



FREMONT COUNTY Libraries

Engaging Minds • Enriching Lives

Regular meeting of the Fremont County Library System Board of Directors held on June 5, 2013 at 9:30 a.m. at Fremont County Library – Riverton, 1330 West Park Avenue, Riverton, WY.

Kevin Tippets, chair, called the meeting to order at 9:40 a.m.

BOARD MEMBERS PRESENT: Kevin Tippets, Don Newton, Dorothy Remy, Jackie Meeker and Barbara Gose. Also present Rebecca Thomas, Barbara Oakleaf, Gloria Brodie, Tom Norwood and Jonmikel Pardo. Commissioner Stephanie Kessler was delayed. Also present Gary Michaud, Lander Community Resource Director and Lizzy Sanders, President Dubois Friends of the Library.

1. **APPROVAL OF AGENDA –Dorothy Remy** moved to approve the agenda as presented; **Don Newton** seconded. Kevin asked to move the executive session to after the Reports Roundtable. The board members agreed to the change. The motion was approved unanimously.
2. **PRESENTATIONS – Gary Michaud, Lander Community Resource Coordinator--grant for Foundation Center resources** – Barbara Oakleaf introduced Gary Michaud, Lander Community Resource Coordinator. Mr. Michaud noted that in his position he works in community, economic and business development, which includes working with non-profits. There are a large number of small non-profits in the Lander community. It is difficult for these smaller organizations to find funding sources because grant search database programs are out of reach. The Foundation Center is an organization that offers a database of over 90,000 different sources of funding for non-profits. They also offer "Cooperating Collections", which is a station set up in a library that provides access to their funding database. The organization has placed some stipulations on acquiring the "Cooperating Collections".
 - The station must be set up in a public library that provides unrestricted public access for at least 25 hours per week
 - It has to be available to at least 100 non-profit organizations. The greater Fremont County area meets this requirement
 - The station must be connected to a computer with an internet connection for public use
 - Staff must be available to develop expertise in foundation funding sources and to be able to assist the public in their use
 - The library must offer public training on the basics of grant seeking
 - A representative must attend the annual Foundation Center's meeting
 - Pay an annual membership fee of \$995

Gary is projecting the annual cost of the center would be approximately \$4,000/year. Gary serves on the board of the Fremont County Action Committee. This Board funds non-profits that provide services to low income individuals throughout the county and fund about 20 different organizations throughout the county. Gary asked the Fremont County Action Committee Board to consider paying the costs for this Foundation Center station in the library system and it was well received. The Foundation Center has these stations in other libraries throughout Wyoming:

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Administration
451 No. 2nd Street
Lander, WY 82520
307.332.1600
Fax 307.332.1504
www.fclsonline.org

FCLS - Lander
451 No. 2nd Street
Lander, WY 82520
307.332.5194
Fax 307.332.3909
www.fclsonline.org

FCLS - Dubois
P.O. Box 787 • 202 1st Street
Dubois, WY 82513
307.455.2992
Fax 307.455.2032
www.fclsonline.org

FCLS - Riverton
1330 W. Park Street
Riverton, WY 82501
307.856.3556
Fax 307.857.3722
www.fclsonline.org

Jackson, Cody, Sheridan, Gillette, Casper and Cheyenne each have a station. Gary believes it will be beneficial not only to non-profits but also for some governmental agencies. There is the potential to bring millions of dollars into Fremont County from this service. Gary is asking the library board if they are interested in pursuing the proposal. Gary will then try to secure funding for the station. He would also ask the Board for their commitment to the project by providing space and staff if Gary secures funding. Commissioner Kessler joined the meeting.

Kevin asked what the budget cycle is for the Fremont County Action Committee. Gary replied that they operate on an annual cycle and all grant proposals need to be submitted by the end of July. Barbara Oakleaf noted that someone else will write the grant proposal to the Fremont County Action Committee on behalf of the library system. Jackie asked if a Memorandum of Understanding (MOU) would be needed to insure that the \$4,000 funding is secured every year. Gary replied that an MOU is a possibility, and that his board is very supportive of this project. Jackie asked if the station would have a permanent location in one facility or could it move to each library? Gary replied he thinks the cost will cover one station with a fixed location, but will check to see if there is the possibility of having multiple stations or remote stations. Gary will report back to the Board by the next meeting June 26. Jackie noted that the rotation or remote access is probably not a deal breaker. Barbara Oakleaf commented that her concern is training the staff member. Barbara Gose agreed that an MOU would probably be necessary that might need to be renewed annually. Don noted that a report on the success of entities acquiring grants using of the station would be helpful in financing the annual cost of the station. Gary replied that this data would be tracked as part of the funding grant from the Fremont County Action Committee.

