



FREMONT COUNTY Libraries

Engaging Minds • Enriching Lives

Regular meeting of the Fremont County Library System Board of Directors held on October 3, 2012 at 9:30 a.m. at Fremont County Library – Dubois, 202 1st Street, Dubois, WY.

Kevin Tippets, 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 and Jonmikel Pardo. Commissioner Dennis Christensen was absent – excused. Also present Lisa Henery, Library Assistant, and Teresa Lucas, CYA Department Head.

1. Approval of Agenda –Barbara Gose moved to approve the agenda as presented; **Dorothy Remy** seconded. Kevin asked if there were any additions to the agenda. Matt added item "A" to New Business "Food for Fines"; Kevin added item "B" under New Business, "January 2013 Board Meeting". The amended agenda was approved unanimously.

2. Presentations

A. Lisa Henery – Service Recognition, 10 years – Paula noted that Lisa has been with the library system since the new Dubois library building was completed. She serves as the Dubois Library's technology and interlibrary loan librarian and serves on the library system's marketing committee. She also served as the young adult librarian for 5 years. Currently, she is the longest serving member of the Dubois staff. Matt noted that Lisa has been working toward earning her American Library Association (ALA) library paraprofessional certificate. Lisa replied that one of the requirements for the certificate is documentation of the programs she has created over the years. Jonmikel noted that he will search the archives for pictures that would provide Lisa with a record of her programs. Kevin thanked Lisa for her service and noted that she is one of the reasons we have a great library system; long-term dedicated employees.

3. Approval of Consent Agenda

Minutes – September 5, 2012 Regular Board Meeting

Record of Financial Statements

General Fund – Statements as of August 31, 2012

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4376**

Check Numbers: **18958 - 19030** written on the Operating Account

Exceptions: **None**

Payroll: **18966 – 18976**

Direct Deposit: **91201 – 91233**

Transfer from WYOSTar **\$30,000**

Page 1 of 5

Administration
451 No. 2nd Street
Lander, WY 82520
307.332.1600
Fax 307.332.1504
www.fclsonline.org

FCLS - Lander
451 No. 2nd Street
Lander, WY 82520
307.332.5194
Fax 307.332.3909
www.fclsonline.org

FCLS - Dubois
P.O. Box 787 • 202 1st Street
Dubois, WY 82513
307.455.2992
Fax 307.455.2032
www.fclsonline.org

FCLS - Riverton
1330 W. Park Street
Riverton, WY 82501
307.856.3556
Fax 307.857.3722
www.fclsonline.org

Expansion/Carnegie Renewal

Finance Register

Warrants – Dubbe Moulder Architects - \$1,020.12; SDI - \$90,872.10

Rebecca noted that she distributed an additional check register. Rebecca commented that the library van sold for \$1,620.50 and she expects to have an Unanticipated Revenue Hearing in November.

Dorothy Remy moved to approve the consent agenda as amended; **Jackie Meeker** seconded. Jackie asked if the phone company has credited the library system for the charges related to the phone hacking. Jonmikel replied that he is working to resolve the issue with the phone company. Jonmikel commented that the phone company was not cooperative; therefore, the library system may be looking to change phone providers. The motion was approved unanimously. Kevin Tippets, as chair, asked Rebecca to file the financial statements.

- 4. Reports Roundtable** – Matt noted that the Dubois Friends would like to replace the gas stove in the Dubois library building and Matt is checking with the WARM pool property insurer to make sure that our insurance will cover the gas stove. Matt is still sorting this out because the representative at WARM told him that the library system does not have coverage on our furnace boilers. Rebecca commented that she does not believe the library system is operating without boiler coverage. Jackie noted that she enjoyed the Incident of the Dog in the Nighttime program at the Lander Library and is looking forward to the 3rd annual Reader's Run on Saturday. Barbara Oakleaf commented that the CanTeen uses the Reader's Run to raise donation money that can be used to support the Summer Reading Program for young adults. Dorothy commented that she has heard wonderful comments about Teresa's addition to the Dubois staff. In addition, a patron has cleared out his library of Middle East History and Science books, and donated these books to the library system. They will be available for sale at the monthly Dubois Friends book sale on October 13.

Barbara Gose noted she enjoyed the Banned Book program at the Riverton Library last week and thanked Gloria and Holly. Matt noted that one of Riverton's patrons celebrated her 101st birthday at the library. Gloria thanked Barbara Gose and Matt for participating in the Banned Book program at the Riverton Library. She added that the Wyoming Library Association (WLA) conference was very good and her program on the Changing Lives Through Literature (CLTL) was very well received. Barbara Gose asked if the program needs to be publicized more. Matt noted that he and the representatives from juvenile justice department are working on statistics (specifically have the participants reoffended) that will demonstrate the success of the CLTL program. The data will be coming soon, but they needed to wait until there were enough participants in the program to make the statistics meaningful. Gloria noted that nationally, the statistics demonstrate the effectiveness of the program, but we do not have local figures yet. Barbara Oakleaf noted that the second group will be starting in Lander soon. It is questionable if there are enough participants in the Dubois area for this program. Matt noted that with Audie's art skills, he would like to create a Changing Lives Through Art program. Barbara Oakleaf noted that the Lander facility has hired a new part-time library assistant, Anna Smedts. Barbara Oakleaf commented that the current contract with the artist painting the mural expired September 30 and the Lander Library Friends Association (LLFA) is negotiating a new extension. The last payment for the mural will not be paid until the mural is completed and installed in the library. Matt noted that the Carnegie project may be finished in October, but it may be a little later.

