



FREMONT COUNTY Libraries

Engaging Minds • Enriching Lives

Regular meeting of the Fremont County Library System Board of Directors held on May 1, 2013 at 9:30 a.m. at Fremont County Library – Dubois, 202 1st Street, Dubois, WY.

Kevin Tippets, chair, called the meeting to order at 9:45 a.m.

Board Members Present: Barbara Gose, Kevin Tippets and Dorothy Remy. Don Newton and Jackie Meeker were absent – excused. Also present Rebecca Thomas, Tom Norwood, Gloria Brodle, Barbara Oakleaf, Teresa Lucas, Jonmikel Pardo and Commissioner Stephanie Kessler. Matt Nojonen was absent – excused.

1. Approval of Agenda –Barbara Gose moved to approve the agenda as presented; **Dorothy Remy** seconded. There were no additions to the agenda. The motion was approved unanimously.

2. Presentations – None

3. Approval of Consent Agenda

Minutes – April 3, 2013 Regular Board Meeting

Record of Financial Statements

General Fund – Statements as of March 31, 2013

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **None**

Check Numbers: **19556** - **19639** written on the Operating Account

Exceptions: **None**

Payroll: **19563 – 19574**

Direct Deposit: **41301 – 41334**

Transfer from WYOSTar **\$160,000**

Expansion/Carnegie Renewal

Finance Register

Warrants – Dubbe Moulder Architects - \$385.75

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

4. Reports Roundtable – Kevin thanked the managers for their time and attention they give to their thorough reports. Barbara Gose thanked the library system for recognizing their volunteers. Gloria noted that Lily Schamp will fill the open part-time children’s librarian position. Her start date is May 13. Commissioner Kessler commented that she serves as liaison to the museum

Page 1 of 5

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board and they have been struggling lately. She is working with the museum board and staff to improve their administration and communication structures. She stated that she has used the library board and administration as an example of a good organizational structure for the museum board. She shared some of the library's budget preparation materials with the museum board. The museum board struggles with its structure of three museum directors and may consider transitioning to a countywide director with site managers similar to what the library system has. In the future the museum board may be consulting with the library board and administration for their experiences on the library system's organizational structure if the museum decides to move forward with a countywide director. Commissioner Kessler noted that she is very impressed with the way the library system runs its operations. The level of detail and information in the library system is tremendous and she is impressed with the level of professionalism. She thanked everyone for their good work.

Barbara Oakleaf commented that she is impressed with how much the librarians accomplish each month and connect with the community. Kevin agreed that there are a lot of great things being accomplished at all of the libraries. Teresa noted that she has completed rearranging the juvenile and easy readers in the collection and invited everyone for a tour after the meeting. Dorothy noted that there were about 50 attendees at the young author's workshop recently held in Dubois. The Parlor has seen more revenue recently with increased activities. Jonmikel noted that eBook trainings will take place on May 21 (Dubois), 22 (Riverton) and 23 (Lander). When the first training workshops took place, the eBook process was still in flux. Over the past nine months the process has stabilized and he thinks these workshops will be even more beneficial for patrons. Gloria commented that some Riverton staff went to the Riverton High School to give a workshop on eBooks to the students. There was a large attendance and interest by students and teachers. Jonmikel noted the process for the audiobooks is still in flux so they will not be included in this training. He will look into conducting a workshop on audiobooks in the future when that process stabilizes. Jonmikel noted that he attended the Computers in Libraries conference in Washington D.C. in April. It was the third time he has attended this conference and it was the best one that he has attended so far. Kevin asked what patrons can look forward to in reference to technology. Jonmikel replied many of the sessions he attended revolved around thinking about what services the system can offer and wants to offer the public. In addition, when making those decisions make sure you have the equipment to support the services as well as adequate training for the staff to provide support for the public that will be using the services. Jonmikel is still reviewing presentations he could not attend because of scheduling conflicts on stretching your money, offering interesting programs and available open source software. Another focus of his attention was on information on different options for replacing public access computers.

5. Policy Review

- A. Board Bylaw amendment—Second Reading – **Barbara Gose** moved to approve the second reading of bylaw amendment; **Dorothy Remy** seconded. The motion was approved with Dorothy Remy voting against the motion.
- B. Circulation Policy amendment – First Reading – The consensus among the board members was to delay the first reading until more board members are in attendance.

