



Regular meeting of the Fremont County Library System Board of Directors held on August 1, 2012 at 9:30 a.m. at Fremont County Library – Dubois, 202 1<sup>st</sup> Street, Dubois, WY.

Dorothy Remy, chair, called the meeting to order at 9:30 a.m.

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

**1. Approval of Agenda – Barbara Gose** moved to approve the agenda as presented; **Don Newton** seconded. Dorothy asked if there were any additions to the agenda. Barbara Gose asked to add "Reimbursement Travel for Board Members" item "B" to New Business. Don agreed to the modification to the agenda. The modified agenda motion was approved unanimously.

**2. Election of Officers**

**Chair – Kevin Tippets**

**Vice-Chair – Don Newton**

**Treasurer – Jackie Meeker**

**Barbara Gose** moved to approve the library board officers as stated above; **Kevin Tippets** seconded. The motion was approved unanimously. Kevin took over as chair for the remainder of the meeting.

**3. Presentations – None**

**4. Approval of Consent Agenda**

**Minutes – June 27, 2012** Unanticipated Revenue/Budget Hearing; Regular Board Meeting  
**July 19, 2012** Special Meeting

**Record of Financial Statements**

General Fund – Statements as of June 30, 2012

Donation Register

Cash Flow Projection

**Approval of Bills**

Purchase Orders **4374, 4375**

Check Numbers: **18820 - 18867** written on the Operating Account

Exceptions: **None**

Payroll: **18820 – 18831**

Direct Deposit: **71201 – 71233**

Transfer from WYOStar **\$150,000**

**Expansion/Carnegie Renewal**

Finance Register

## Warrants – Dubbe Moulder Architects - \$1,479.72

Rebecca noted that she distributed an additional check register. **Barbara Gose** moved to approve the consent agenda as amended; **Dorothy Remy** seconded. Jackie was unsure if she needed to abstain from the vote on the July 19 board minutes because she did not attend that meeting. Rebecca noted that the board signatures at the end of each set of minutes makes note of which board members were absent. In addition, this is noted at the beginning of each set of minutes. The motion was approved unanimously. Kevin Tippetts, as chair, asked Rebecca to file the financial statements.

**5. Reports Roundtable** – Matt distributed that copies of a picture of some teens participating in the Summer Reading Program finale that appeared in the July 25<sup>th</sup> issue of the Lander Journal. Jackie Meeker noted that she wanted to thank Dave at the Lander Library for helping her set up her tablet to download eBooks. Matt noted that each library will be having an open house next week to help patrons set up their own devices to download eBooks through the 3M Cloud Library network. The staff will assess if additional sessions are needed, but the plan is to have at least one more set of sessions at each library after the Christmas holidays. Barbara Gose wanted to bring attention to the support the Riverton library staff (specifically Gloria Brodle and Teri Wiblemo) has exhibited for the Humanities Council program this fall as well as in years past. They have helped publicize the upcoming program, which will be a series on the Civil War. Don asked when a patron finds that a CD from an audiobook is damaged can the library system replace a single disk or does the entire audiobook need to be replaced. Matt replied that the first action the library system takes is repairing the disc with a CD/DVD repair machine the library system has. If the disc cannot be repaired, most vendors from whom audiobooks are originally purchased will either provide a free replacement or allow the library system to purchase a single replacement disc for a minimal cost. Kevin asked if it is helpful for patrons to notify staff when they find a damaged disc. Matt replied that it is essential otherwise staff will not know that a disc needs to be repaired. Jackie asked if the discs are regularly cleaned. Matt replied that with the number of discs the library system has (between audiobooks and DVDs) cleaning them would be a full time job. In addition, the cleaning process is somewhat abrasive and repeated cleanings would eventually eat away at the surface of the disc and make it unusable.

## **6. Policy Review**

**A. Equipment Policy** –Third & Final Reading – Barbara Gose read the policy into the minutes:

### **EQUIPMENT POLICY**

Library equipment is primarily for in-library use. Equipment that is intended for use in meeting rooms must be reserved at the time the room is scheduled. Equipment that is purchased specifically for loan to library patrons is available for use outside the library. Staff will provide basic instructions as to equipment use.

**Barbara Gose** moved to adopt the Equipment Policy on third & final reading; **Dorothy Remy** seconded. The motion was approved unanimously.

**B. Meeting Room Policy** – First Reading – Matt noted that the management team has discussed the policy and procedure at great length. In addition, Matt consulted Bill Miller of Local Government Liability Pool (LGLP) the liability insurer for the library system on this

policy. Matt noted that essentially everything that is in this proposed policy is derived from the current procedure the library system is using for its meeting rooms, but it was felt that some of those procedures needed to be adopted as policy. Matt noted that Bill Miller encouraged Matt to add the "hold harmless" agreement to the policy. The board members read through the policy. Kevin and Barbara asked about the language regarding fees charged. Matt explained the circumstances in which a fee may need to be charged. He used the Metropolitan Opera program as an example. Jackie asked if entities that use the rooms can profit off the meeting. Matt replied that the policy states that entities cannot use the library meeting space for commercial purposes. The board members suggested trying to clarify the language surrounding "admission fees" and "additional costs". Barbara suggested bolding some of the text for emphasis and to highlight areas for users of our meeting rooms. Matt noted that anyone using a meeting room signs an acknowledgement form that states they "have read and understand the meeting room policy and procedures". The Board then discussed the "non-operating hours" fees. Matt noted that the current procedure states that the managers could waive the fees on a "case-by-case basis". Matt and Bill Miller believe that the arbitrary manner of assessing fees could open the library system up to charges of discrimination. Dorothy expressed concern that the fee could be difficult for Central Wyoming College classes to absorb. Matt noted that the meeting room procedure has explicit language that addresses the classes offered by CWC and University of Wyoming (UW) as well as GED classes. These classes that have been scheduled in advance with the approval of the library manager are exempt from the fees. Matt will make the suggested changes to the language in the policy and it will come back to the Board for the second reading at the next meeting in September.

