

Regular meeting of the Fremont County Library System Board of Directors held on September 7, 2011 at 9:30 a.m. at Fremont County Library – Riverton, 1330 West Park Avenue, Riverton, WY.

Barbara Gose chair, called the meeting to order at 9:32 a.m.

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

1. APPROVAL OF AGENDA – Barbara Gose asked if there were any additions to the agenda. **Dorothy Remy** moved to approve the agenda as presented; **Kevin Tippets** seconded. The motion was approved unanimously.

2. Presentations – Recognition – Library Business Manager – Barbara Gose recognized Rebecca Thomas for her service to the library system when it was without a director for 6 months. Rebecca commented that we were successful because of the teamwork of all of the managers. Barbara Gose added her thanks to Dorothy and Kevin who served on the director search committee.

3. APPROVAL OF CONSENT AGENDA

Approval of Minutes – Regular Board Meeting, August 10, 2011

Record of Financial Statements

General Fund – Statements as of July 31, 2011

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4349, 4350**

Check Numbers: **17836 – 17920** written on the Operating Account

Exceptions: **None**

Payroll: **178444 – 17856**

Direct Deposit: **81101 – 81131**

Transfer from WYOSTar: **\$165,000**

Carnegie Renewal

Finance Register

Warrants – Dubbe Moulder Architects - \$9,056.25

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

- 4. Reports – Roundtable** – Barbara Gose asked if there were any additions to the managers' reports. Tom noted that seven contractors attended the mandatory meeting held yesterday to replace the air conditioning unit for the Riverton building. The replacement of the chiller is being funded by an American Recovery and Reinvestment Act (ARRA) grant. The project will be completed by March 2012. In addition, the boiler burner will also be replaced and lighting upgrades will be made to the Riverton building. All of this will be paid by the ARRA grant. Paula noted that her Children's Department Head, Leigh, has given her notice to leave the system. Her last day will be October 31. In addition, the Dubois school system did not hire a librarian and has placed the burden for story hours and checking out books for their grades K-6 on the public library. Paula commented that this is not sustainable over the long term. Matt and Paula are working on how to resolve the increased demand on the library with the school district. Dorothy pointed out a training opportunity offered by the Wyoming Office of Tourism. Details are available in the July "News to Use" included in the board documents.

Rebecca noted that in October she is planning to have an unanticipated revenue hearing to account for grant money the library has received and will receive for a teen program that will bring author Jason Myers to Fremont County for a couple of appearances. The money has come from the Wyoming Arts Council, the Riverton Rec Board and the Lander Parks and Rec. The commissioners will be approached in September to approve the hearing before the Library proceeds. Barbara Oakleaf stated that the Lander Library's Open House is Thursday, September 15. Jackie asked about the reduced circulation statistics for the month of July. Rebecca replied that the library system reduced its operating hours starting August 2010. Therefore in July 2010, the libraries in Lander and Riverton were still open until 9pm Monday through Thursday and Dubois had increased operating hours as well. In August 2010, the Lander and Riverton libraries started closing at 7pm Monday through Thursday. Dorothy commented that the Seattle Public Library handled its budget shortfall by closing for one week in August. Rebecca noted that she has asked the county about how furloughs would affect full-time employee benefits especially when it comes to health insurance, but has not received an answer. Barbara Oakleaf noted that the Lander Library is going to have a tourist area within the library that will be funded by the Lander Friends. The tourist area will have guides for wildlife, maps, etc. Jonmikel noted that he did get all of the computers updated at the Lander facility over the Labor Day weekend.

5. ACTION ITEMS

OLD BUSINESS:

- A.** Carnegie Renewal Project – Matt noted that the commissioners approved Phase I of the Carnegie Renewal Project yesterday on a unanimous vote. The commission still needs to have a budget hearing to appropriate the money. Scott Harnsberger and Doug Thompson both expressed their appreciation to the Library for bringing the scope and cost of the project to an amount that was feasible and responsible. Matt commented that he still needs to refine the process of how bills will be paid along with how to effectively and efficiently handle any issues that may arise during construction. Barbara Gose and Kevin applauded Matt's effort to be proactive on this issue and emphasized that it is important to establish that process before the project begins. Matt replied that currently he and the county have worked out a process for dealing with the ARRA grant money that is being expended by the county on the library's behalf and it seems to be working well. It might provide a model that can work for the Carnegie project, too. Dorothy asked if the county is willing to accept Don's offer to act as a

