



Regular meeting of the Fremont County Library System Board of Directors held on November 2, 2011 at 9:30 a.m. at Fremont County Library – Lander, 200 Amoretti Street, Lander, WY.

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

**BOARD MEMBERS PRESENT:** Barbara Gose, Jackie Meeker, Don Newton and Kevin Tippets. Dorothy Remy attended via telephone. Also present Matt Nojonen, Rebecca Thomas, Barbara Oakleaf, Tom Norwood, Gloria Brodle, Paula Sabatka, Jonmikel Pardo and Commissioner Dennis Christensen. Also present Susan Gose, president of the Lander Library Friends Association (LLFA).

Barbara Gose welcomed board members, Commissioner Christensen, Susan and other attendees.

- 1. Approval of Agenda** – Barbara Gose asked if there were any additions to the agenda. **Kevin Tippets** moved to approve the agenda as presented; **Jackie Meeker** seconded. The motion was approved unanimously.
- 2. Presentations – Recognition and Thanks to Lander Library Friends Association** – Barbara Gose presented a letter of appreciation and thanks to the Lander Library Friends Association (LLFA) for the generous contribution for the Carnegie Renewal Project. In addition, Barbara Gose thanked that the LLFA for their support in the mural project and their other many, many efforts. Susan noted that the LLFA group is a great group of individuals and she thanked Commission Christensen for the commission support as well.

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

**Minutes – October 5, 2011 Regular meeting; October 5, 2011 Unanticipated**

#### **Revenue Hearing**

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

General Fund – Statements as of September 30, 2011  
Donation Register  
Cash Flow Projection

##### **Approval of Bills**

Purchase Orders **4353, 4355**  
Check Numbers: **18006** - **18093** written on the Operating Account  
Exceptions: **18025**  
Payroll: **18010 – 18023**  
Direct Deposit: **101101 – 101133**  
Transfer from WYOStar: **\$85,000**

##### **Carnegie Renewal**

Finance Register  
Warrants – Dubbe Moulder Architects - \$378.90

Rebecca noted that she distributed purchase order 4355 and an additional check register. **Kevin Tippetts** moved to approve the consent agenda as amended; **Jackie Meeker** seconded. The motion was approved unanimously. Barbara Gose asked Rebecca to file the financial reports.

#### **4. Reports – Roundtable**

Jonmikel noted that the recent library assistant hired in Lander has a background in computers and will be a great help to Jonmikel moving forward. Matt added that each of the libraries now has a technical librarian on staff, which helps keep the libraries operating efficiently. In addition, there was an e-book seminar in October that was well attended by the library system staff members and one attendee from Central Wyoming College, Kristy Hardtke. November 10 and 17 there will be additional web based seminars covering young adult topics. The library director for Big Horn County will be attending those seminars. Matt noted that the webinars are archived and available anytime for interested FCLS staff members. Jonmikel commented that many of the webinar materials are in "pdf" format and can be downloaded. Matt spoke with state librarian Lesley Boughton about the state of e-books, and the Wyoming State Library (WSL) is working on it, but it has not gotten off the ground yet. The big vendor for e-books is Overdrive and is currently being sued in Kansas because of a 700% rate increase when it came time for the state to renew its contract with them. Overdrive is not interested in working with the WSL at this point in time. 3M is close to having a product ready for beta testing, but there is no timeline for it. Casper has a one-year trial contract with Overdrive. Lucy Osborne, Laramie County Library Director, talked with Overdrive, but determined that it was not a vendor she wanted to work with. One of the key elements that a vendor needs to provide is statewide accessibility, and the WSL has not been able to find a vendor that can provide it, yet. Barbara Gose asked the managers what their response has been to patron inquiries for e-books. Gloria replied that she states the library system and WSL are working on it and are aware of the need, but it is still in flux; adding "it has to be done right". Barbara Oakleaf added that she emphasizes to patrons that access via Nooks and Kindles are proprietary. Matt noted that Amazon is working on providing access for the Kindle. The access is coming, but not fast enough for those that want it now. Matt noted that the main hurdle for the vendors to overcome is getting an agreement with the publishers to provide materials.

