



Regular meeting of the Fremont County Library System Board of Directors held on November 7, 2012 at 9:30 a.m. at Fremont County Library – Lander, 200 Amoretti Street, Lander, WY.

Kevin Tippetts, chair, called the meeting to order at 9:35am.

BOARD MEMBERS PRESENT: Jackie Meeker, Don Newton, Barbara Gose and Kevin Tippetts. Dorothy Remy was absent – excused. Also present Matt Nojonen, Rebecca Thomas, Barbara Oakleaf, Gloria Brodle, Tom Norwood, Paula Sabatka, Jonmikel Pardo and Commissioner Dennis Christensen. Also present Georgia Nations, Dave Kelsner, Becky Packer, Julie Baehr (Library Assistants) and Linda Willenbrecht (CYA Department Head).

1. **Approval of Agenda – Don Newton** moved to approve the agenda as presented; **Barbara Gose** seconded. There were no additions to the agenda. The motion was approved unanimously. The Board skipped to item #3.

2. **Presentations – Georgia Nations Service Recognition – 35 years** – Barbara Oakleaf thanked Georgia for her 35 years of service to the library system. Barbara Oakleaf commented that Georgia is a great resource for the students who participate in History Day because she always goes the extra mile to find what they need. Linda noted that Georgia was one of the first people she met when she came to work at the library and remembers how friendly and outgoing Georgia was to her. Becky commented that Georgia is wonderful at reference questions for all patrons. Barbara Oakleaf noted that Georgia embraces the new technology as well including the recently added eBook service. Kevin commented that it speaks well of the system that it has employees who have worked at the system for 35 years.

3. **Approval of Consent Agenda**
 - Minutes – October 3, 2012 Regular meeting**
 - Record of Financial Statements**
 - General Fund – Statements as of September 30, 2012
 - Donation Register
 - Cash Flow Projection
 - Approval of Bills**
 - Purchase Orders **4378**
 - Check Numbers: **19031** - **19124** written on the Operating Account
 - Exceptions: **None**
 - Payroll: **19044 – 19054**
 - Direct Deposit: **101201 – 101234**
 - Transfer from WYOSTar: **\$120,000**
 - Carnegie Renewal**
 - Finance Register
 - Warrants – Dubbe Moulder Architects - \$1,103.00; SDI - \$132,154.00

Rebecca noted that she distributed an additional check register and called the Board's attention to corrected voucher amount for SDI. **Barbara Gose** moved to approve the consent agenda as amended; **Jackie Meeker** seconded. Jackie asked about the \$3,500 inflow to the Lander department. Barbara Oakleaf replied this was a donation from the Lander Library Friends Association (LLFA). The motion was approved unanimously. Kevin asked Rebecca to file the financial reports. The Board returned to item #2.

4. Reports – Roundtable – Don noted that he attended the Rotary meeting in Lander in October to talk with the members regarding the upcoming rolesetting workshop, and many members were surprised at the number of services that are provided at the library (eBooks, Metropolitan Opera, the National Theater, etc.). Don thanked Tom for his diligence on the Carnegie renovation project. Tom picks up small things that the contractor and subcontractors have overlooked and makes sure that any problems are remedied. Jonmikel noted that he wanted to recognize the Lander staff for their hard work in taking over the running of the productions of the Metropolitan Opera and a taping of the National Theater. Jackie added that recently the Metropolitan Opera program was mentioned on the national news and was very proud that the program is offered here at the Lander facility. Barbara Oakleaf noted that the Metropolitan Opera program is offered in Sheridan and Jackson, but the Lander facility is the only place in the state of Wyoming that offers the National Theater programs. Commissioner Christensen noted that he thinks the library system administration and Board are serving the library system well. In addition, the relationship between the library and the commission has improved greatly. Kevin thanked Commissioner Christensen for his service with the library system as our commission liaison. Gloria noted that Gary Small and the Coyote Brothers will be performing at the Riverton Library Saturday evening. Barbara Oakleaf noted that she hopes to see Commissioner Christensen in the library in Lander in the future. Commissioner Christensen commented that he recently visited the Dubois Library and was pleased to see how many young people were using the library services. Matt noted that he wants to thank the managers for their hard work dealing with various technological changes and recent staff changes.

