



Regular meeting of the Fremont County Library System Board of Directors held on June 6, 2012 at 9:30 a.m. at Fremont County Library – Riverton, 1330 West Park Avenue, Riverton, WY.

Dorothy Remy, chair, called the meeting to order at 9:40 a.m.

**BOARD MEMBERS PRESENT:** Kevin Tippetts, Dorothy Remy, Don Newton, Jackie Meeker and Barbara Gose. Also present Matt Nojonen, Rebecca Thomas, Paula Sabatka, Gloria Brodle, Tom Norwood, Jonmikel Pardo and Commissioner Dennis Christensen. Barbara Oakleaf was absent – excused. Also present Holly Hendrix, Fanny Apodaca, Syd Lupton, Sandi Husa and Shari Haskins (all Library Assistant IIs) Riverton Library.

Dorothy welcomed all of the staff to the board meeting.

1. **APPROVAL OF AGENDA** – **Barbara Gose** moved to approve the agenda as presented; **Kevin Tippetts** seconded. Dorothy asked if there were any additions to the agenda. There were none. The motion was approved unanimously.
2. **Presentations – Employee Service Recognition: Holly Hendrix – 5 years** – Gloria Brodle noted that Holly started as a substitute; was hired as a part-time librarian assistant II for the teen area and that position was upgraded to a full time position. Gloria commented that Holly has a love for literature and has helped grow the young adult department. Gloria noted that a position in the teen department is not an easy one because serving teen patrons can be a challenge. Holly helps with the collection development for young adult and the adult collections. Holly also serves the adults on the main floor of the library and works well with the adult patrons as well as the teen patrons. Dorothy noted that it was great to see the graphic novel collection in the young adult department and she extended the Board’s appreciation for Holly’s 5 years of service to the library system.
3. **APPROVAL OF CONSENT AGENDA**
  - Approval of Minutes** – Regular Board Meeting, May 2, 2012
  - Record of Financial Statements**
    - General Fund – Statements as of April 30, 2012
    - Donation Register
    - Cash Flow Projection
  - Approval of Bills**
    - Purchase Orders **4365, 4366**
    - Check Numbers: **18605– 18712** written on the Operating Account
    - Exceptions: **None**
    - Payroll: **18615 – 18625**
    - Direct Deposit: **51201 – 51234**
    - Transfer **to** WYOSTar: **Tax income received in June in excess of \$100,000**

## **Carnegie Renewal**

Finance Register

Warrants – Dubbe Moulder Architects - \$1,100.00

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

### **4. Reports**

**A. Managers' reports** – Dorothy noted that the tour of the Riverton Library demonstrated great organization and the visual excellence of the library. In addition, the new lights funded through the ARRA grant have improved the lighting in the building. Don commented that Chuck Kratz (head of youth services in Fremont County) called him and discussed the great work the library is doing with at-risk teens. He emphasized the Changing Lives Through Literature (CLTL) program at the Riverton Library. Don noted that information on this program needs to be disseminated to the governor, the Wyoming State Library (WSL) and the county commission. It highlights the various ways the library system is involved in the county. Gloria noted that she and Shari will be conducting a program at the annual Wyoming Library Association (WLA) conference on the CLTL program. Gloria commented that she was also contacted by someone in New York about the program. Matt noted that the plan for the CLTL program was to have the Riverton program serve as a pilot program. Now that it has demonstrated its success, Dave Kelsner is preparing to start a CLTL program at the Lander Library. Gloria stated that it offers the teens an opportunity to talk with peers who have similar issues and encourages introspection for these troubled teens. Matt thanked Tom for all of his hard work on the lighting retrofit funded by the ARRA grant in the Riverton Library. The grant work will be completed by the end of June.

Tom noted that he wanted to thank the Riverton staff for their patience during the remodel. The staff has been cooler because of the new chiller, and through trial and error a comfortable setting for the HVAC system has been established. Tom believes the library system will see energy savings in the future. Jonmikel noted that the WSL has set a date of July 1 to begin offering eBooks for loan to patrons. The program is available to staff to start practicing. Jonmikel noted that the WSL has set aside \$20,000 for the purchase of eBooks for loans. Jonmikel is planning to have five 3M eReaders available at each library to loan out for patrons. The hope is to have them by launch date, but it may take longer because they will need to be purchased from 3M and by the WSL. The readers do not have internet connectivity. The eBooks will be loaded by staff by connecting the reader to a computer. eBooks will be available for loan to patrons with their own readers (iPads, Nooks, etc.). Currently, the library system has some eReaders (iPads, etc.) for staff to start practicing. The loan period for the eBooks will be 2 weeks. The 3M readers will cost \$100 each, but are normally \$150 each.

