



FREMONT COUNTY Libraries

Engaging Minds • Enriching Lives

Regular meeting of the Fremont County Library System Board of Directors held on September 5, 2012 at 9:30 a.m. at Fremont County Library – Riverton, 1330 West Park Avenue, Riverton, WY.

Kevin Tippets, chair, called the meeting to order at 9:30 a.m.

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

1. **APPROVAL OF AGENDA – Barbara Gose** moved to approve the agenda as presented; **Don Newton** seconded. Kevin asked if there were any additions to the agenda. There were none. The motion was approved unanimously.
2. **PRESENTATIONS– Nance Shelsta – Children’s Museum-** Barbara Gose introduced Nance Shelsta. She is working with a committee in Riverton to establish the “Central Wyoming Children’s Art, Technology, and Science Center” (Central Wyoming CATS Center) in Riverton. She distributed some material that illustrates the type of center the committee is working to create in Riverton. The committee has established its vision and mission and the goals are to establish a regional center that will allow pre-school and early elementary school age children to interact actively in the areas of science, technology and the arts. The committee is seeking corporate support and has secured a commitment from McDonald’s. She emphasized the committee’s desire to promote collaborative relationships with Fremont County entities, including the library system. She added that the meeting rooms at the library have been helpful in providing the committee with a place to conduct meetings. The group is currently working on establishing the group’s nonprofit status. The Library Board thanked Nance for her time and information.
3. **APPROVAL OF CONSENT AGENDA**
 - Approval of Minutes** – Regular Board Meeting, August 1, 2012
 - Record of Financial Statements**
 - General Fund – Statements as of July 31, 2012
 - Donation Register
 - Cash Flow Projection
 - Approval of Bills**
 - Purchase Orders **None**
 - Check Numbers: **18868– 18957** written on the Operating Account
 - Exceptions: **None**
 - Payroll: **18882 – 18893**
 - Direct Deposit: **81201 – 81235**
 - Transfer from WYOSTar: **\$150,000**
 - Transfer from Bank of Jackson Hole: **\$10,000**

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Carnegie Renewal

Finance Register

Warrants – Dubbe Moulder Architects - **\$868.85**; SDI - **\$28,812.00**

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

4. REPORTS ROUNDTABLE – Kevin asked if anyone had any additions to their reports. Jonmikel noted that the Wyoming State Library has released an app for the Kindle Fire to download eBooks. Jonmikel has tested the app and it is working well. The information on the new app will be on the library's website very soon. Jonmikel note that the eBooks are being used by patrons and the biggest complaint that he has heard is that there are not enough books. The eReaders will be available for loan from the library system starting next week. Jonmikel noted that the library will be conducting the technology open houses again for patrons, but will emphasize all digital formats available through the WYLD system including eBooks and audiobooks. Jackie noted that she was excited to see the new table on Outreach statistics added to the statistical data sheets. Matt noted that previously all questions were lumped into the category of "Information", but now questions from patrons are divided into two types –reference and directional. Jackie added that she was thrilled to see the number of teens participating in the summer reading program in Riverton quadrupled from last year. Kevin thanked Rebecca for the newly added "Board Action Report".

5. POLICY REVIEW – Meeting Room Policy – 2nd Reading – Matt changed some of the language in the policy from the first reading at the request of the board members. The consensus among the board members was that the new language is better and the policy is acceptable. The policy will be on the October meeting agenda for its third and final reading.

6. ACTION ITEMS

UNFINISHED BUSINESS:

- A.** Carnegie Renewal Project – Matt noted that the first site visit was held with himself, Don, Tom, Kurt Dubbe and a representative of the contractor in attendance. Kurt was concerned that the wall on the west side of the building may be bowing out. Kurt brought a plumb bob and determined that no such bowing is occurring and it is merely an optical illusion. Matt noted that everything is progressing smoothly and on time. The exterior colors have been selected. Kurt suggested painting the new stair railings white so that the railings blend into the concrete exterior. ADA requires that new railings and a center railing be installed. In addition, the spray foam insulation has been added in the attic. The contractor is trying to take advantage of the good weather to get the exterior work done. Barbara noted that the roof color is called "barn red" but it is a weathered red color. Don noted that there was good interaction between the contractor and the architect.
- B.** Riverton Drainage – Matt noted that he is waiting on an estimate for Kurt Dubbe's evaluation services for the Riverton Drainage. He is considering going to various companies in the county to see if he can procure some funds for the evaluation. The companies have been generous with the Foundation and the Foundation members do not have a problem with the Matt approaching them for this particular project. Don asked if Dubbe-Moulder is going to do the evaluation. Matt noted that no contracts have been signed, but he is waiting for a

proposal from Dubbe-Moulder for these services. Don asked if Dubbe-Moulder employs an engineer. Matt replied no, but they have contracted with engineering firms for their expertise before. Dubbe-Moulder contracted with Beaudin-Ganze, an engineering firm out of Colorado, on the Carnegie project. Kurt is aware that there are some local engineering firms that he could work with for this project. Matt commented that he approached Kurt for this project because of the terrific working relationship we have had throughout the Carnegie project. Jackie noted that it is good to continue with a relationship that has already been successful. Don asked if there are a certain number of bids that are required for professional services. Matt replied the county does not have a required number of bids. Matt is concerned that the commissioners were taken aback by the \$40,000 - \$50,000 estimate he believes will be needed just for the evaluation. Some of the commissioners still think a roofer will solve the problems for the Riverton drainage issues, but Matt believes they are starting to see that this problem is bigger than just the roof.

