



Regular meeting of the Fremont County Library System Board of Directors held on December 5, 2012 at 9:30 a.m. at Fremont County Library – Riverton, 1330 West Park Avenue, Riverton, WY.

Kevin Tippets, chair, called the meeting to order at 9:36 a.m.

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

1. APPROVAL OF AGENDA –Jackie Meeker moved to approve the agenda as presented; **Barbara Gose** seconded. Kevin added item "D – Director & Board Evaluations" under New Business to the agenda. The amended agenda was approved unanimously.

2. PRESENTATIONS–None

3. APPROVAL OF CONSENT AGENDA

Approval of Minutes – Regular Board Meeting, November 7, 2012
Special Meeting, November 29, 2012

Record of Financial Statements

General Fund – Statements as of October 31, 2012

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **None**

Check Numbers: **19125– 19200** written on the Operating Account

Exceptions: **19084, 19113, 19114**

Payroll: **19128 – 19138**

Direct Deposit: **111201 – 111234**

Transfer to WYOSTar: **Tax revenue received over \$40,000**

Carnegie Renewal

Finance Register

Warrants – Dubbe Moulder Architects - **\$1,369.93**; SDI - **\$136,786.90**

Rebecca noted that she had distributed an additional check register and corrected a couple of typographical errors in the minutes. **Barbara Gose** moved to approve the consent agenda as amended; **Dorothy Remy** seconded. The motion was approved unanimously. Kevin asked Rebecca to file the financial statements.

4. REPORTS ROUNDTABLE – Barbara Oakleaf invited everyone to the holiday open house at the Lander Library on Saturday, December 8 from 10am-2pm. Barbara Gose asked if the agenda for the board meeting is published on the website. Rebecca replied it is not. Jonmikel commented that it would be easy to add this to the library website, and it will be posted for the next board meeting. Commissioner Christensen noted that he does not know if other boards post proposed agendas, but he thinks it is a good idea. Don suggested putting a qualifier at the bottom of the agenda that it is subject to modification at the meeting. Commissioner Christensen commented that it has been a pleasure serving as liaison for the Library Board. He stated that the Chairman of the Commission appoints liaisons for the offline boards, but a commissioner can volunteer for an appointment. Dorothy noted that the library and museum in Dubois traditionally collaborate on a Christmas concert and it was held last Saturday at the Dennison Lodge and was most enjoyable. Don noted that the new storm windows are going up on the Carnegie building and they look very good. He thanked Tom and Ray Nantt again for their great attention to detail. Dorothy noted that if the bylaws are changed regarding the proposed amendment, the library board trustee orientation manual needs to be changed. Commissioner Christensen commented that he presented the proposed bylaw amendment regarding membership in Friends or Foundation organizations to the Commission because he believes it would benefit other county offline boards. The amendment was well received by the commission to avoid conflicts of interest. Kevin noted that the second reading for the proposed amendment will come before the Board at the January meeting.

5. POLICY REVIEW – None

6. ACTION ITEMS

UNFINISHED BUSINESS:

- A.** Carnegie Renewal Project – Jackie asked if extending the contract will have a budgetary impact. Matt replied that he is not sure. The contractor has a preliminary punch list and they are working on those items now. The contract states that once the “final walk through” happens and the parties agree to the final items (punch list) that must be completed, the contract is completed. In addition, the contractor and architect will work out a timeline for any remaining work that needs to be done. Matt is concerned that the final walk through may not happen before December 31. Matt will be talking with JR Oakley and the commissioners before the end of the month to work this out. Don noted that it should not be a big deal to extend the contract and should not involve more money. Matt commented that the decision to extend the contract may not be made until after the final walk through. Don noted another consideration is the 10% retainage held by the county until the contract is complete. The commissioners could release the retainage before the landscaping repairs are completed. Matt noted that in the ARRA grant project the retainage was released once the punch list was created. Matt commented that the retainage is held in an interest bearing account and the contractor receives any accumulated interest on the retainage.

- B.** Riverton Drainage – Matt noted that Kurt has asked two engineering firms (Trihydro and Inberg-Miller) to submit cost proposals by December 7. Kurt has submitted his own bid proposal for the architectural services that would be needed for this project. Kurt’s proposal is included in the board packet.