Barbara Gose noted that Helen Potsman raved about the staff at the Riverton Library and the excellent service she receives. Rebecca thanked the managerial staff for their help in getting bills in so she can wrap up financials by the end of the fiscal year. Jackie thanked Rebecca for her help in setting up the direct deposit for the tax check the library receives every month from the county. Kevin Tippets noted that he wants to commend the Riverton staff and Tom. He noted that the Riverton building has been well kept by the staff and the new lighting is welcome. He recognizes that there are still issues with the roof and drainage, but overall the

dedication of the staff to keep the building in good working order is evident. Commissioner Christensen commented that he was pleased with the library's presentation at the budget hearing and appreciated the library submitting a 5% reduced budget as requested by the commission; some county departments neglected to submit a 5% reduced budget. Gloria circulated some information on the Riverton programming for the tweens.

- B. Strategic Plan Notes – Dorothy thanked Matt for his work on the report and noted that it demonstrates the library system is moving forward on its strategic plan.

- 5. **POLICY REVIEW – Equipment Policy – 1<sup>st</sup> Reading** – Matt noted that the revision for the Equipment Policy is needed if the library system intends to lend eReaders to patrons. Dorothy wondered if the library system needed to make adjustments to its lending policy because of the high cost of the eReaders. Gloria commented that some of the library's audiobooks cost roughly \$100. Matt noted that in the past when library assets (collection items) have gone missing, the library system has pursued reimbursement for those items and has recruited the help of the county attorney's office when needed. Paula asked if there is a way to inform patrons of the cost of the eReader so they know the responsibility they are taking on if they choose to check one out. She knows some patrons who may choose not to check out an eReader if they know the cost of it. Barbara Gose stated that she thinks information and education are essential for patrons regarding this new service. Jackie asked if the overdue fee would be the same amount for an overdue eReader as with other overdue items; Matt replied yes. Jonmikel noted that the eReaders the library system will loan out cannot be used for any other purpose other than checking out eBooks though the library system.

## 6. ACTION ITEMS

### UNFINISHED BUSINESS:

- A. Carnegie Renewal Project – Matt noted that the architect and the SDI contractor have been working to adjust the scope of the project to bring it into budget. The plumbing, electrical and mechanical systems are the areas of discussion at this point. Dorothy asked about the possible construction timeline. Matt replied that the contractor thinks he can have the project completed by the end of December.
- B. Use of Volunteers in the Library System – Dorothy noted that she is impressed with the numbers detailed in the report, but wondered if the core group of volunteers could be expanded. Gloria commented that she was pleased with the total numbers. Jackie asked if there was a particular demographic that the volunteers comprise. Paula replied that most of her volunteers are retirees. Gloria agreed with the exception of the Enchanted Entertainers that produce the plays for children's programming; they are mostly stay-at-home moms. Matt noted that the Lander Library has an active teen advisory board (TAB) and teens volunteered as readers during the Wyoming Reads program. He estimated that there are 8 -10 teens who participate. Don noted that many colleges are looking for applicants with extracurricular and volunteer activities so the volunteer program at the library serves the teens as well. Barbara Gose noted that she would consider volunteering at the library once her tenure on the Board is completed, but she would like information from the library as to what volunteer activities are needed at the library. Matt commented that the Lander Library has a volunteer coordinator that works for the Lander Library Friends Association (LLFA), which helps organize

the volunteer activities. Dorothy thanked Barbara Gose for her continued interest in the volunteer issue.

### **NEW BUSINESS:**

- A.** Election of Board Officers – Dorothy noted that the by-laws state that the election of Board officers should occur in July. The board members agreed to hold the election at the first regular board meeting of the fiscal year on August 1. Matt noted that according to the by-laws the officers are limited to one term, but the Treasurer can serve two terms. The new officers will take office at the September board meeting.
- B.** Special Meeting via phone – Final FY 12-13 Budget Adoption, 7/19 or 7/20 – Rebecca noted that whatever date works for the majority of the board members is fine. Jackie noted that she cannot make either date. The consensus among the board members was to have the meeting on Thursday, July 19 at 9:30am. **Barbara Gose** moved to authorize a Special Meeting for fiscal year 12-13 budget adoption and approve any lingering financials from the fiscal year 11-12 on Thursday, July 19 at 9:30am; **Kevin Tippets** seconded. Board members may attend via telephone conference by going to the library in their community. The motion was approved unanimously.
- C.** Board Retreat – Wednesday, August 1 – Dorothy noted the possible agenda for the retreat could include discussion on the information the board members receive at the training session this afternoon; performing the rolesetting exercise and discussing the next steps in the rolesetting process. All of these activities will be the preparation needed for creating a new strategic plan for the library system because the current plan is coming to the end of its intended lifespan. Don asked when the Board would develop a schedule for the strategic plan. Dorothy replied that it could be included in the retreat discussions. Dorothy noted that the board meeting should be relatively brief and the retreat will follow. The board members agreed that the managerial staff do not need to attend the August 1 or the June 27 board meeting unless the managers have an interest in attending.
- D.** School Supplies for Fines, July 25 – August 25 – Rebecca noted that she distributed information on the program. **Barbara Gose** moved to adopt the School Supplies for Fines from July 25 through August 25; **Jackie Meeker** seconded. Dorothy noted that the public needs information about the program before people begin purchasing school supplies so the sooner the information is distributed to the public, the better. Gloria noted that the Food Bank will be responsible for distributing the supplies. The motion was approved unanimously. Steve Beazley joined the meeting. He will provide board training at the conclusion of the meeting.
- E.** Property and Liability Insurance Proposals – Matt noted that we have already paid for our liability coverage for the coming fiscal year. Our liability coverage is through the Local Government Liability Pool (LGLP). It suits the needs of the library system and the premium is reasonable. The proposal for property insurance is not completed yet, but it is looking like this coverage will be competitive. The final proposal will be available at the next board meeting.