Commissioner Kessler noted that she would encourage Mr. Michaud's group to apply to the county for this funding as well. Kevin suggested that the library and the Fremont County Action Committee could sign a three year agreement with the long term goal for future funding to come from the county as part of the library's annual budget. Commissioner Kessler asked if Gary had spoke with any of the community foundations. Gary replied that he did speak with Andy Gramlich of the Lander Community Foundation and he is supportive of this project as well. Gary noted that the Fremont County Action Committee may legally only be able to commit funding for one year. Rebecca noted that the MOU would probably need to reviewed and renewed annually because the library system also cannot commit to multiple year contracts, such as the elevator service contract. Gary noted that the board members can read more about the project at foundationcenter.org. The board members thanked Gary for his presentation and his time and they look forward to more information at the next board meeting.

3. APPROVAL OF CONSENT AGENDA

Approval of Minutes – Regular Board Meeting, May 1, 2013;
Special Board Meeting, May 28, 2013

Record of Financial Statements

General Fund – Statements as of April 30, 2013

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4391, 4392**

Check Numbers: **19640– 19740** written on the Operating Account

Exceptions: **None**

Payroll: **19653 – 19683**

Direct Deposit: **51301 – 51335**

Transfer *to* WYOStar: **Tax income received in June in excess of \$150,000**
Carnegie Renewal
Finance Register
Warrants – None

Rebecca noted that she had distributed two purchase orders and an additional check register. **Jackie Meeker** moved to approve the consent agenda as amended; **Barbara Gose** seconded. The motion was approved unanimously. Kevin asked Rebecca to file the financial statements.

4. REPORTS ROUNDTABLE – Jonmikel noted that he will be wrapping up his spending and received the quote on improving the phone system in Riverton. Rebecca added the cost for improving the phone system in Riverton is detailed in the purchase order for Team Networks that the Board just approved. He will be working to help with a transition to the new technology manager and is willing to consult with the new manager to help with the transition. Kevin asked if that it is common to have this level of consultation in IT positions. Jonmikel replied yes the previous technology coordinator had a similar agreement with the library system when he left and in his new job the previous employee will be consulting with Jonmikel. He is sad to be going and cares deeply about the library system and will try to make the transition as easy as possible. Kevin noted that the Board appreciates his tech savvy and his people savvy and they wish him well in his next endeavor. Don asked how the server problem in Dubois went. Jonmikel noted that the server in Dubois went down after an unexpected power outage. The public did not have computer service for a few hours while Jonmikel rebuilt the time management software. He noted that the technology manager job advertisement is out and we have received a couple of applications.

Commissioner Kessler noted that universally the commissioners were sad to see Matt leave. They do believe the library is in good shape and things are running very well. In addition, the budget hearings have been completed and the commission is considering a cost of living increase for salaries. Rebecca noted that the library system requested a new position, shifted other positions, asked for increases in salaries for two positions to make those salaries similar to other county positions and a 2.5% across the board cost of living increase. Commissioner Kessler replied that the commission will be looking at individual position salaries as well as the cost of living increase. The commissioners will be conducting interviews for board positions in June. She thinks there has only been one application for the library board positions from Lander. Commissioner Kessler noted that the deadline for applications was May 31, but she wanted to encourage anyone who wanted to apply for one of the board positions to apply. Kevin thanked Barbara Gose and Dorothy Remy for their service on the Library Board. Barbara Gose noted that it has been a wonderful experience serving as a board member and will continue to volunteer for the library system. Barbara Gose noted that she should have apologized to Jonmikel when she was hard on him about the website. She noted that she was newly elected board chair and Jill had recently left the library system. She commented that Jonmikel has been a wonderful technology manager. Barbara Gose noted that it is a wonderful Board and a great library staff.

Tom noted that the Riverton facility is consuming a lot of the budget this year. Teresa commented that she is working on summer reading and is excited about the upcoming programs. Gloria noted that the eBook open house had 22 people and thanked Sara for her hard work on the program. Sara will be attending the WYLDCAT annual meeting on behalf of the Fremont County Library System and will let us know what changes are coming to the Workflows software. Jonmikel noted that Sara will be the emergency contact when the system is between technology managers. Barbara Oakleaf commented that the branches have worked together to bring a

program from Marjane Ambler author of *Yellowstone Has Teeth*. She will be at the Lander Library at 7pm, Thursday, June 20, in Dubois Friday, June 21 and in Riverton Thursday, June 27. Dorothy noted how much she appreciated serving on the library board. It has been satisfying being part of a group that has handled issues with professionalism. Rebecca stated that she received the Otis service contracts with the county attorney required changes and will need Kevin's signature on the contracts. The Board previously approved the contracts pending county attorney approval so no motion is required.