- C. Board Transportation Reimbursement – Kevin noted that the Board passed a motion at the last meeting, but there were still some lingering questions about the motion's intent. Kevin requested a breakdown of potential costs from Matt and it is included in the board packet. Barbara Gose noted that her intent for the motion was that when a library vehicle is not available, a board member should be reimbursed for his/her travel. Rebecca noted that library budgets prior to the 2010-2011 budget had \$2,000 - \$3,000 budgeted in the board meetings line item, but this year we only have \$500. \$100 of that budget has been spent on the expenses incurred for the retreat. Tom asked if the commissioner is reimbursed for his travel. Rebecca replied the commissioner is not reimbursed through the library system, but is not aware if he may be reimbursed by the county. Matt commented that he put the question out regarding transportation reimbursements to other county libraries. He received 14 responses from the other 22 Wyoming counties. Many do not provide reimbursement for travel and even if they do, most board members do not request the reimbursement. Don noted that the travel considerations in those other counties may not be as great as they are in Fremont County considering the vast geographical distance in our county. **Barbara Gose** moved to rescind the motion to provide transportation reimbursement for board members; **Jackie Meeker** seconded. Jackie asked Barbara Gose why she wants to rescind the motion. Barbara Gose replied that she is concerned that the intent of the motion is in question and she believes that when a board member signs up for service on the Board, the cost of traveling to a meeting is part of the job. Matt noted that he is concerned what the motion will mean for future board members, directors and business managers. The consensus among the board members is that people who are appointed to the Board use good common sense and if an issue arises in the future, the future board will have to deal with it. The motion was denied unanimously.

Kevin asked for an update on the rolesetting process from Matt. Matt replied the community rolesetting sessions have been scheduled in Dubois on Tuesday, October 16 from 6-8pm, in Riverton on Thursday, October 25 from 6-8pm and in Lander on Saturday, November 17 from 1-3pm. Matt is working to get the word out about the meetings. The Lander Chamber of Commerce will post the information about the meetings on its website and include a flyer in its monthly newsletter. Matt distributed the flyers to the board members. Kevin noted that the board members can use these flyers when they attend service meetings (such as The Rotary) to discuss the upcoming rolesetting meetings. The board members can make additional color copies of the flyer if needed at their respective library.

NEW BUSINESS:

A. Dubois Sidewalk – Matt noted that Tom has received a bid from one contractor, Blue Pine Construction, to construct a walkway on the southeast side of the building. The concrete would connect to the current pad outside the emergency exit of the building and run along the front of the building to connect to the main walkway at the entrance of the library. The project cost includes excavation, replacing sprinkler heads, removal of shrubs and part of the split rail fence. The total cost estimate from Blue Pine Construction is \$4,577.00. The discussion turned to specific detail points about the project. Tom is requesting bids from at least one or two contractors. Matt is requesting the Board approve a not to exceed figure so the library system can get the project finished before the cold weather is upon us. Matt noted if the other quotes are lower, the library system will contract with the lower bid. **Barbara Gose** moved to authorize Tom Norwood to pursue a contractor to construct the sidewalk needed in Dubois with a not to exceed cost of \$4,577.00; **Don Newton** seconded. The motion was approved unanimously.

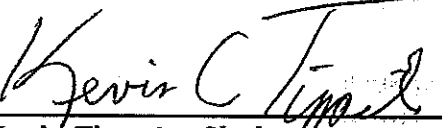
CORRESPONDENCE: Rebecca passed around an invitation the Board received for the Festival of the Cowboys on Saturday, September 8. She asked if any board members were interested in attending the Wyoming Library Association (WLA) annual conference in Casper at the end of September. No board members planned to attend.

OTHER BUSINESS: Kevin noted that the Board wanted to recognize Paula's accomplishment completing her Masters of Library Science degree. Paula thanked the Board for providing time each week for her to devote to her studies.

UPCOMING CALENDAR: Matt noted that the staff will be conducting the rolesetting exercise during the countywide staff training on Monday, October 8.

Next meeting: Wednesday, October 3, 2012, 9:30am in Dubois.

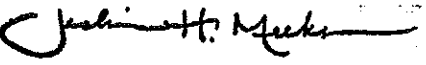
The meeting was adjourned at 11:00 am



Kevin Tippetts, Chair



Don Newton, Vice-Chair



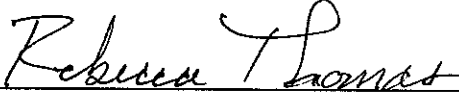
Jackie Meeker, Treasurer



Barbara Gose, Member



Dorothy Remy, Member



Rebecca Thomas
Recording Secretary