5. Policy Review

A. Meeting Room Policy –Third & Final Reading – Matt noted that he did add a final sentence on the first paragraph dealing with the content of meetings. The statement clearly separates the library system philosophy and stance from any private person or groups who use the library's meeting rooms. Rebecca noted that since the addition to the policy does not substantively change the policy the Board can consider this the final reading of the policy. Barbara Gose read the policy into the minutes:

MEETING ROOM POLICY

Public meeting rooms are available at all The Fremont County Library System locations. Library and FCLS Friends and Foundation activities take precedence over other uses. Activities that interfere with normal Library functions are not permitted. Meeting rooms are not for private use, regularly scheduled on-going events or commercial purposes. Authors and performers presenting an FCLS sponsored event may sell related material at the event. Library facilities are not available on Sundays. The Fremont County Library System does not advocate or endorse any viewpoints expressed in meetings or by meeting room users.

Users must read all applicable policies and procedures and sign an acknowledgement form before reserving a meeting room. Users are liable for loss or damage to Library property caused by their negligence or improper use of equipment or the facility. Users must agree to hold the Library harmless for any and all physical injury and damage or loss of personal property. Any admission fees required for programs will be charged to attendees on a cost-recovery basis with no intent to profit. An administrative fee of \$25 will be charged for non-Library sponsored events that take place during non-operating hours. The Library reserves the right to cancel use of a meeting room and/or to substitute facilities.

Dorothy Remy moved to adopt the Meeting Room Policy on third & final reading; **Jackie Meeker** seconded. Don asked if the Carnegie building has historically been used on Sundays. Barbara Oakleaf replied that in the far distant past it was, but not in the last 10 years. Barbara Gose asked what the rationale for not having meetings on Sundays. Barbara Oakleaf replied that it was a Board decision that centered on the fact that the library system does not have Sunday operating hours. Tom added that there was additional concern regarding snow removal. Kevin noted that if the libraries open for regular operating hours on Sunday in the future, it would be worthwhile reviewing the policy. The motion was approved unanimously.

6. Action Items

Unfinished Business:

A. Carnegie Renewal Project – Matt noted that Kurt has conducted his site visit. The work that has been completed so far is looking very good. In addition, Matt is working with the LLFA to determine what they want to do with the Book Nook. Jackie asked if there were plans for a grand re-opening. Matt replied that we do not have anything planned at this time. The contractor has until the end of February to complete the work, but Matt thinks it will be done before then. Don commented that refinishing the basement wood floors is not included in the contract and it is an opportune time to have them refinished because it is empty. Matt replied that there is a contingency of about \$7,000 built into the project and if that money is not used through a change order, he is prepared to approach the county to add that item to the

project. Tom is concerned that refinishing those floors may be a more expensive project than what is available in the contingency.

- B. Riverton Drainage – Matt noted that there is no additional information on this project beyond his report.
- C. Dubois Sidewalk – Tom noted that he is waiting on the contractor to begin work.
- D. Lander Mural – Matt noted that the LLFA is negotiating with Scott to extend the contract.
- E. Rolesetting – Matt noted that the community meetings have been scheduled and the library staff will be conducting the exercise at the countywide training on Monday, October 8. Barbara Gose asked if Matt has received any response from the community. Matt replied that he has not, but will be reaching out to the community. The meetings are scheduled for October 16th in Dubois from 6-8pm; October 25th in Riverton from 6-8pm; November 17th in Lander from 1-3pm.

New Business:

- A. Food for Fines – Gloria noted that this is the annual program the library has for patrons to get their overdue fines waived by donating a non-perishable food item. It does not apply to lost or damaged collection items. The food collected at each facility goes to the respective community food bank. **Barbara Gose** moved to declare November and December as Food for Fines months; **Dorothy Remy** seconded. Don noted that the food banks cannot accept dented or out of date food products. The motion was approved unanimously.
- B. January 2013 Board Meeting – Kevin noted that with the current board meeting schedule, the January board meeting would occur on January 2nd. The consensus among the board members was to move the meeting to the next Wednesday, January 9th. **Dorothy Remy** moved to schedule the January board meeting on Wednesday, January 9, 2013 in Lander; **Don Newton** seconded. The motion was approved unanimously.


Correspondence – None

Other Business – Jackie commented that she appreciated the email Matt forwarded to the board members regarding the extended library hours. Matt replied that the email came from a patron and was addressed to the county commission. Kevin asked if the building managers are seeing more patrons in the evening. Gloria replied yes, she is seeing patrons coming into the building at 7:30pm. Matt noted that he believes the circulation statistics over time will show increased usage. Gloria commented that many of the patrons she sees coming to the library between 7-9pm are computer users so Riverton's circulation statistics may not appear very different. Barbara Gose noted that the extended hours have been very nice for the book discussions that were taking place after closing. Don noted that he was disappointed to learn that Dennis Christensen will not be the commission liaison next year. Kevin will create a letter of thanks to Dennis for his service to the library system and bring it to the next board meeting. Rebecca commented that the commission will be assigning board liaison duties probably at their first meeting in January, which should be Tuesday, January 8. She will make sure a board packet is available for the new library liaison. Matt will invite the new liaison to the library system for an informal meeting.

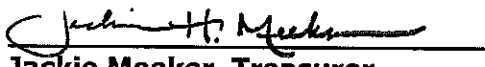
Kevin Tippets declared the meeting adjourned at 10:40 a.m.

Upcoming Calendar:

Next regular board meeting – Wednesday, November 7, 2012 in Lander, 9:30 a.m.

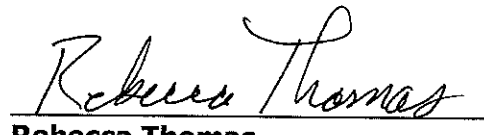

Kevin Tippets, Chair


Don Newton, Vice-Chair


Jackie Meeker, Treasurer


Barbara Gose, Member


Dorothy Remy, Member


Rebecca Thomas
Recording Secretary