



Regular meeting of the Fremont County Library System Board of Directors held on June 27, 2012 at 9:30 a.m. at Fremont County Library – Lander, 200 Amoretti Street, Lander, WY.

Dorothy Remy, chair, called the meeting to order at 9:45am.

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

1. Approval of Agenda – Dorothy asked if there were any additions to the agenda. Dorothy added item B under New Business for "Friends' Groups Liability Insurance". **Jackie Meeker** moved to approve the agenda as amended; **Kevin Tippets** seconded. The motion was approved unanimously.

2. Presentations – None

3. Approval of Consent Agenda

Minutes – June 6, 2012 Regular meeting
Record of Financial Statements

General Fund – Statements as of May 31, 2012
Donation Register
Cash Flow Projection

Approval of Bills

Purchase Orders **4367, 4368, 4370, 4371, 4372, 4373**
Check Numbers: **18714 - 18801** written on the Operating Account
Exceptions: **18387, 18735**
Payroll: **18716 – 18742**
Direct Deposit: **61201 – 61233**
Transfer from WYOStar: **\$150,000**

Carnegie Renewal

Finance Register
Warrants – Dubbe Moulder Architects - \$844.34

Rebecca distributed an additional check register and two purchase orders (4372 and 4373). Jackie corrected the spelling of Cory Daly's name in the minutes. **Kevin Tippets** moved to approve the consent agenda as amended; **Jackie Meeker** seconded. The motion was approved unanimously. Dorothy asked Rebecca to file the financial reports.

4. Reports – Roundtable

- A.** Managers – Kevin thinks it is terrific that the board meeting had to find a different meeting space to accommodate a children’s program. Matt thanked Rebecca for all of her hard work with all of the last minute financial issues for the end of the fiscal year.
- B.** Strategic Plan Notes – Dorothy asked if anyone had any questions regarding the strategic plan report. Jackie noted that the report is extremely valuable and helps the board members to be conscious of the strategic plan. Dorothy suggested adding those strategic plan items to the report that are not currently being addressed.

5. Policy Review

- A.** Equipment Policy – 2nd Reading – Kevin asked if the library system will give patrons details regarding their responsibility when checking out an eReader. Matt replied that the Circulation Policy will be coming before the Board in the future and that policy will refer to the eReaders specifically. Kevin commented that some commissioners expressed concerns about the library system loaning out electronic devices. Kevin noted that the library system routinely loans out expensive items such as books on CD. Matt commented that the eReaders we will be loaning out to patrons will only have the eBook that is checked out available on it and once the loan period expires, the eReader will not have access to any other items. Rebecca suggested that at budget time next year, the library system can address the commission’s concerns with data on how successful the eReader program has been. Matt commented that any loss would be handled like any other loss of library property. The county attorney recently was effective in obtaining compensation from a patron who refused to return numerous items totaling over \$800. Jackie asked when the library system will receive the eReaders. Matt replied we do not know at this time. The eBook service will be available on July 2. 500 titles will be available at first and Matt’s plan is to devote \$500 from each department (Lander, Riverton and Dubois) to purchase eBooks. Matt noted that any device using the android system should work with the service. The consensus among the board members was that no changes need to be made and the policy will come back for a third and final reading at the next regular board meeting.

6. Action Items

Unfinished Business:

- A.** Carnegie Renewal Project – Matt noted that the county approved the amended budget for the Carnegie Project. The contract with SDI still needs to be completed by our architect and the contractor and then presented to the commissioners for their signature. The contract itself has been approved by the county attorney’s office.
- B.** Renew Property Insurance – Matt noted that he spent all month working on a more cost effective insurance plan, but it turned out that the builder’s risk coverage made the alternative insurance policy too expensive. Our current policy with Wyoming Association of Risk Management (WARM) has builder’s risk built into it. Matt recommended that the library system continue using WARM for our property insurance and the board members agreed.
- C.** Finalize August 1 Board Retreat Agenda – This is for informational purposes. Dorothy noted that Kevin, Don and Jackie will facilitate the retreat. Rebecca commented that following the discussion at the last board meeting about when the new officers would take effect, she reviewed the library board’s bylaws. The bylaws state that the new officers take effect at the meeting when the election takes place.

