



Regular meeting of the Fremont County Library System Board of Directors held on August 10, 2011 at 9:30 a.m. at Fremont County Library – Dubois, 202 1st Street, Dubois, WY.

Barbara Gose, chair, called the meeting to order at 9:30 a.m.

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

1. Approval of Agenda –Kevin Tippets moved to approve the agenda as presented; **Dorothy Remy** seconded. Barbara Gose asked if there were any additions to the agenda. There were none. The motion was approved unanimously.

2. Presentations – None

3. Approval of Consent Agenda

Approval of Minutes – Special Board Meeting, July 21, 2011

Record of Financial Statements

General Fund – Statements as of June 30, 2011

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **None**

Check Numbers: **17776** - **17835** written on the Operating Account

Exceptions: **None**

Payroll: **17777** – **17790**

Direct Deposit: **71101** – **71132**

Transfer from WYOSTar **\$160,000**

Expansion/Carnegie Renewal

Finance Register

Warrants – Clark’s Landscaping - \$6,276.00

Jorgensen Associates - \$765.73

Rocky Mountain Boiler - \$2,400.00

Dubbe Moulder Architects - \$15,967.25

Dorothy Remy moved to approve the consent agenda as amended; **Kevin Tippets** seconded. Rebecca noted that she distributed an additional check register and that the warrant for Clark’s Landscaping completes the Expansion project. In the future the Board will receive a financial register on the Carnegie Renewal Project only. The motion was approved unanimously. Barbara Gose, as chair, asked Rebecca to file the financial statements.

4. **Reports** – There were no additions to or questions about the reports.

5. **Policy Review: None**

6. **Action Items**

Old Business:

A. Carnegie Renewal Project – Matt noted that it has been a very busy month. The CIMPL committee will be meeting on Thursday, August 18. Matt will try to get Kurt to attend the CIMPL committee meeting via telephone to answer any questions the committee members may have about the project. Matt commented that Commissioner Christensen suggested having a meeting with the commissioners at the Lander Library facility to tour the Carnegie and discuss the Renewal Project details. The original application divided the project into 3 phases: outside structure work, the mechanical systems inside and the systems to make the space into a performance space. Since then, some blending of the phases has taken place. The project is now divided into two phases blending some of the mechanical and plumbing into phase I, while leaving the performance part to phase II. There are so many interrelated parts from the inside work that will impact the outside, and it just makes sense to do all of this work at the same time. Don emphasized that it needs to make economical sense to the commissioners. Matt noted that the cost of phase I as it currently stands is approximately \$505,000. This will take care of the major structural repairs including the electrical, plumbing and mechanical repairs and the projected cost for the production of bid documents and construction administration. This is about \$45,000 less than what was first proposed for these repairs two and a half years ago.

Kurt Dubbe is the architect from Dubbe-Moulder Architects. He was hired in December 2010 to develop a scope and produce construction documents for the project. Matt noted that the engineering firm of Beaudin-Ganze has been hired by Dubbe-Moulder to provide engineering consultation services for the renewal project. Tom Norwood, FCLS Facilities Manager, Barbara Oakleaf, Lander Library Branch manager, Matt as the library director, and Richard Cook as the board representative have been the people working on the Carnegie Renewal Project. Don noted that he would like to offer his skills as a professional construction manager to assist Matt in managing this project. Don is willing to visit the construction site as needed. Matt commented that part of Kurt's contract, once the construction is approved, would be to manage the construction, but he would not be at the site full time. Matt would like to attend the regular construction meetings with a board representative as well as Tom Norwood to insure that there is adequate library representation. The Board wants Matt to present the team concept of overview of the project to the commission to instill some confidence in the library's ability to handle the project. The Board is concerned that the Carnegie Renewal Project could put too much of a demand on Matt's time and think the team approach would help alleviate it from becoming a problem. Commissioner Christensen joined the meeting. Kevin reviewed the conversation regarding the Carnegie Renewal project for Commissioner Christensen's benefit.

Kevin Tippets moved to appoint Don Newton as the board liaison to the Carnegie Renewal Project committee; **Jackie Meeker** seconded. **Dorothy Remy** moved to

amend to the motion to request a report from Don that would be included in the monthly board packet; **Kevin Tippets** seconded the amendment. The motion and the amendment were approved unanimously. Matt emphasized that all communication should be consistent and come from one person. **Dorothy Remy** moved to authorize the team for the Carnegie Renewal Project consisting of Library Director, Matt Nojonen, Library Board representative, Don Newton, Lander Library Branch Manager, Barbara Oakleaf, Facilities Manager, Tom Norwood and architect Kurt Dubbe; the official spokesman for the committee is the Library Director; **Kevin Tippets** seconded. The Board recognizes the various stakeholder groups and acknowledges their contributions to the project. The motion was approved unanimously.

