

Regular meeting of the Fremont County Library System Board of Directors held on June 29, 2011 at 9:30 a.m. at Fremont County Library – Lander, 200 Amoretti Street, Lander, WY.

Barbara Gose, chair, called the meeting to order at 9:35am.

BOARD MEMBERS PRESENT: Barbara Gose, Brenda Allen and Kevin Tippets. Richard Cook and Dorothy Remy were detained. Also present Matt Nojonen and Rebecca Thomas. Barbara Oakleaf, Tom Norwood, Gloria Brodle, Paula Sabatka, Jonmikel Pardo and Commissioner Dennis Christensen were absent - excused. Also present recently appointed library board member, Jackie Meeker, whose term begins on July 1, 2011.

Barbara welcomed Jackie Meeker to the Library Board. Barbara noted that Don Newton was also appointed to the Library Board but was unable to attend this meeting.

1. Approval of Agenda – Barbara asked if there were any additions to the agenda. **Kevin Tippets** moved to approve the agenda as presented; **Brenda Allen** seconded. Barbara noted that she wants to discuss the retreat during Other Business. The motion was approved unanimously.

2. Presentations – None

3. Approval of Consent Agenda

Minutes – June 1, 2011 Regular meeting

Record of Financial Statements

General Fund – Statements as of May 31, 2011

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4340 – 4348**

Check Numbers: **17651** - **17741** written on the Operating Account

Exceptions: **None**

Payroll: **17660 – 17672**

Direct Deposit: **61101 – 61133**

Transfer from WYOSTar: **\$150,000**

Expansion

Finance Register

Warrants – Dubbe Moulder Architects - \$1,335.00

Kevin Tippets moved to approve the consent agenda as amended; **Brenda Allen** seconded. Rebecca noted that she distributed purchase orders 4342 through 4348 and an additional check register. Brenda asked for some clarification on the purchase order 4347. Richard Cook joined

the meeting. Rebecca replied that each building will have a "Knox box" for fire department accessibility to the buildings in an emergency. The motion was approved unanimously. Barbara Gose asked Rebecca to file the financial reports.

4. Reports – Roundtable

Matt noted that the library has received approval for a \$2,500 grant from the National Trust for Historic Preservation to cover consulting services for the Carnegie Project. Matt added that the Department of Environmental Quality (DEQ) informed Tom Norwood that an asbestos inspection needs to be done anytime demolition is being conducted in a public building. There will be demolition in the Riverton building for the energy retro-fit that is being paid by an American Recovery and Reinvestment Act (ARRA) grant. Matt and Tom decided that it makes sense to have an asbestos inspection performed for the entire Riverton building. The inspection will be completed this summer and the County will be approached about covering the cost of the inspection with ARRA grant funds. Matt added that he is also enquiring with the proper County authorities about leaving the security and fire alarm systems in the Carnegie out of the construction bidding process. It would be best to have the work performed by Blackhawk Security Systems to keep the systems between the Carnegie and the new building consistent.

Brenda commented that she has enjoyed her tenure on the Library Board. Richard agreed. Barbara commented that Brenda and Richard should be proud of their service and can be proud of the Lander Expansion that was completed during their service. Jackie commented that she is excited and looking forward to serving on the Library Board.

5. Policy Review – Materials Acquisition & Maintenance Policy – 3rd and Final Reading –

Matt explained the reason for the revision of the policy for Jackie's benefit. Barbara read the policy into the minutes:

MATERIALS ACQUISITION & MAINTENANCE POLICY

The Fremont County Library System is mandated to furnish materials to all people in its service area, to meet their informational, recreational, and educational needs. These needs will be met by providing free access to printed, AV, and electronic resources, including unfiltered internet access, that reflect a diversity of ideas, opinion and thought. The Board of Directors of the Fremont County Library System has delegated this responsibility to the County Librarian and library staff.

NOTE: The FCLS adopted the Library Bill of Rights, which was endorsed and revised by the Council of the American Library Association in 1980; the Freedom to Read Statement as revised in 2004; and Libraries, an American Value [approved by WLA in draft, 1998].

Challenged Materials

It is the policy of the Fremont County Library Board of Directors to provide a process that allows the public to question the presence of specific materials in the library collection. Procedures for challenging materials are available at each library within the system.