## **7. Action Items**

### **Unfinished Business:**

- A.** Carnegie Renewal Project – Matt noted that roof work has begun and there is a construction schedule in the board packet. Matt commented that the schedule will require flexibility on our part because the second bidding of the project pushed the construction start time back. Barbara noted that the cooperation between the county and the library system is due to the trust that Matt, Don and the rest of the team have built with the county. Matt commented that Tom has been on the roof and has taken pictures of the progress.
  
- B.** Riverton Drainage – Matt noted that he is working on a community development grant from the Wyoming Business Council to fund the engineering study for the Riverton drainage issues. The maximum award is \$15,000 with a \$7,500 match that Matt thinks the County would support. The application is due in December and the awards are made in January. Matt is concerned that the \$22,500 will not be enough to cover the engineering study that needs to be done; the total cost could be closer to \$40,000 - \$50,000. The study will produce bid documents that will approximate what the project will cost. Don added that these bid documents will also produce lower bids because contractors do not need to cushion the bids to cover possible unknowns. Matt noted that the report Mike Quinn submitted in 2005 regarding the Riverton drainage covers exactly the same issues Kurt Dubbe discussed with Matt and Tom. Mike Quinn's report broke the issues down into several projects and the commissioners elected to address only one of those items. The problem is that the one project did not fix all of the problems. Jackie asked if the same problems that were identified 7 years ago are still present, but only worse; Matt replied yes and the damage has been

increasing over time. Don noted that Tom took him around the Riverton building and the issues are many and growing worse as time goes on. Kevin noted that Matt has the support of the Board as he pursues this project and believes Matt is on the right path.

- C. Restoring Hours – Matt noted that the original motion the board approved in June had the incorrect hours for the Dubois facility. **Barbara Gose** moved to approve effective August 6, 2012 operating hours at the Dubois location of 10am-7pm Monday through Thursday and 10am-4pm Fridays and Saturdays; **Jackie Meeker** seconded. The motion was approved unanimously. Matt noted that the extended hours will be a major improvement on the services we provide to the public.

#### **New Business:**

- A. Authorization to Pay Recurring Bills – Rebecca noted that she requests this motion from the Board at the start of every fiscal year so that the recurring bills can be paid in a timely manner and to keep the library system operating efficiently. **Dorothy Remy** moved to authorize the Business Manager to pay utilities, dues & subscriptions, collection development, insurance, telephone, and current standing service agreements within the adopted budget; **Jackie Meeker** seconded. The motion was approved unanimously.
- B. Reimbursement to board members – Barbara noted that she feels it is important to reimburse board members for travel when there is no alternative for the board member but to take his/her own vehicle. Rebecca noted that the library system reimburses mileage at the same rate that the county provides, which is \$0.425/mile. **Barbara Gose** moved to authorize the payment of travel reimbursement to board members when there is not a library vehicle available for use; **Jackie Meeker** seconded. Barbara commented that the board members were routinely reimbursed for travel to board meetings prior to the big budget cuts that occurred with the fiscal year budget of 2010-2011. Expenditures for this will come from the Board Meetings line item. The motion was approved unanimously.

#### **Correspondence – None**

**Other Business** – Jackie asked about the Lander Mural status. Matt replied that the artist is making progress and the current contract deadline is October 31, 2012. Matt noted that there is a digital picture frame that displays a slide show of the mural panels for patrons to view at the Lander facility. Jackie asked if the Dubois school collaboration is a dead issue. Matt replied that the original purpose for this agreement was based on the fear that the Dubois school library was going to close but that has not happened. In addition, the school system does not plan to close the school library. Currently, the school system is satisfied with the level of service from the Dubois staff and the services the library system provides does not require any special agreement. Matt noted that he, Paula and Tom are working on constructing a sidewalk that connects the emergency exit in the Dubois building to an external sidewalk. Dorothy asked if the sidewalk they have designed will satisfy fire code requirements; Matt replied yes. Dorothy noted that she will be out of town for the September board meeting but will be available by telephone.

Kevin Tippetts declared the meeting adjourned at 10:30 a.m.

#### **Upcoming Calendar:**

Next regular board meeting – Wednesday, September 5, 2012 in Riverton, 9:30 a.m.

  
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Kevin Tippets, Chair

  
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Don Newton, Vice-Chair

  
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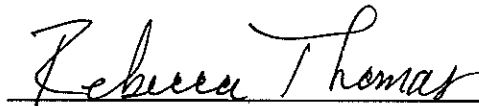
Jackie Meeker, Treasurer

  
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Barbara Gose, Member

  
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Dorothy Remy, Member

  
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Rebecca Thomas  
Recording Secretary