NEW BUSINESS:

A. Executive session to consider the employment of a professional person – **Barbara Gose** moved to adjourn to executive session to consider the employment of a professional person, **Dorothy Remy** seconded. The motion was approved unanimously. **Barbara Gose** moved to return to public session; **Don Newton** seconded. The motion was approved unanimously. Kevin left the meeting and Don Newton took over as chair.

5. POLICY REVIEW – Circulation Policy – 1st Reading – Barbara Gose noted that since there were two board members absent at the May meeting, the attending board members declined to proceed with the first reading of this policy. The group discussed the possibility of putting the policy change on hold until a new director is in place. The consensus was to proceed ahead. The group discussed the increase in the maximum fine per item and agreed with the language that is presented in the proposed policy. **Barbara Gose** moved to approve the circulation policy on first reading; **Jackie Meeker** seconded. Jackie noted that the management team has worked on the policy for a long period of time and she believes it has been vetted adequately. The motion was approved unanimously.

6. ACTION ITEMS

UNFINISHED BUSINESS:

A. Carnegie Renewal Project – Tom noted the contractor needs to do some touch up painting but everything else is mostly covered. Jonmikel noted that he will try to have some information for the upcoming technology manager for AV equipment for the Carnegie. Rebecca noted that the \$50,000 donation from the Foundation will be deposited in the July to keep the accounting clean for revenue and expenditure. Tom asked who should sign off on the punch list for this project. Don noted that he will sign off since he was appointed by the Board to the Carnegie project.

B. Riverton Drainage – There was no new information on this item.

NEW BUSINESS:

B. Hiring new Director – Jackie noted that she has been asked by the other board members to head up the search committee and the Board has asked Barbara Oakleaf to serve on the committee as well. The two will meet to discuss other members of the committee and the process. Jackie and Barbara will get an advertisement for the director position to Lesley Boughton, Wyoming State Librarian, before she leaves for the American Library Association (ALA) conference. Jackie noted that the process seemed to be quite lengthy and wondered if it could be shortened. Dorothy replied that the closing date for the applications could be one month after the advertisement is placed. In addition, prompt sorting after the applications have been received is needed. Dorothy added that it was essential for the candidates to see

each library facility to recognize the geographical reality of the library system. Barbara Gose noted that the Christmas and New Year's holidays also delayed the process for at least three weeks. Don asked Jackie to create a schedule of the process for the Board. Jackie commented that when high level hiring takes place at Central Wyoming College (CWC), it usually takes 4 – 5 months and that is what she anticipates this process will take. Commissioner Kessler asked Jackie to forward her the schedule as well because the other commissioners expressed an interest in this information. Commissioner Kessler added that the county is considering the need for a dedicated human resource person and she would appreciate any information about this process that the group can share with her. She also would like to know if the county could help the library board in their search. Commissioner Kessler left the meeting.

- C. Process for hiring new Technology Manager – The position has been advertised. The board members agreed that the management team will review the applications for the position and conduct the interviews. The consensus was that the management team will make a recommendation to the Board for the position for their approval in lieu of the fact that there is no director in place to hire this position. Gloria noted that the managers are planning to meet this afternoon to discuss the process for hiring the technology manager. Jackie asked for an update on the hiring process at the next board meeting.

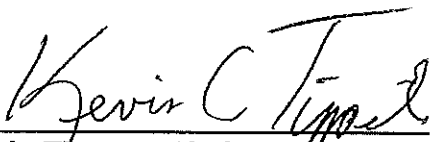
CORRESPONDENCE: None

OTHER BUSINESS: Rebecca noted that there will be an unanticipated revenue/budget hearing at the June 26 meeting and there are several items on the list. Rebecca would also like to ask the board members if a special board meeting could be scheduled sometime in July to adopt the new fiscal year budget. Barbara Oakleaf noted there will be a good-bye celebration for Jonmikel and Kat on Saturday, June 15 at 3pm in Lander City Park.

UPCOMING CALENDAR:

Next meeting: Wednesday, June 26, 2013, 9:30am in Lander –

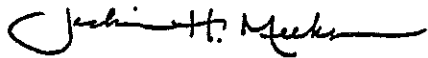
The meeting was adjourned at 11:45 am



Kevin Tippetts, Chair



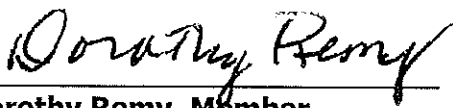
Don Newton, Vice-Chair



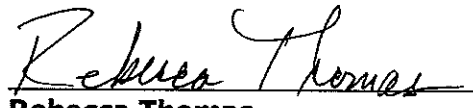
Jackie Meeker, Treasurer



Barbara Gose, Member



Dorothy Remy, Member



Rebecca Thomas
Recording Secretary