On November 16 Matt will be having an in service for the 5 new employees that have been hired recently. The training is the same program Matt had on the library's in house training that was held on October 10. The training emphasizes that the library system works as a team and underscores customer service. It will become part of the annual employee performance evaluation and includes webinar training, too. Matt showed the coffee mugs that he had made with the FCLS logo and the phrase "three leaves one tree" on them. The board members all expressed an interest in purchasing one of the coffee mugs that Matt had created.

Susan thanked the Board for the acknowledgement and noted that the Carnegie means a lot not only to the people of Lander, but also countywide. She commented that she thinks there will be more support when it is time to begin the Carnegie's interior work. Barbara Oakleaf thanked Susan for her leadership and commented that she feels very lucky to work with the LLFA. Kevin added that the LLFA is definitely an asset to the system and have set the bar high for other Friends groups. Susan also acknowledged the hard work of two of the LLFA board members, Amy Andersen and Anita Marple. Susan left the meeting.

Tom noted that the commissioners approved the contract for the chiller project in Riverton. Barbara Oakleaf noted that she has filled 2 of the 3 open positions, but the silver lining in adding so many

new employees is that the training for new employees gives the existing staff a chance to review their own skills. The new employees will bring a lot of fresh ideas for programs to the library. Barbara Gose noted that the board members present will tour the Lander facility following the meeting and Dorothy will get a personal tour next time she is in Lander. Commissioner Christensen noted that he is looking forward to begin work on the Carnegie project. Gloria added that the Enchanting Entertainers performed plays last week and had over 900 students in attendance. They had students from Shoshoni, St. Margaret's, Methodist Preschool and the Riverton school district. Gloria noted that there will be one more meeting for the "Changing Lives through Literature" program that begins in January. Jackie asked what the status of the installation of the banner on the Riverton building. Matt replied that he is waiting on a liability insurance statement on the crane company that will be installing the artwork, but have not heard from Mr. Herron. Jackie asked if there was an expiration date on the MOU. Matt replied that the MOU has a clause that either party can terminate the MOU anytime with 30 days notice. Jackie asked if the recent technical hire was serendipitous or part of the job description. Barbara Oakleaf replied that technical skills were part of the advertisement for the position. Jackie commented that the Saturday traffic numbers look very high. Rebecca replied that she will ask Becky to review the statistics to insure the numbers reported are correct. Paula noted that she has filled both of her part-time positions. Both employees are previous Dubois school district library employees who were laid off this year. Matt noted that the managers and he are working on a circulation policy, reviewing the gift policy and he is planning on reviewing the meeting room policy. The policy reviews are coming as a result of Matt trying to answer patron questions about the FCLS policies. These policies will be coming to the Board for approval in the coming months.

## **5. Policy Review – None**

## **6. Action Items**

### **Old Business:**

- A.** Carnegie Renewal Project – Matt noted that Kurt will be in town to meet with Tom and Matt on November 9 to discuss the schedule and timeline for the project along with addressing any concerns about the construction documents. Matt asked Don if he could attend the meeting, but Don replied he will be out of town. Kurt is anticipating a starting date in spring 2012. This will allow the Lander library to use the Carnegie room throughout the winter and give time for the LLFA to plan for relocation during the construction.
- B.** Mission Statement – Barbara Gose read the proposed mission statement into the minutes:

*The mission of the Fremont County Library System is to enrich lives by making library resources freely available to all for educational, cultural and recreational needs.*