Richard Cook moved to adopt the Materials Acquisition & Maintenance Policy on its third and final reading; **Brenda Allen** seconded. Jackie asked if this applied only to materials and not to programming. Barbara replied that this policy applies to collection materials. Barbara commented that program content is subject to building managerial approval. The librarian specialists, children's or teen, are involved in the planning. Barbara asked if a program would be covered under this policy. Matt noted that he will review the policy manual to insure that it addresses potential public challenges to programs and displays. Dorothy joined the meeting via telephone. Barbara described all of the attendees for Dorothy. Dorothy apologized for her late attendance because she thought the meeting start time was at 10am. The motion was approved unanimously.

6. Action Items

Old Business:

- A. Carnegie Renewal Project – Matt referred the board members to his report. He had no additions.

New Business:

- A. Approve Special Meeting for Budget Adoption – Rebecca noted that the only items on the agenda for this meeting will be the new fiscal year budget adoption, possible adjustment of the Dubois Library operating hours and approval of any time sensitive checks. The consensus among the board members was to schedule the meeting for Thursday, July 21 at 10am via teleconference. **Kevin Tippets** moved to approve a special meeting of the Fremont County Library Board for the purpose of adopting the FY 2011-2012 budget on Thursday, July 21 at 10am; **Dorothy Remy** seconded. Rebecca noted that the county has not asked the library for additional cuts to its proposed budget. The motion was approved unanimously.

SPECIAL PROJECTS - NONE

Correspondence: None

Other Business: Jackie Meeker asked Rebecca about historical information regarding the budget. Rebecca replied that each exiting board member should pass along their information, which contains the Trustee Orientation Manual along with other documents. The discussion continued about the how the proposed budget was created included the funding history of the Community Libraries. Jackie noted that during her interview she emphasized to the commissioners the importance of public libraries to the health of the local economy. Dorothy added that she would like this to be part of the discussion of the Board retreat.

Jackie has a scheduling conflict for the August board retreat. The consensus was to reschedule it for either Tuesday, August 9th or Wednesday, August 10th. Matt will consult with Don before determining

which date will work best. The Board will make a decision on the date for the August board meeting at the Special Meeting on July 21st.

Barbara wanted to discuss the agenda for the retreat. The consensus among the board members was to include the Community Libraries and the Strategic Plan on the agenda. Barbara asked about adjusting operating hours for the system. Matt replied that expanding the Dubois Saturday hours was included in our budget proposal. He has also discussed the possibility of restoring operating hours without a budgetary increase in the Lander and Riverton facilities. He is proceeding with caution. Barbara Oakleaf, Gloria and Matt are all concerned about restoring hours and then finding that it is not going to work. The Library system would frustrate and alienate many patrons if the library adds operating hours and then takes them away again. Matt noted that the restoration of Saturday hours for the Dubois Library does not fully restore all of their previous operating hours.

Richard asked how much of the Community Library budget was cut this year. Rebecca replied it was around \$25,000 to \$30,000 with the majority of the budget was in the form of staffing grants for each of the four libraries. Dorothy asked if Matt could have a report on the status of each community library and their needs for the retreat. Matt replied that he is working on that information and will have it for the retreat.

Matt asked the board members if they wanted a facilitator for the retreat. The consensus was that a facilitator was not needed at this retreat. Barbara commented that she thinks the retreat will be an excellent opportunity for the new board members to ask questions and become well acquainted with the library system. Jackie commented that another topic that came up in her interview with the commissioners was how to fund the Carnegie Renewal Project. Matt gave a brief history of the Carnegie Renewal Project. Dorothy also suggested putting a retreat agenda item for Carnegie partnership update. Brenda commented that when she and Richard became board members the county's coffers were fairly flush and they had dreams of adding Sunday operating hours to the system, but unfortunately the economic changes have prevented that from becoming a reality. Barbara suggested that at the retreat the Board discuss budgetary priorities – programs, collections, operating hours – but believes the discussion should be staff driven.

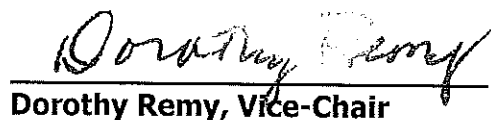
Upcoming Calendar:

Next meeting – Thursday, July 21, 2011, 10:00 a.m. for Budget Adoption via teleconference

Adjournment (no vote) – The meeting was adjourned at 11:00am



Barbara Gose, Chair



Dorothy Remy, Vice-Chair


Kevin Tippets, Treasurer


Brenda B. Allen, Member


Richard Cook, Member


Rebecca Thomas
Recording Secretary