

Regular meeting of the Fremont County Library System Board of Directors held on May 4, 2011 at 9:30 a.m. at Fremont County Library – Dubois, 202 1st Street, Dubois, WY.

Barbara Gose, chair, called the meeting to order at 9:34 a.m.

Board Members Present: Barbara Gose, Richard Cook, Dorothy Remy and Brenda Allen. Kevin Tippets was absent – excused. 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 –Dorothy Remy moved to approve the agenda as presented; **Brenda Allen** 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

Approval of Minutes – Budget Hearing, April 6, 2011
Regular Board Meeting, April 6, 2011

Record of Financial Statements

General Fund – Statements as of March 31, 2011

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **None**

Check Numbers: **17463** - **17556** written on the Operating Account

Exceptions: **None**

Payroll: **17468 – 17479**

Direct Deposit: **41101 – 41131**

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

Expansion/Carnegie Renewal

Finance Register

Warrants – Dubbe Moulder Architects - \$4,684.25

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

4. Reports – Barbara Oakleaf noted that last night the Lander Library had a program sponsored by Robin Levin on “defining genocide”. The program was held in the Carnegie Room and the audio equipment failed. Robin had to use laptop computer speakers for the program. There were about 30 attendees, but if 100 had attended (as was hoped); it would have been a challenge for attendees to hear Robin. Barbara Oakleaf wanted to emphasize that the renovations to the Carnegie are needed to fulfill the library’s mission to its patrons. Brenda noted that she is encouraged that there are 3 or 4 candidates interested in applying for the two upcoming Library Board vacancies. Rebecca noted that the county will advertise for the board vacancies and will probably conduct interviews in June. Board applications are available at the county and at the library. Barbara Oakleaf suggested making the application available online. Dorothy commented that it may be helpful to discuss the interview process with the applicants so that they can be prepared. Matt asked if the current board members are involved in the interview process, and Rebecca replied no. The group discussed how the board positions could be staggered so that both Lander positions do not expire at the same time. Dorothy thinks that representation on the Library Board from each of the newly formed county districts would be a good thing as well as encouraging applicants from one of the rural communities. Richard replied that he resides between Lander and Fort Washakie and is in the newly designated Jeffrey City district. Rebecca commented that although the Library Board attempts to keep the representation balanced among the communities, there are no restrictions in the Board’s by laws.

Tom commented that Riverton does not have any hot water at this time and he is waiting for a replacement motor quote to fix the problem. Rebecca commented that water bill for Lander has gone up by close to \$200 per month. The City of Lander discovered that the newly expanded building is operating off of a 2 inch water meter rather than a 5/8 inch water meter that the Carnegie and the old library each had. This was the City’s oversight when we moved into the building. The base cost of the Lander Library’s water bill is based on the size of its water meter. Tom is looking into this to make sure we cannot go back to a smaller water meter. If the Library must use a 2 inch water meter, Rebecca will contact Julie Freese to amend the Library’s request for the water budget. The increase will be around \$2,200 for the year.

5. Policy Review: Materials Acquisition & Maintenance Policy – 1st Reading – Matt reviewed the revised policy. He based the policy on the Albany County policy that the board members favored at the last meeting. Barbara Gose asked if the “Challenged Material” section changed, and Matt replied no. **Brenda Allen** moved to approve the revised Materials Acquisition & Maintenance Policy as presented on first reading; **Richard Cook** seconded. The motion was approved unanimously.

6. Action Items

Old Business:

A. Carnegie Renewal Project – Matt noted that he approached the commissioners about using the WAM loan to pay for the proposed engineering services. The commissioners approved the proposal, but later Matt discovered that the use of the WAM loan is restricted to energy saving equipment. The engineers will be contracted by Dubbe-Moulder, but Matt noticed that the contract we have with Dubbe-Moulder states that any subcontracts made must be approved by the “owners”. Both the Library and the commissioners signed the contract so there is a question as to who is the responsible party. Matt has been trying to find out if the county needs to review and approve the engineering contract, but has not received a clear response, yet. Matt is planning to ask the commissioners if the Library can proceed with the engineering contract using the Wyoming Cultural Trust (WCT) grant money to pay for it. He obtained a letter from the WCT that approves the use of the grant money for the engineering services.

