



Regular meeting of the Fremont County Library System Board of Directors held on May 2, 2012 at 9:30 a.m. at Fremont County Library – Dubois, 202 1<sup>st</sup> Street, Dubois, WY.

Dorothy Remy, chair, called the meeting to order at 9:35 a.m.

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

**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 – None**

**3. Approval of Consent Agenda**

**Approval of Minutes** – Unanticipated Revenue Hearing, April 4, 2012; Regular Board Meeting, April 4, 2012

**Record of Financial Statements**

General Fund – Statements as of March 31, 2012

Donation Register

Cash Flow Projection

**Approval of Bills**

Purchase Orders **4363**

Check Numbers: **18518 - 18604** written on the Operating Account

Exceptions: **17798, 18268, 18491**

Payroll: **18523 – 18534**

Direct Deposit: **41201 – 41233**

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

**Expansion/Carnegie Renewal**

Finance Register

Warrants – Dubbe Moulder Architects - \$274.19

Rebecca noted that she distributed an additional check register. **Jackie Meeker** moved to approve the consent agenda as amended; **Barbara Gose** seconded. Dorothy noted that Rebecca will answer any questions on reading financial statements after the meeting is adjourned. The motion was approved unanimously. Dorothy Remy, as chair, asked Rebecca to file the financial statements.

#### 4. Reports

**A. Managers** – Dorothy noted that the Dubois Frontier has a picture of the 10 year anniversary celebration at the Dubois Library that occurred recently. Dorothy stated that the Dubois Friends organization raised around \$300,000 10 years ago towards the construction of the new building. Barbara Oakleaf commented that the Lander Library Friends Association (LLFA) volunteer coordinator recruited 20 volunteers to “shelf read” the Lander collection. “Shelf read” refers to looking at the materials on the shelves to insure that the materials are in their proper place and bring the books to the edge of the shelf for easy access. Barbara Oakleaf noted that she plans to make this an annual event. Matt thanked Tom for shuffling the maintenance staff around to cover recent illnesses and vacations at the various facilities. He thanked Gloria and her staff for the “Changing Lives Through Literature” program, which is getting great reviews. He also thanked Barbara Oakleaf and her staff for all of their hard work on programs during the past month. He thanked Paula for her hard work on the 10 year celebration for the Dubois Library. Paula noted that she wanted to thank Lizzy Sanders, the Dubois Friends President, for organizing the 10 year anniversary celebration. She solicited donations and recruited volunteers to make the party happen. Kevin noted that his wife and daughter attended the mother-daughter book club at the Riverton Library and it was very informative for his daughter. Don thanked Matt for sharing all of the information on the recent attempt in Cheyenne to censor a book in one of the middle schools. Jackie thanked Jonmikel for his help in creating a user name for her library account. Tom thanked Matt for his help moving all of the items out of the Carnegie and into storage provided by the county museum. He also thanked Barbara Oakleaf for working on getting the library sign placed on Main Street in Lander.

Rebecca noted that the library system recently received notice from WARM that the property insurance premium will be increasing by about 35%. The notice included an estimated premium for the next fiscal year and according to that estimate the library system will need to increase the proposed insurance budget by around \$5,500. Rebecca noted that the county is also part of WARM, so they are facing the same increase and will be aware of our situation. Matt commented that WARM is also proposing to create a tier of deductibles based on the historical submission of claims. Rebecca noted that the Library System has not made a claim in the six years that she has been the Business Manager. Matt also plans on researching other options for our property insurance. Dorothy asked to include the property insurance on the agenda for future board meetings under “Pending Issues”. Gloria noted that she has hired a replacement for Joie, Aubry Hartwell. She is a part-time library assistant focusing on adult and ILL services and will begin on May 14<sup>th</sup>. Gloria also noted that she wants to recognize Teri Wiblemo for working on the May programs at the Riverton Library at the same time that she was preparing to attend a week long training session on Adobe software in Denver. May is national physical fitness and sports month, so all of the programs relate to that theme. Dorothy thanked Matt and Rebecca for including all of the reports and information on the various agenda items in the board packet.

**B. Strategic Plan Notes** – There were no comments on this report.

**5. Policy Review – Gifts Policy** –The policy was read into the minutes:

**GIFTS POLICY**

The Fremont County Library System is a legally qualified charitable organization and encourages the private support of the Library's mission through gifts of money, real property, personal property, mixed property, bequests, and trust funds. Donors may designate a particular branch, department or service of the Library System as a recipient. All accepted gifts become the property of the Library System.

The fundamental guidelines for the management of gifts made to County Libraries are codified in Wyoming Statute **18-7-104 Authority of board to receive and dispose of property...**

The library board of directors may receive and be responsible for real estate, money or other property to aid the establishment, maintenance or operation of the county library system. If received as a donation, they shall carefully observe as the trustee the conditions accompanying every such gift. When the board of directors determines it is in the best interests of the county library and in keeping with the purpose of the donor, it may with the approval of the board of county commissioners sell, exchange or otherwise dispose of such real estate or other property.

A receipt for all accepted gifts or donations will be provided to the donor upon request. It is the responsibility of the donor to understand and manage all tax-related concerns including, but not limited to: the valuation of gifts and the procedure for filing deductions with the proper taxing authorities.