Matt noted this was discussed at the staff in service day. Matt noted that the current mission statement addresses only Fremont County residents, but realistically the library serves anyone who walks through the door. Jackie noted that she found a website that addresses library mission statements in the 21<sup>st</sup> century. The website emphasized that a library mission statement should provide a general statement of why the library exists, clarify what the library does, capture the essence of what the library wants to achieve, have some measurable components, be short and simple and easy to remember, and be a living statement that is subject to revision as needs require. Jackie thinks the proposed mission statement fits all of these conditions except for the measureable components. Barbara Gose commented that the

American Library Association (ALA) article that Matt provided to the Board was helpful. One of the things it emphasized was to keep the mission statement concise and it also addressed "tag lines". Matt replied that the measurable components are contained in the library's strategic plan and the system has "tag lines"; "engaging minds; enriching lives". Kevin likes that the missions statement includes the word "enrich", which ties to the tag line. Kevin asked what is considered "recreational". Matt replied that some of the programs as well as books by authors like Danielle Steel. Matt added that the Wyoming state statute that establishes public libraries in the state also includes the word "recreational". Dorothy noted that she is very pleased with the mission statement, particularly with the phrase "freely available to all". **Kevin Tippets** moved to adopt the mission statement as presented; **Don Newton** seconded. The motion was approved unanimously.

- C. State Librarian/Board Training Opportunity – Matt noted that he spoke with Lesley and she can attend the December meeting. She will discuss the board role and interaction with the state library and should only take an hour or two. The board members agreed to have the training session first and start the board meeting at 11am. Barbara Gose commented that she will keep the "Roundtable" to a minimum and the meeting should take no more than an hour. Rebecca will advertise the next meeting with a start time of 11am.

#### **New Business:**

- A. Food for Fines November-December – Paula noted that this is only for overdue fees as long as patrons have returned all items. This does not apply to copies, faxes or ILL postage. The patrons must bring in one item of food. Barbara Oakleaf commented that the Lander Food Bank appreciates the library donations. Gloria commented that some of the food is donated to the Riverton Food Bank, some to the Christian Store House, and some to the Crisis Center. Barbara Gose asked if the program is advertised. Gloria replied that it is published in Public Service Announcements, it will appear on the website and the rolling screens, and flyers will be posted at the libraries. Paula noted that some patrons who do not have fines will bring in food for donation, too. **Kevin Tippets** moved to approve the collection of non-perishable food products in lieu of patron fines for the months of November and December 2011; **Jackie Meeker** seconded. The motion was approved unanimously.
- B. Board Officers and Regular Meeting Schedule for 2012 – Look Ahead – Barbara Gose asked Kevin if he would prepare a slate of board officers for the December meeting. Rebecca noted that the proposed meeting schedule keeps the current library building rotation and meetings are held on the first Wednesday of the month. **Kevin Tippets** moved to adopt the 2012 FCLS Board Meeting schedule as presented; **Don Newton** seconded. The motion was approved unanimously. Rebecca commented that at the December meeting there should be a 2012 holiday schedule for approval.

#### **SPECIAL PROJECTS - NONE**

**Correspondence: None**

**Other Business:**

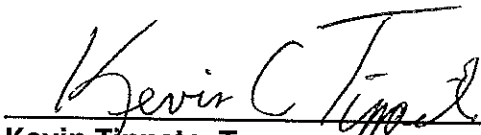
**Upcoming Calendar:**

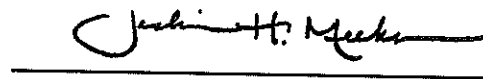
Next meeting – Wednesday, December 7, 2011, 9:30am in Riverton.

**Adjournment (no vote)** – The board members adjourned the meeting at 10:20am to tour the Lander Library facility.

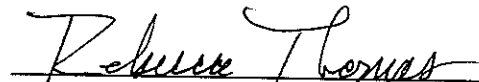
  
Barbara Gose, Chair

  
Dorothy Remy, Vice-Chair

  
Kevin Tippets, Treasurer

  
Jackie Meeker, Member

  
Don Newton, Member

  
Rebecca Thomas  
Recording Secretary