At the commission meeting yesterday, the commissioners approved the preliminary Unanticipated Revenue Hearing that the county will hold at its next meeting for the WCT grant. Richard suggested that the county should create a working definition of "owners" in regards to the Carnegie Renewal Project. Barbara Gose commented that she believes the Library Board is responsible for this project and is willing to go to the mat on it.

Matt reviewed the cost breakdown for the Carnegie Renewal project. He asked for direction from the Board as to how they want to treat the project; as one project or a two phase project. Matt will be attending a CIMPL committee meeting later in May to update the committee on the project. This would be an opportune time to put the project forth as one project rather than two phases. Matt noted that the Foundation has pledged \$50,000 for the interior costs of the project. Brenda commented that Commissioner Christensen has voice his preference to the project being treated as one project rather than two phases. She asked how the project came to be split. Barbara Oakleaf and Richard Cook reviewed the history of how the project was split into two phases. The goal of splitting the project was to at least support the integrity of the building (phase one) because you cannot have the interior if the building is falling down.

Matt noted that only a cursory evaluation of areas in the Carnegie that may contain asbestos has been done, but an assessment with testing of materials still needs to be performed. Matt is advising that a thorough assessment be completed before the project goes forward. Dorothy is concerned that the CIMPL committee will place the project at the bottom of the priority list if the library presents the renovation as one project. Richard replied that he does not think the county will pull funding of the project entirely if the Library makes this request. The county will simply deny the request and continue to treat the project as a two-phase project. Richard commented that he thinks it would be advantageous to have a cost comparison for the project if it is treated as one or two phases to present to the county. Matt replied that those figures are guesses and it is difficult to present firm figures. Barbara Gose thinks that personalizing the project is helpful to communicate the impact to the public on not completing the project once it is started. Barbara Gose commented that she thinks it would be beneficial to invite the CIMPL committee members and the commissioners to view the Carnegie room to give them a sense of the space, and what the renovations will actually be. The consensus of the Board was to present the Carnegie Renewal as a unified project to the CIMPL committee, and emphasize that the space will not be functional and useful until the entire project is complete.

- B.** County Budget Hearing May 17 at 10:00a.m. – This is just a reminder for the board members. Barbara Gose noted that Dorothy, Richard and Kevin will be attending.

New Business:

- A.** Asbestos assessment of Carnegie structure – Matt wanted the Board to be aware that this assessment needs to be done. Even if the report does not impact this project, it will be useful in the years to come. Richard recommended Matt call Monte Richardson who could possibly do the assessment or recommend someone who could. Monte has performed this service for the Fremont County School District #1. Tom noted that asbestos removal is not usually included in a construction contract.
- B.** Memorandum of Understanding (MOU) with REACH Foundation – Matt noted that the library has an MOU with REACH for the berm removal, which bordered the Riverton Library property and has been completed. Now REACH is proposing to erect a wood fence. Tom reviewed the

logistics of the project. The proposed fence will be on their property so there will be no future dispute about the owner of the fence. This document is a work in progress, but it should be coming before the Board at the June 1 meeting.

- C. Board roles/responsibilities – Barbara Gose noted that she added this item for discussion. She noted that over the past several months the Board has been operating in conjunction with the managers in areas where they usually would not if a director had been in place. She wants the board members to be aware of their role. Richard noted that it is a difference between steering and navigation. The Board tells Matt where they want to go, and Matt is charged with how to accomplish the task. Brenda noted that she wants to encourage the managers to continue to discuss ideas that concern the entire library system. Matt noted that he likes to come to board meetings with recommendations rather than a lot of questions. Dorothy agreed she likes to hear from the managers, and that it is the managerial staff that is responsible for figuring out how to make things happen. Dorothy added that she would like to consider adding a topic for the Board Retreat on the mission of the library system as it relates to the three libraries and the community libraries. Rebecca asked if the Board would consider meeting via telephone for the purpose of adopting the new fiscal year budget in July sometime. Barbara Gose and Dorothy agreed that it could happen.

Special Projects – None

Correspondence – None

Other Business – None


Upcoming Calendar:

Next regular board meeting – Wednesday, June 1, 2011 in Riverton, 9:30 a.m.

Barbara Gose declared the meeting adjourned at 11:23 a.m.



Barbara Gose, Chair



Dorothy Remy, Vice-Chair

absent

Kevin Tippets, Treasurer



Brenda B. Allen, Member



Richard Cook, Member

**Rebecca Thomas
Recording Secretary**