6. Action Items

Unfinished Business:

- A. Carnegie Renewal Project – Tom noted that SDI has been on site working on some punch list items, but some items have to wait until the weather warms up. Once the weather improves we should see progress. SDI does not receive final payment until all of the work is completed.
- B. Riverton Drainage – Kevin noted that we are waiting for the budget approval for the upcoming fiscal year. Tom commented that there are some issues with the integrated gutter holding standing water. Commissioner Kessler commented that the more information the commission can have on this item, the better. Tom will make sure he attends the budget hearing in case more information is needed. The feasibility study was the second priority on the budget request and its cost is \$12,000. Commissioner Kessler asked if the library system could possibly pay for the feasibility study out of the current fiscal year. Rebecca replied that the library does not have enough extra money in this year's budget to cover that expense. The Riverton facility has had numerous unanticipated repairs and any extra money will need to cover the contractual services expenditures that are over budget as well. Tom noted that the feasibility study will probably take a couple of weeks. Rebecca added that Matt has already pursued SLIB money to help defer the costs of the actual construction project.
- C. Draft Budget FY 13-14 – The budget hearing is scheduled for May 13 at 3pm at the county for 30 minutes. Rebecca noted that the newest budget documents are included in the board packet. Kevin asked as many board members as can to attend the budget hearing to show their support for the budget request.
- D. Communication with Library Foundation – Kevin noted that the Foundation was not interested in meeting with the Library Board and approved their proposed draft policy for approving projects funded by Foundation at their last meeting. Dorothy noted that the Foundation meetings are open to anyone who wants to attend.
- E. Otis contract renewal – elevator service – Rebecca noted that at the last board meeting the Board approved Matt signing the contract once the county attorney approved the contract. The county attorney has reviewed the contract and has requested that some changes to be made to the contract. Those changes are mostly the same changes that were requested on the contract last year. Otis has not submitted the revised contracts to the library system so we do not have a signed contract yet. Rebecca requested Board approval to pay invoices the library has received once the contracts are signed. **Dorothy Remy** moved to approve the payment of Otis service contract invoices once the contracts are signed; **Barbara Gose** seconded. Barbara Gose asked if the changes are substantive. Rebecca replied that they are mostly the same changes that were required last year. The motion was approved unanimously.

New Business: None

Correspondence – None

Other Business – Dorothy asked if the June 26 meeting is via telephone. Rebecca replied no. It is a regularly scheduled board meeting. The board meeting that has been held via telephone is the special meeting the Board has called the past couple of years to approve the new fiscal year budget. Barbara Gose asked when her term of service ends. Rebecca replied Barbara Gose's and Dorothy's terms expire June 30, 2013. The county has not advertised yet for the open board positions. Rebecca noted that she has board applications and they are available at the county as well. Commissioner Kessler noted that she would like the board positions to be advertised early and there are additional board vacancies on the museum and other offline boards. Commissioner Kessler asked board members and staff to recruit and encourage people to apply. She also asked the board members to share their thoughts regarding perceived needs for these board members as well as qualifications or characteristics. Dorothy replied that she thinks an attorney who is familiar with civil procedures would be a good addition to the Board. Barbara Gose noted that it is important for the candidates to understand the time commitment, it is a serious job, you represent the entire county and it is hard work. Commissioner Kessler asked if the Library Board Bylaws specifies a geographic distribution. Rebecca replied no, but the county has always tried to maintain a distribution of two board members from Riverton, two board members from Lander and one from Dubois. Barbara Gose added that someone from Crowheart could be considered the Dubois person and someone from Shoshoni could be considered a Riverton person.

Barbara Gose noted that we are fortunate that Jackie and Don have employers who support their service on the Board. She thinks it would be helpful for the commission to thank the employers of board members for their support of their employees' participation on the various offline boards. The library board may also want to consider having their meetings in the evening or in other ways. Kevin noted that historically most of the board members have been retirees. Jonmikel noted that we have video conferencing capabilities, but the technology is evolving. Kevin added that the board members have discussed this issue and has determined that they prefer to meet face to face. Commissioner Kessler noted that the Library Board is efficient and has a better administrative reputation compared to some other offline boards. She commented that the museum board monthly meetings last all day and they have additional work sessions in the month. Gloria commented that there is more homework than a person may think there is. Kevin noted that people need to be realistic that serving on a board is a lot of work and there are periods when it is more time intensive and other periods when it is less time intensive. Kevin suggested that Dorothy could attend the June 26 meeting by phone if she so chooses.

Kevin Tippets declared the meeting adjourned at 10:50 a.m.

Upcoming Calendar:

Next regular board meeting – Wednesday, June 5, 2013 in Riverton, 9:30 a.m.



Kevin Tippets, Chair

absent

Don Newton, Vice-Chair

absent

Jackie Meeker, Treasurer

Barbara Gose

Barbara Gose, Member

Dorothy Remy

Dorothy Remy, Member

Rebecca Thomas

Rebecca Thomas
Recording Secretary