


Unanticipated Revenue Hearing, Fremont County Library System Board of Directors held on October 5, 2011 at 9:30 a.m. at the Fremont County Library – Dubois, 202 First Street, Dubois, WY.

Barbara Gose, Chair, called the meeting to order at 10:00 a.m.

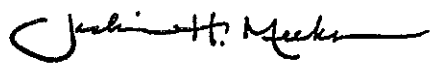
**BOARD MEMBERS PRESENT:** Jackie Meeker, Don Newton, Dorothy Remy and Barbara Gose. Kevin Tippets was absent – excused. Also present Matt Nojonen, Rebecca Thomas, Barbara Oakleaf, Gloria Brodle, and Paula Sabatka. Tom Norwood, Jonmikel Pardo and Commissioner Dennis Christensen were absent – excused.

- 1. Approval of the Agenda** – Barbara asked if there were any additions to the agenda. **Dorothy Remy** moved to approve the agenda as presented; **Jackie Meeker** seconded. The motion was approved unanimously.
- 2. Approval of Designated Unanticipated Revenues** – **Dorothy Remy** moved to approve the unanticipated revenues and expenditures as presented; **Jackie Meeker** seconded. The motion was approved unanimously.
- 3. Adjournment** – **Jackie Meeker** moved to adjourn the unanticipated revenue/budget hearing; **Dorothy Remy** seconded. The motion was approved unanimously. The meeting was adjourned at 10:05am.

  
Barbara Gose, Chair

  
Dorothy Remy, Vice-Chair

absent  
Kevin Tippets, Treasurer

  
Jackie Meeker, Member

  
Don Newton, Member

  
Rebecca Thomas  
Recording Secretary



Regular meeting of the Fremont County Library System Board of Directors held on October 5, 2011 at 9:30 a.m. at Fremont County Library – Dubois, 202 1<sup>st</sup> Street, Dubois, WY.

Barbara Gose, chair, called the meeting to order at 10:05 a.m.

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

- 1. Approval of Agenda – Dorothy Remy** moved to approve the agenda as presented; **Jackie Meeker** seconded. Barbara Gose asked if there were any additions to the agenda. There were none. The motion was approved unanimously.
- 2. Presentations – Employee service recognition – Paula Sabatka – 5 years** – Matt noted that Paula has served the Dubois Library and community very well in the past 5 years. Matt added that he has been impressed with Paula’s dedication, energy and her commitment to the library and the community and at the same time she is working hard for her Masters of Library Science degree. Barbara Oakleaf noted that Paula’s growth has been phenomenal and she has been a joy to work with. Gloria agreed and added that Paula has made the library in Dubois a true community center. Gloria and Barbara Oakleaf added that Paula has been a great team member. Barbara Gose added her thanks for Paula’s service to the library system.

### **3. Approval of Consent Agenda**

**Approval of Minutes** – Regular Board Meeting, September 7, 2011

#### **Record of Financial Statements**

General Fund – Statements as of August 31, 2011  
Donation Register  
Cash Flow Projection

#### **Approval of Bills**

Purchase Orders **4352**  
Check Numbers: **17921 - 18005** written on the Operating Account  
Exceptions: **17717, 17988**  
Payroll: **17925 – 17937**  
Direct Deposit: **91101 – 91130**  
Transfer from WYOSTar **\$60,000**

#### **Expansion/Carnegie Renewal**

Finance Register  
Warrants – Dubbe Moulder Architects - \$2,598.25

Rebecca noted that she distributed an additional check register and purchase order #4352. In addition, there is another exception; check #17988. **Jackie Meeker** moved to approve the consent agenda as amended; **Don Newton** seconded. Rebecca reviewed the payments that have been made to Dubbe-Moulder as of August 31, 2011. The motion was approved unanimously. Barbara Gose, as chair, asked Rebecca to file the financial statements.

**4. Reports** – Don noted that he visited a community library in Bondurant, which is part of Sublette County. The library is not part of the county library system. The community has raised about \$40,000 to put a foundation under the older building that is being renovated to make it a usable library. Barbara Oakleaf noted that she had a good experience at the recent Wyoming Library Association (WLA) conference and thanked the Board for being supportive of having staff participate in training. Gloria agreed. She attended a seminar on Bridges out of Poverty and it was helpful in developing her perspective of people who live in poverty. Gloria added that Wyoming Snapshot Day is October 11 and all of the libraries will get some pictures of the libraries and their patrons on that day. Dorothy noted that she will not be able to be at the Dubois library for the Foundation's Donor Tree dedication because she will be out of town due to a long planned trip. Paula noted that she enjoyed WLA also, and she found a seminar on interviewing and training employees very good. Matt noted that the library system will have its countywide staff training next Monday. The overall theme of the training day will be a systemwide team approach to library services. In addition, Jonmikel will be conducting some computer training and Mary Wendel will be talking about the Foundation to the library staff.