5. Policy Review

A. Draft Amendment to Board Bylaws – Jackie asked if the restriction on Friends membership would extend to the Central Wyoming College (CWC) Friends of the Library group. Matt replied no. This amendment would cover the Community Library Friends groups, but CWC is not considered a Community Library. Matt noted that the purpose of this amendment is to better define the roles of communication and authority lines between the Library board members and the Friends groups and other library associated groups. There have been instances in the present and past when the authority and roles have been blurred when library board members also serve as Friends members. This amendment would prevent the conflict that inevitably arises when a board member tries to wear "two hats". Barbara Gose asked what happens if the commissioners appoint a person who is already a Friends member. Matt replied the person would need to choose which group they wanted to serve. Don expressed a concern that this would decrease the pool of people available to volunteer their time for boards. Jackie asked if Matt is trying to avoid conflicts of interest; Matt replied yes.

Barbara Oakleaf noted that she has seen when a board member is sitting in a Friends meeting that there appears to be undue influence wielded by that person even when that library board member is not an officer of the Friends group. Kevin noted that this would be akin to the commission liaison being a voting member of the library board. He believes that would produce undue influence on the other library board members. He noted the Friends groups

are relatively small so if you are a member of that group, you will wield some influence due to the size of the group. Gloria noted that since this has been addressed by the Wyoming State Library (WSL), they have probably encountered this problem before. Barbara Gose asked Barbara Oakleaf and Gloria if they have encountered these conflicts. They replied yes. Kevin asked if a library board member had more muscle in the Friends group by virtue of his/her position as a Library Board member; Gloria and Barbara Oakleaf replied yes. Jackie asked if the influence only happened with Library Board members serving as officers in a Friends group. Gloria and Barbara Oakleaf replied that the influence existed regardless of the position the Library Board member held in the Friends group.

Gloria noted that odds are that if you are a member of the Friends group, at some time you will serve in one or more of the officer roles. Gloria commented that the Riverton Friends has about 12 members. Barbara Oakleaf noted that the LLFA has about 100 members, but the LLFA Board members are the only voting members and it consists of about 8 people. Paula noted that the Dubois Friends has about 70 members with about 10 being regular attendees and all Dubois Friends members have the power to cast a vote. Jackie commented that she does not think it is too much to ask a library board member to suspend their Friends membership while they serve their term on the Library Board. Kevin noted that the timing of this is important because there will be two new library board members appointed in June 2013. Kevin asked Commissioner Christensen if the commission would honor the bylaws requirement of no other active membership in any of the specified groups when the commission is interviewing candidates for appointment to the Library Board. Commissioner Christensen replied that he thinks this is an excellent policy, and it would have been a beneficial tool when the commission was interviewing board candidates in the past. Commissioner Christensen commented that he would like a directive that states that the library director takes direction from the Library Board. Matt replied that there is such a statement elsewhere in the Library Board Bylaws. Don noted that he thinks the amendment has merit, but would like to think about it over the next month.

Jackie Meeker moved to approve the amendment to Article 3 Section I, Purposes and Policies, of the Fremont County Library System Board Bylaws as presented on first reading; **Barbara Gose** seconded. **The motion was approved with Don Newton dissenting.** Barbara Gose asked if the second reading could be tabled at the next meeting. Rebecca replied yes. If there are substantial changes to the amendment at the next reading, the amendment would revert to first reading.

6. Action Items

Unfinished Business:

- A. Carnegie Renewal Project – Matt noted that the project is pretty much on schedule. Matt commented that Ray and Tom are on top of the details of the project. There are some minor and a couple of major issues that have arisen, but communication between the contractor, the architect and the system has been great. Matt noted that they are trying to resolve any issues with the exterior work as quickly as possible because of weather concerns. Matt commented that coincidentally the Lander building was experiencing alarms related to the fire suppression system that turned out to be unrelated to the ongoing construction, but were due to a faulty sensor. Ray, Tom and Barbara Oakleaf responded to all of the alarms with professionalism and the issue has been resolved. Matt commended the Lander staff for responding as expected to the alarm that sounded during our open hours. Matt asked if anyone had any questions. There were none. Don commented that the building looks great from the outside.

Matt noted that the public has commented on how great the building looks. Matt added his thanks to Tom for all of his hard work on the project.