- F. Contract with Matthew Gurnsey – Paula discussed the program that Matthew Gurnsey will be conducting on June 26 and invited all board members to attend. Matt noted that the contract has been approved by the county attorney's office. **Kevin Tippets** moved to approve the contract with Matthew Gurnsey; **Don Newton** seconded. The motion was approved unanimously. Rebecca asked if the Board would approve check # 18713 for Matthew Gurnsey in the amount of \$400 for the June 26 performance. **Kevin Tippets** moved to approve check # 18713; **Barbara Gose** seconded. The motion was approved unanimously.

## 7. Pending Issues

- A. Riverton Roof – Dorothy noted that it was reassuring to see that a report from seven years ago is consistent with the issues that have been identified today. Tom noted that the report included in the board packet is from Mike Quinn, an architect. Matt noted that an engineering report is needed to adequately address the drainage issues. Matt commented that when Kurt Dubbe walked around the site, he noted the same issues and solutions that were highlighted in Mike Quinn's report.
- B. Lander Mural Status – The consensus among the board members was to keep this item on the pending issues list until the mural is installed.
- C. Rolesetting – Barbara Gose noted that Matt's summary of the rolesetting process was very helpful. Dorothy commented that the Board will do the exercise at the August 1 board retreat. The board members will discuss the rolesetting process at the June 27 meeting and answer any questions board members have in preparation for the exercise.
- D. Community Libraries – Dorothy noted that the Community Libraries should be part of the rolesetting process. She asked if the Community Libraries were a topic of discussion at the commission budget hearing; Kevin replied no. Dorothy asked Jackie to take the lead on this issue.
- E. Dubois School Collaboration – Dorothy noted that this is still a topic of discussion. Matt commented that the Dubois School discussion ties into issues the Lander Library is having with the Catholic College. The college has placed a lot of demands on the Lander library for Interlibrary loans (ILL). Matt noted that he has contacted Lesley Boughton at the WSL and asked her to meet with the administrators at the Catholic College to discuss their library needs. Specifically, she can address how the college could benefit from becoming part of the WYLD network. Matt noted that the music professor at the college has placed 40 ILL requests at one time. These types of requests consume an enormous amount of staff time and that leaves little time for staff to take care of other patrons. Matt noted that the public library cannot substitute for the academic library that their college students' need. Barbara Gose agreed that Lesley could be very helpful and suggested to Matt to also speak with Cory Daly, CWC library director. Matt noted that we have a draft Memorandum of Understanding (MOU) regarding services for the Dubois School district, but he is unclear what if any parts of the MOU are amenable to the school district. He added that once the school district and the library system can agree to the MOU parameters, the MOU will still need to be reviewed and approved by the county attorney's office.

- F. Meeting Room Policy – Matt noted that this is still a work in process. Matt commented that regardless of what happens to the meeting room policy, the library system will probably still need to install a sidewalk to accommodate the emergency exit for the Dubois Library.

**CORRESPONDENCE:** Rebecca noted there was a letter from Chuck Chidsey regarding the Metropolitan Opera program.

**OTHER BUSINESS:** Dorothy welcomed Steve Beazley for the upcoming board training session.

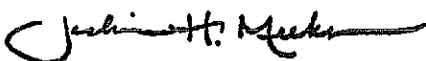
**UPCOMING CALENDAR:** Barbara Gose noted that she will not be able to attend the June 27, 2012 board meeting.

Next meeting: Wednesday, June 27, 2012, 9:30am in Lander.

The meeting was adjourned at 10:55 am

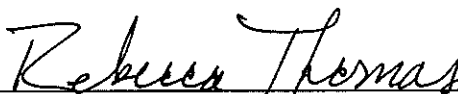
  
Dorothy Remy, Chair

  
Kevin Tippets, Vice-Chair

  
Jackie Meeker, Treasurer

  
Barbara Gose, Member

  
Don Newton, Member

  
Rebecca Thomas  
Recording Secretary