pro bono construction manager. Matt replied that even if Don acts as construction manager, the county will insist on having a county employee, such as the facilities manager; review all expenditures and any changes. Dorothy expressed her concern over the daily operation of the project and the need for a construction manager. Matt noted that the cost for a construction manager was not built into the budget and he would have to approach the county about adding \$50,000 - \$60,000 to the budget they already approved. Barbara Oakleaf commented that with Don acting as the board liaison on the project, the skills he brings to the project and Tom's expertise, she trusts the process. The consensus of the board members is to have Don oversee the project, but unfortunately he is not in attendance to confirm his role. Kevin commented that he trusts Matt to work out the process for the project with the county. If Matt and the county are comfortable with the process, Kevin will be satisfied. Jackie suggested having a Memorandum of Understanding (MOU) with Don to spell out expressly what his duties and responsibilities will be. Tom commented that in the Dubbe-Moulder contract for construction administration it is spelled out that the "owner" will have representation at periodic meetings where changes can be authorized. This was discussed in the CIMPL committee meeting. No process has been agreed to by the commissioners, yet.

Jackie Meeker moved to draft an MOU that clarifies the role and responsibilities for Don Newton acting as project manager, along with the role and responsibilities of Tom Norwood as Facilities Manager and the role and responsibilities of Matt Nojonen as Library Director as all relate to the Carnegie Renewal Project; **Dorothy Remy** seconded. Matt commented that he is not sure what, if any, professional liabilities Don may be exposed to as a result of this type of document. Matt will consult with the county attorney on all aspects of this type of MOU. Jackie replied that during the process of creating the document those issues should be answered. Dorothy would like to know how much time Matt will be devoting to the Carnegie Renewal Project and how it will affect his other duties. Matt noted that the commissioners have made it clear that he is on probation with the commission as it relates to this project. The motion was approved unanimously. Barbara Oakleaf commented that at the end of the project it would be beneficial to make the community aware of the cooperation between the county commissioners and the library board in getting this project done.

- B.** Mission Statement – The discussion moved to item C "Evaluations". The board returned to this topic after discussing Item D "MOU with Hal Herron". Barbara Gose asked what Matt wants from the Board. Matt noted that he had sent information to the board members via email detailing the four mission statements currently used in various documents in the library system. The Board agreed at the retreat that only one mission statement should be used. Matt would like Board approval to involve the staff in the discussion about revising the mission statement using the ALA guidance for creating a mission statement. Matt noted that the strategic plan does not need revising now, but believes it is important to give the library system and its staff a clearer guide by revising the mission statement. The consensus among the board members is to involve the staff in the mission statement process. Matt will post information regarding mission statement creation to the SharePoint website for the board members to review.
- C.** Evaluations – Barbara Gose reviewed the evaluation documents. All attendees were satisfied with the evaluation questions. Barbara Gose emphasized that the documents are kept confidential and the board members do not see the actual submissions by the managerial staff. The comments are compiled by a board member and presented to the Board as a

whole. Barbara Gose asked the board members and the management team to bring ideas about a time frame to the Board next month. Rebecca noted that the board's evaluation procedure states that the evaluation will be conducted on at least an annual basis. Dorothy commented that evaluations are very important to improving performance. Jackie added that it also provides the opportunity to recognize accomplishments. Matt stated his concern that the evaluation process should not turn into a back-door grievance process.