- B. Riverton Drainage – Matt noted a copy of Kurt Dubbe’s proposal is included in the board packet. Kurt’s estimate is considerably lower than what Matt thought it would be, but it does not include the engineering evaluation cost. He has not had the opportunity to contact the engineering firms to request a cost proposal for evaluating the Riverton site. The architect’s services would be \$11,000. We do not know what the engineering part will cost. Don commented that a survey of the property needs to be done to examine drainage patterns. He estimates that the engineering evaluation and plan will cost between \$10,000 and \$15,000. Don noted that he has some contacts at the engineering firms and will talk with them about contacting Kurt about the project. Matt noted that the county might want these evaluations to be bid out.
- C. Dubois Sidewalk – Matt noted the work is done and the sidewalk is serving its purpose. Rebecca noted the payment was approved in the consent agenda. Kevin asked if this was an access issue; Matt replied yes – emergency access.
- D. Lander Mural – Matt noted that the LLFA is going to visit with the artist along with members of the original committee to get the project moving towards completion. Barbara Oakleaf noted that as the panels are completed, they will be stored at the library.
- E. Rolesetting – Matt noted that he met with community groups in Dubois and Riverton, but attendance has been extremely small. The Lander group will meet on November 17; 1-3pm. Kevin commented that the Board will wait to hear how the Lander meeting goes before deciding how to proceed. Jonmikel noted that he will put something on the libraries’ Facebook pages about the rolesetting meeting on November 17. Matt noted there are tools once the rolesetting process is completed. Don noted that when he visited with the Rotary group in Lander, he had a gentleman ask when the bookmobile stopped service. Barbara Oakleaf and Gloria replied the library system has never had a bookmobile. Only three library systems in Wyoming have bookmobiles. The Rotary attendees were amazed that eBooks were available at the library system. Matt noted that each of our library locations serves as a hot spot with Wi-Fi available whether the library buildings are open or not. Jonmikel commented that it is probably a good idea to have another session on eBooks after the holidays when people receive eReaders as gifts. Don encouraged all attendees to attend service organizations and promote the library services because it was a good way to get the word out about all of the services the library system has to offer.

New Business:

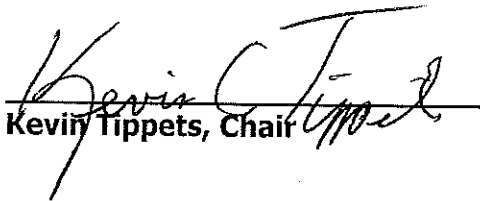
- A. Board Meeting Calendar 2013 – Matt asked the Board if they want budget proposals for the February meeting, which is planned as a paperless meeting. Matt noted that we will not have any guidance from the county commissioners until the end of February or the beginning of March. Matt is thinking of putting three budgets before the Board – a flat budget, a 5% decrease and a “wish list” budget. The consensus was that the board members would like the three budget proposals described by Matt at the February meeting. The board members agreed to move the paperless meeting to the January 9, 2013 meeting. **Jackie Meeker** moved to approved the 2013 Board Meeting Calendar as presented; **Barbara Gose** seconded. The motion was approved unanimously.

Correspondence: None

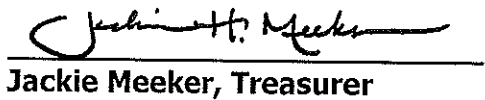
Other Business: Matt noted that there is an opportunity for him to attend a PLA leadership conference in Chicago that would largely be paid for by a PLA grant. The travel and lodging costs could be possibly covered by a McMurry grant so the library system would not incur any cost. Matt needs letters of support from the board members for this program and will be contacting them in the future about it. Barbara Gose asked Commissioner Christensen if there is any appropriate way for any Board to put in a request for a commission liaison. Commissioner Christensen noted that in his case, he took on all of the liaison assignments from the commissioner he was replacing. Commissioner Christensen replied that the commissioners can volunteer for positions, but he does not think it is appropriate for the library board members to request that a particular commissioner serve as liaison.

Adjournment (no vote) – The meeting was adjourned at 11:15 am.

Next meeting – Wednesday, December 5, 9:30am in Riverton

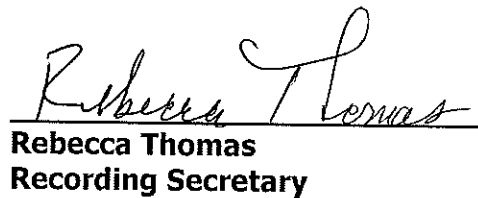

Kevin Tippets, Chair


Don Newton, Vice-Chair


Jackie Meeker, Treasurer


Barbara Gose, Member

absent
Dorothy Remy, Member


Rebecca Thomas
Recording Secretary