Matt asked Commissioner Christensen about having the commissioners tour the facility with the architect. Commissioner Christensen suggested having Scott Harnsberger and Doug Thompson tour the facility since they are both members of the CIMPL committee. Commissioner Christensen will work with Matt and Don to determine when to have the tour of the facility. Commissioner Christensen's preference is to have the tour before the CIMPL committee meets. Matt noted that J.R. Oakley, the county's facility manager who serves on the CIMPL committee, did not realize that the funding for the Carnegie Renewal Project did not impact the county's general fund. Commissioner Christensen commented that J.R. has 15 years experience in managing construction projects and has the full trust of the commission. Matt commented that the CIMPL committee was created by the commission to advise the commission on proposed county capital projects that cost \$250,000 or more. Matt, Don and Commissioner Christensen will work together to schedule a tour of the Carnegie building before the CIMPL committee meets on August 18.

- B.** Wyoming State Library Salary Survey – This information was included at the Board's request. Matt noted that he compared the Fremont County Library System (FCLS) with other county library systems in Wyoming that serve similar population sizes. The county's directive when distributing the 2% additional salary money was to address those positions where the salary rate was not comparable to the established Standard Occupational Classification (SOC). Discussion continued over the pay scale and the lack of steps in the structure of the pay scale. Matt commented that a pay scale implies a promise that with each year an employee would move up the scale, but the library can only afford to pay what the county decides to fund. Rebecca explained that the SOC figures are from the Department of Employment statistics for Fremont County from March 2010.

New Business:

- A.** Renew contract with Paula Sabatka – Matt noted that Paula should be graduating next August. She needs to submit an official transcript to the library system, but unofficially, her cumulative grade point average is 3.466. Jackie asked about the consequences if she leaves the library system. Rebecca replied Paula's tuition is partially paid by a grant through the Wyoming State Library. Part of the agreement with that grant is that she needs to work in Wyoming for two years following the completion of her degree or she will have to pay back her grant award. She does not have a financial obligation to the

FCLS. **Dorothy Remy** moved to renew the contract as presented with Paula Sabatka; **Jackie Meeker** seconded. The motion was approved unanimously.

- B. WLA Conference – Any board members who are interested in attending should talk with Rebecca. Rebecca noted that she needs to know soon because she needs to make room reservations by August 15. Barbara noted she will not be able to attend. The conference workshops are on Thursday, September 29 and Friday, September 30. Matt will probably attend both days of the conference. FCLS will cover the board member's registration, lodging, transportation and per diem. Matt will be attending the Wyoming State Library director retreat on September 14 – 16.
- C. Foundation liaison – Barbara noted that in the recent past a liaison was not designated by the Board, but a board member who resided in the community where the Foundation meeting took place that month would try to attend. Matt commented that Foundation members have expressed an interest in seeing a board member at their meetings. He commented that the meetings are scheduled once a month and they rotate through the three main communities in the county. Kevin noted that he does not have the time to attend monthly Foundation meetings. Don commented that he will attempt to make a Foundation meeting. Matt noted that since the Foundation has accumulated significant funds in the endowment, the meetings have become much more business-like. The consensus was not to designate a specific board member as liaison. A board member will try to attend the monthly meetings.
- D. Budget Revenue Adoption – Rebecca noted that during the budget adoption on July 21 she neglected to include the revenue portion of the budget. That part is now submitted to the Board for their approval. In addition, the county adopted budget is included for the board members' information. **Kevin Tippets** moved to adopt the revenue budget for FY 11-12; **Dorothy Remy** seconded. Rebecca noted that the library fines and fees includes all of the money that librarians collect from patrons, such as postage fees for Interlibrary loans, copier copies, faxes, etc. The motion was approved unanimously.
- E. Pay Scale Adjustment Authorization – Because of the recent raises granted by the county a revised pay scale is submitted for the Board's approval. **Dorothy Remy** moved to authorize the proposed pay scale as presented; **Don Newton** seconded. The motion was approved unanimously.

Special Projects – None


Correspondence – None

Other Business – Matt asked if the letter of appreciation made it to the commissioners; Commissioner Christensen replied yes. The board meeting schedule is available on the library website. Rebecca noted that there are usually 4 meetings at each community. Dubois meetings are usually scheduled in March, May, August and October. The last meeting for the fiscal year is held in Lander because of its proximity to her office.

Upcoming Calendar:

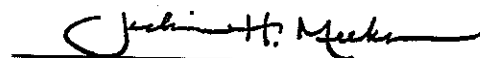
Next regular board meeting – Wednesday, September 7, 2011 in Riverton, 9:30 a.m.

Barbara Gose declared the meeting adjourned at 11:15 a.m.

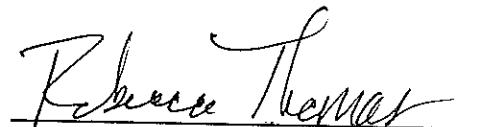

Barbara Gose, Chair


Dorothy Remy, Vice-Chair


Kevin Tippets, Treasurer


Jackie Meeker, Member


Don Newton, Member


Rebecca Thomas
Recording Secretary