New Business:

- A. Restoring Hours** – Matt recommended that the restoration of library operating hours takes place on Monday, August 6 if the commissioners approve the flat budget. Matt is asking the Board to make a motion on the new hours so that managers can start preparing for the necessary staff scheduling changes. **Jackie Meeker** moved to approve the modification of library operating hours to Monday – Thursday 10am-9pm; Friday & Saturday 10am-4pm at the Lander and Riverton facilities and Monday – Thursday 10am-6pm; Friday & Saturday 10am – 4pm at the Dubois facility starting August 6 contingent upon the approval of the flat budget; **Kevin Tippets** seconded. The motion was approved unanimously.
- B. Friends' Groups Liability Insurance** – Dorothy asked Matt about his discussion with the various Friends' groups regarding the need for liability insurance. Matt noted that according to Wyoming statute the library system cannot indemnify a third party. Since the Friends groups are separate groups and have an employer identification number (EIN), they need to provide their own liability insurance if they think that is in their best interest. Matt commented that there are liability policies available for a reasonable cost. Matt noted that the revised meeting room policy draft has a "hold harmless" statement in addition to asking any entities that use our facility to provide us with a copy of their liability insurance policy, if they have one. Kevin asked if the library system needs to require entities to have liability insurance; Matt replied no that decision rests with the individual or entity using our facility.

7. Pending Issues

- A. Riverton Drainage** – Kevin noted that this issue did come up at his interview for reappointment to the library board. He is happy to know it is on the mind of the commissioners. Dorothy commented that it is good to know that this project is on the SLIB list.
- B. Lander Mural Status** – No update to this item.
- C. Rolesetting** – No discussion.
- D. Community Libraries** – Dorothy asked Jackie to think about how the Community Libraries will play a part in the upcoming strategic plan discussion.
- E. Dubois School Collaboration** – Dorothy commented that Matt has recommended that a Memorandum of Understanding (MOU) is not required between the Dubois School system and the library system because the services we are providing are consistent with library services in general. Jackie noted that she discussed the Catholic College with Cory Daly and Cory suggested that an MOU between the Catholic College and the library system may be helpful. Matt added that he is trying to get Lesley Boughton to travel to Lander to discuss the Catholic College library issues with their administration. Dorothy suggested that any demand the Catholic College puts on the library system should be consistent with the time the public school system demands. Matt noted that when the possibility of collaborating with the school was introduced, it was with the understanding that the school would be closing their library, but that is not what has happened. The school does still have a library. Matt noted that when a storytime is planned for the school children, it is the same storytime that is used for our general public. Thus the only time that the school demands is the actual storytime and not the time spent by staff planning the storytime. Kevin noted that the Catholic College is demanding unique services that are not provided for any other group. Kevin added that many of these issues could be addressed in the rolesetting process. Dorothy noted that another concern is if the collection selection is being dictated by the school system. Matt replied the library system will not be purchasing materials for a specific school curriculum. Matt noted

that the school system also received some push back from its teachers who were united in their need for a library in the school.

- F. Meeting Room Procedure – Matt noted that this is still in process, but it is getting close to being completed.

Correspondence: None


Other Business: Jackie noted that she will not be able to attend the Special Meeting on July 19th. Matt noted that the county's public hearing on the budget will be Monday, July 9th and the commissioners will adopt the budget the next day. Dorothy noted that the first item on the August agenda will be the election of new board officers.

Adjournment (no vote) – The meeting was adjourned at 10:30 am.

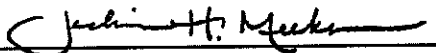
Next meeting – Special Meeting via phone, July 19th, 9:30am.



Dorothy Remy, Chair



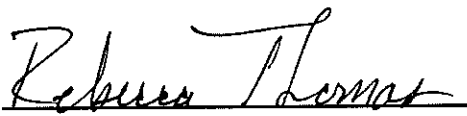
Kevin Tippets, Vice-Chair



Jackie Meeker, Treasurer

absent
Barbara Gose, Member

absent
Don Newton, Member



Rebecca Thomas
Recording Secretary