- D. MOU with Hal Herron – Matt apologized if the Board was surprised by this item. Hal Herron approached the library in the spring and has donated several large banners of artwork around the City of Riverton. Matt consulted with Gloria and Tom to determine if the artwork was wanted by the Riverton Library, that the process of hanging the banner would not damage the facility and that the installer provided the proper insurance documentation. The MOU has been reviewed by the county attorney's office. Barbara Gose asked about the rationale behind this and is concerned about the precedence it sets. Gloria replied that she thinks the murals around the community are beautiful. Mr. Herron's plan was to create a walking tour of the art pieces. Gloria commented that if the Board declines to approve this, she is fine with that and communicated that to Mr. Herron. Gloria noted that it would be on the front of the building to the right of the front door. Tom noted that the life expectancy of the artwork would be around 10 years. There is no maintenance expected for the item. Dorothy suggested having a finite lifespan in the MOU. Matt noted that the Library's Gift Policy is explicit in that the donated item belongs to the Library system. These pieces of art were previously used to advertise a show at some museum. Mr. Herron trims the banner of all information about that exhibit and then mounts the banner and mounts it to a building. Barbara Gose noted that she would like to have some information about the artist and Gloria replied that the artist is Aelbert Cuyp and the painting is titled "Portrait of a Young Man". Jackie noted that the MOU specifies that the banner is by Rembrandt, which is incorrect. The consensus is to revise the MOU to delete the "Rembrandt" and include a reference to the FCLS Gift Policy, which specifies that the item belongs to the library system. Matt will revise the MOU and bring it back to the Board in October. Barbara Gose wanted to insure that if the Board approves this MOU it does not set a precedent. All MOUs of this nature will be thoroughly discussed by the library board and analyzed on a case by case basis for acceptance or denial. The discussion returned to Item B "Mission Statement".

NEW BUSINESS:

- A. E-course – Matt reviewed the material he included regarding building community partnerships. He noted that he is trying to build community partnerships by serving on the Community Health Assessment Committee. He is helping to collect data for the committee and Jonmikel is helping the committee with their web services. An example of community partnerships includes the administration of flu shots at the libraries in September and October by public health nurses. Matt has developed a process where Fort Washakie residents can get a FCLS library card application through their library and that 43 applications were filled out at Fort Washakie on the first day of the program. Matt is expanding the availability of the library card application to the Arapahoe and Wyoming Indian schools. Matt noted that Gloria included information about the Changes Life Through Learning program in her report. This is an eight week program geared towards minors in trouble. Participants must come to the library to read and discuss books as part of their probation. All of these things can help raise the visibility of the library system in the community and bring our services into a wider

spectrum of the community service. Dorothy asked Matt if the time frame of the course will fit into his other duties. Matt replied that the course allows flexibility and is workable. Jackie noted that Matt could share the information he learns with the managerial staff. Matt agreed. Dorothy asked if it would be beneficial for a board member to take the course. Matt replied that is up to a board member to determine. Barbara Gose noted that she appreciates the discussion. Matt commented that he will post more information on the board's SharePoint website as he learns more.

- B.** Revise FCLS per diem rate – Barbara Gose commented on the fact that the board members do not receive any reimbursement for their travel. Rebecca noted that the Board has \$500 in the board meetings budget that was designated for training for the two new board members. None of the board members have chosen to attend the trustee training seminars at the upcoming WLA conference. Rebecca will monitor the budget situation as the fiscal year progresses and if the Board wants to reinstate reimbursements for board meeting travel, that is within their purview. The per diem rate for staff has not been adjusted for several years. Rebecca proposes adjusting the per diem rate to match the federal rate for Wyoming. **Kevin Tippets** moved to adopt the FCLS per diem daily rate of \$41 for a full day and \$27 for a partial day; **Jackie Meeker** seconded. The motion was approved unanimously. Barbara Gose noted that the Board can discuss the subject of mileage reimbursement for board travel at a later date.

SPECIAL PROJECTS - None

CORRESPONDENCE: Rebecca distributed an invitation that was sent to the board by the Crowheart Friends. Dorothy commented that she attended last year and it was fabulous.

OTHER BUSINESS: Library Tours – Dorothy suggested that this will be helpful for board members when discussions about the buildings come up at the board meetings. She is proposing to schedule a 30 minute tour for the board members at each building. Jackie agreed. The consensus was to schedule the tour over the next three months at the end of the meetings. Matt asked if the commission liaison should be included and the Board agreed.

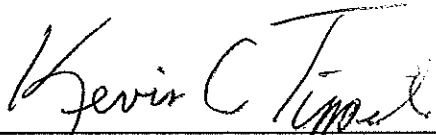
UPCOMING CALENDAR:

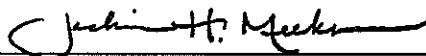
Next meeting: Wednesday, October 5, 2011, 9:30am in Dubois.

The meeting was adjourned at 11:40 am



Barbara Gose, Chair


Dorothy Remy, Vice-Chair


Kevin Tippets, Treasurer


Jackie Meeker, Member

absent
Don Newton, Member


Rebecca Thomas
Recording Secretary