**5. Policy Review: None**

**6. Action Items**

**Old Business:**

- A. Carnegie Renewal Project** – Matt noted that the county still needs to approve the appropriation of the excess tax funds via a budget hearing. Matt is determined to have a written procedure in place to make the project go as smoothly as possible. Matt noted that the county recently had a project go significantly over budget, and it was not the result of anyone not doing their job, so things can happen. If the Board approves the contract with Dubbe-Moulder for the construction administration at this meeting, Matt will present the architect contract along with the written procedure to the commissioners for their approval. Matt is thinking of linking the commission approval of any changes to the project to a percentage of the contingency, perhaps 10% of the contingency. This would put the financial threshold at around \$3,500. Don suggested that there be one process for any items that are above the financial threshold, and another process for things that are below the financial threshold. Matt commented that the commissioners see the wisdom of establishing the process. Don suggested building on the ARRA grant process that is currently working. The commissioners will have the final determination on what the threshold will be. Matt is consulting with Kurt about what an appropriate threshold would be in this type of project. Our liaison is hesitant to take on the role of approving something without the involvement of all of the other commissioners. Don volunteered to be at the commission meeting with Matt and the other board members agreed that it would be beneficial to have Don at the meeting.
- B. Mission Statement** – Matt noted that he had posted information for the board members on creating mission statements on the SharePoint website. He reviewed the information he

distributed to the meeting attendees on staff input he received about the library system's mission statement. All board members agreed to do some work over the next month and come with some proposals for the next board meeting.

- C. MOU with Hal Herron – The revised Memorandum of Understanding (MOU) with Hal Herron is in the board packet. Matt reviewed the changes he made to the document. Jackie noted that she is happy the reference to the gift policy is included so the library system can remove the artwork when we decide it is time for it to be taken down. Matt stated that he and Tom specified the standards that the library system expected of the artwork – mounting and installation. Matt reviewed the installation of the artwork. Dorothy noted that she was unaware there was a public art program in Riverton until last month, and once the piece of art has worn out, the library may choose to put up something else. Everyone agreed that this artwork will not have an infinite life. **Don Newton** moved to approve the MOU with Hal Herron as presented; **Dorothy Remy** seconded. The motion was approved unanimously.

**New Business:**

- A. Construction Administration – Dubbe-Moulder Contract and Board Liaison Role – Matt noted that the contract in the board packet has been reviewed by the county attorney. The attorney has made some slight mechanical changes. The language has been tightened up and an indemnification clause has been added. Matt reviewed the changes and distributed copies of the revised contract. The revised contract is the one contained in the official board record. The contract amount is for \$15,500. If the Board approves the contract, Matt will bring it to the commissioners for their approval next week. **Don Newton** moved to approve the contract that has been reviewed by the county attorney for the construction administration with Dubbe-Moulder; **Dorothy Remy** seconded. The motion was approved unanimously.
- B. Reconfiguration of Dubois staff positions – Paula noted that she considered splitting the full time position when she hired Leigh. With the additional duties that the school has placed on the library system, Paula feels the need for two separate people is essential. If the right person came along who could handle both the teens and the children's area, she would consider hiring one full time person. In addition, the school has laid off some of their library staff and feels some of these people could step into these positions. Paula's plan is to have one person dedicated to children's department (younger than teens). That person would conduct the story times for the school and plan the children's summer reading program. Paula noted that Leigh has had to devote a lot of time to planning for the school story times. The second person would be dedicated to the young adult (YA) area and do the programming for the teens. Since the YA programming is not as demanding as the children's, this person would also help cover the circulation desk and work on teen and children's collection development. Matt noted that this change would give Paula eight additional staff hours per week and she would still have some sub hours. Don noted that Paula has thought about this a lot. Barbara Gose stated that it is difficult to have a full discussion via email and thanked Paula for laying out the justification for the change. **Jackie Meeker** moved to approve the change in Dubois personnel from a full-time department head position to 2-24 hour/week Library Assistant II positions; **Don Newton** seconded. The motion was approved unanimously.

- C. State Librarian/Board Training Opportunity – Matt asked if all board members would like the opportunity to meet with Lesley Boughton, Wyoming State Librarian. Matt consulted with her at the director’s retreat and she is willing to come to Fremont County to conduct a board training session for the library board. Lesley expected the training to take no more than two hours. The consensus among the board members was that this would be great and to link it to a regularly scheduled board meeting. Matt will check to see if Lesley can make the November or December meeting.

**Correspondence – None**

**Other Business** – Foundation Donor Tree dedication in Dubois, Wednesday, October 12 at 4:15pm. Matt asked if any board members were available to the join the dedication. John Angst joined the meeting and described the dedication activities. Jackie Meeker had to leave the meeting. John noted that Max Maxfield, Wyoming Secretary of State, will be in attendance. The evening event will be at 6pm at the Dennison Lodge. Paya will be providing the catering. The Foundation will absorb all of the costs for the event.

Barbara Oakleaf showed the attendees a binder that she created that contains information on the Metropolitan Opera upcoming events that will be held at the Lander Library.

**Adjourn for Library Tour** – The board members decided to conduct the tour before the board meeting, which is why the Unanticipated Revenue Hearing did not begin until 10am.

Barbara Gose declared the meeting adjourned at 11:40a.m.

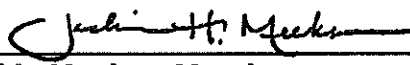
**Upcoming Calendar:**

Next regular board meeting – Wednesday, November 2, 2011 in Lander, 9:30 a.m.

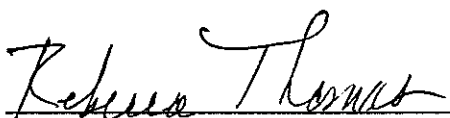
  
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