to the upcoming summer months and having limited Saturday hours. Barbara Gose commented that the library board is committed to getting back to the library hours that the library had in 2009. Matt noted that the message from the commissioners is no new positions. Paula asked if she could increase the hours of her subs. Rebecca replied if the Board wants to increase those hours, they can increase the overall budget and send it to the commissioners or reduce other line items to offset the cost increase to the salary and benefit line items. Dorothy commented that the Dubois economy is on the skids and the library plays a critical role in the town's economy. Paula noted that the original hope was to have a the school district fund a position that would allow the library to be open every Saturday, but now that does not seem probable. Brenda asked how much money it would take to reinstate library hours every Saturday. Rebecca replied that she does not have the figures on the top of her head, and it would take a little time to figure out. The consensus among the board members was to find money within the proposed budget in order for the Dubois Library to be open from 10am to 2pm every Saturday. Paula commented that she does not want to close on Mondays because it is one of the library's highest traffic days and thinks the staff would be burned out quickly if they did not regularly have 2 days off in a row. Barbara Gose commented that she wants to see if the Lander and Riverton libraries can extend their hours to 9pm Monday through Thursday without adding personnel, but acknowledged that this is a conversation for another meeting. Paula thinks the additional sub hours can be accomplished for around \$2,000. The motion was denied unanimously.

**Dorothy Remy** moved to approve an amended budget which includes funding for the Dubois Library to be open 4 hours every Saturday with the bottom line budget figure of \$1,821,213; **Brenda Allen** seconded. The motion was approved unanimously. Rebecca noted that she will post on the SharePoint website an updated budget once it is completed.

#### **New Business:**

- A.** Fremont County Library Foundation MOU – Rebecca noted that the enclosed MOU has been reviewed and edited by the county attorney. Brenda pointed out a spelling error. Rebecca will correct that. **Brenda Allen** moved to approve the Memorandum of Understanding between the Fremont County Library System and the Fremont County Library Foundation as it relates to the donor trees as amended; **Kevin Tippets** seconded. The motion was approved unanimously.
  
- B.** Schedule County Commission Budget Hearing – The board members discussed what dates would work for the library budget hearing with the commissioners. Commissioner Christensen suggested looking at June dates as well. Rebecca will contact Julie Freese and see what she can get that will work for most of the board members.

#### **SPECIAL PROJECTS - NONE**

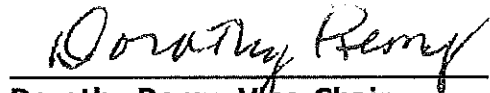
**Correspondence:** Rebecca noted that there was a letter from Chuck Chidsey to the Board included in the packets in reference to the Opera. The next performance is this Saturday.

**Upcoming Calendar:**

Next meeting – Wednesday, May 4, 2011, 9:30 a.m. in Dubois

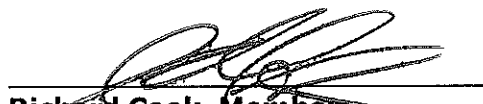
**Adjournment (no vote)** – The meeting was adjourned at 11:30am

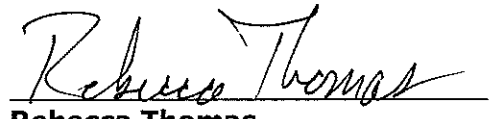
  
Barbara Gose, Chair

  
Dorothy Remy, Vice-Chair

  
Kevin Tippets, Treasurer

  
Brenda B. Allen, Member

  
Richard Cook, Member

  
Rebecca Thomas  
Recording Secretary