The Library System retains the right to reject or return any gift or donation if the Library Director and library staff determine that it is not consistent with the mission or capability of the Library. Non-monetary gifts may be disposed of at any time; the approval of the Library Board of Directors is required for the disposal of any non-monetary gift with an estimated value of \$1,000 or more.

Donors may designate any Friends group organized to support a particular branch of the Fremont County Library System as a recipient. Friends groups are separate, charitable, private organizations. Donations and gifts made to a Friends group become their property; they determine the maintenance, use and disposal of donations and gifts according to their own policies and standards.

Gifts of library material(s) are appreciated. Gift material(s) will be added to the Library's collection based on the standards described in the Library's Materials Acquisition Policy. Gift material that is not added to the Library's collection will be offered first to a Community Library then to a Library Friends group.

Community Libraries and Library Friends groups are separate, private charitable organizations. Donors who wish to contribute directly to a Community Library or Friends group must contact that organization for information.

**Barbara Gose** moved to adopt the Gifts Policy on third & final reading; **Jackie Meeker** seconded. The motion was approved unanimously. Dorothy called the attendees' attention to the "News to Use" in the board packet and the information regarding patron records.

## 6. Action Items

### Unfinished Business:

- A. Carnegie Renewal Project – Tom noted that the Library received two bids and they were both from the same contractors that bid on the project when the first solicitation of contractor bids was held. SDI Construction bid \$645,000 and Dan Schou bid \$711,324.48. SDI's first bid was around \$550,000. Dan Schou's first bid was \$685,141.28. Matt noted that the budget for the project is \$505,000 and the commissioners have made it clear that they will not increase the budget. Both of these contractors have excellent references, so Matt thinks the next step is to discuss with Kurt and the other committee members where the project can be cut and negotiate with one of the contractors to bring the bid into alignment with the approved budget. Matt noted the hope with the second solicitation of bids was to attract other contractors, but that did not occur. Tom noted that both contractors have rescinded their first bids.
- B. County Commission Budget Hearing – Monday, May 14 at 9:00am – Barbara Gose, Kevin Tippetts, Don Newton and Jackie Meeker are all planning to attend. Dorothy noted that she will not attend because she will be out of town. The board members asked Matt how he wants to proceed. Matt noted that last year he made a brief presentation and then solicited questions from the commissioners. Dorothy suggested that one board member should state that the Board is unanimous in its support for the flat budget. Barbara Gose noted that the topic of Community Libraries will probably come up. The consensus was that the commissioners are not aware of how much support the budget does help the Community Libraries in various ways that are not demonstrated in the budget figures. Don suggested having a copy of the Community Libraries report available for each of the commissioners. Matt will come prepared to address the issue of Community Libraries and highlight the different methods the library system uses to support the Community Libraries.

### New Business: None

## 7. Pending Issues

- A. Use of Volunteers in the Library System – the report from the managers on the use of volunteers will be in the June board packet.
- B. Riverton Roof – Matt noted that the commissioners have invited him to attend a States Loan and Investment Board (SLIB) meeting on capital funding. It is possible that the library could submit a grant request by the October deadline and receive the funding to conduct the assessment next year. The Wyoming Business Council also has a small amount of money available for planning, but there were about 200 applicants for these funds and Matt did not have enough advance notice before the deadline. Kevin asked if there is also money available for the actual construction. Matt replied that until the study of the roof and drainage is conducted, he does not know what the construction cost will be. Rebecca noted that the project will need to go through the county's Capital Improvements Planning (CIMPL) committee even if the library receives grant funding for the project, but having grant money to offset the costs of the project moves the project up the ladder of priority for county approval. Matt noted that getting the assessment of the roof and drainage situation is the first step to approval.
- C. Lander Mural Status – the new deadline for the artist and installation is September 30, 2012.
- D. Rolesetting – this project is still in process.

- E. Community Libraries – the board members asked to have the revised report posted on the Board SharePoint website. Matt noted that he added an executive summary page along with a page that gives the same information about the county library system as well.
- F. Dubois School Collaboration – Paula noted the school district has not contacted her with any new information. Dorothy noted that one of the issues is the heavy use of the activity room in the Dubois library for school activities.
- G. Meeting Room Procedure – there is no update yet. One of the crucial problems is the exit issues at the Dubois Library for after hour’s meetings. Tom, Matt and Paula are working on various solutions to the problem.


**Correspondence – None**

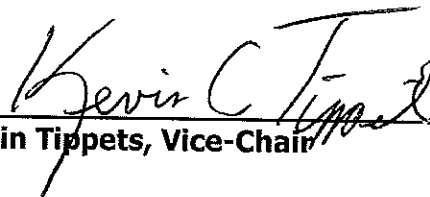
**Other Business** – The board members agreed to arrive in Riverton at 9:00am to conduct the building tour before the June board meeting. Dorothy noted the board training will take place after the meeting and will conclude by 2:00pm.

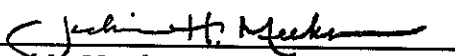
Dorothy Remy declared the meeting adjourned at 10:35a.m.

**Upcoming Calendar:**

Next regular board meeting – Wednesday, June 6, 2012 in Riverton, 9:30 a.m.


  
Dorothy Remy, Chair

  
Kevin Tippets, Vice-Chair

  
Jackie Meeker, Treasurer

  
Barbara Gose, Member

  
Don Newton, Member

  
Rebecca Thomas  
Recording Secretary