- C. Rolesetting – Matt noted that there is a summary of the top three roles selected in the various rolesetting exercises. Matt noted that it appears the library board and management team conducted a rolesetting exercise in 2007, but he did not know if the results were used when the Board created the library's strategic plan. Dorothy noted that the low number of participants results in skewed numbers. Kevin asked the board members if they want to spend time trying to solicit additional information from the public. Barbara Gose noted that she questions whether it is a good use of library funds to pursue more public input. Barbara Oakleaf noted that questioning the current users of the library does not solicit information from residents who do not currently use the library and what role they see for the library system. Barbara Gose suggested having a booth at the upcoming Winter Fair in March. Kevin asked if Matt could streamline the process to make it accessible from a booth at the county Winter Fair. Matt replied he could but questioned the meaningfulness of the data because much of the understanding for participants have come from the discussions that have taken place during the process. Barbara Gose suggested picking a few service organizations or other groups and bringing the rolesetting process to them. Matt replied he would appreciate help identifying these groups. The only problem he sees is that with an audience with a focus on one area (i.e. parents of young children), the results will be skewed. Barbara Gose suggested revisiting the subject after the holidays. Don suggested using the website to survey users. Jonmikel replied that it can be set up relatively easily.

Dorothy asked what the practical applications of the rolesetting results mean. Matt replied that the rolesetting process will help determine the collection and programming strategies as well as the type of training for staff. Matt commented that if popular library is the primary area, it does not mean that the library never provides reference collections. Jackie asked because demographics and situations change, how long does Matt see the results as valid. Matt replied that strategic plans usually are repeated every 3 years. Matt noted that there are subtle differences between the roles, which can lead to some confusion. Kevin noted that he would like the meeting attendees to think on the subject and it will be on the agenda for the January meeting. Matt noted that his hope was to have results in time for budget preparation, which will begin in January. Don asked if the library has statistics on what types of books are being checked out. Matt replied yes. Matt noted that there are some roles that cannot be measured just by circulation statistics. Matt commented that one of the first determinations in the rolesetting process is determining the level of effort of participation the board wants to pursue. Commissioner Christensen noted that his concern is that technology is not listed in the categories. Matt replied that there is no separate category for technology because technology is not so much a role but a tool that is used in a wide variety of processes whether it is for education or applying for work. The library system's computers are an important part of the system regardless of the roles selected.

NEW BUSINESS:

- A. Holiday/Facility Closure Calendar – Rebecca noted that this calendar mirrors the county's holiday calendar approved by the commissioners. Barbara Gose asked if the holidays and closures are consistent with other county libraries throughout the state. Matt replied he does not know. Jackie asked if the employees have a chance to make up for any lost hours. Barbara Oakleaf replied that the employees are all given the opportunity to fill the work week to their allowable hours. No one loses pay. **Barbara Gose** moved to approve the 2013

Holiday/Facility Closure Calendar as presented; **Dorothy Remy** seconded. The motion was approved unanimously.

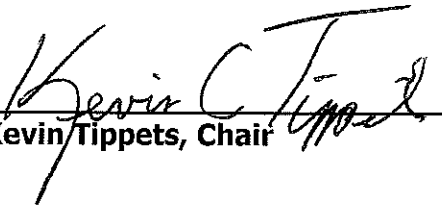
- B.** Discussion of Compensation for Hearing Officer – Matt noted that this expenditure will come out of the Admin contractual services account. Rebecca is estimating the total to be between \$2,000 and \$3,000. Currently, there is \$780 left in the contractual services budget and \$400 in the board meetings line item. Rebecca and Matt will monitor other Admin expenses carefully throughout the fiscal year, but there may be money in the service agreements line item to cover the expenditure. This does not require any board action at this time. Don asked Commissioner Christensen how other offline boards handle unexpected expenses. Commissioner Christensen replied that the commission realizes that situations arise during the fiscal year that could not be anticipated during the budgetary process. The commissioners are aware that the library board required the services of a hearing officer. Matt noted that the county has established rules for any budget transfers. Any budget transfers between personnel and operating line items requires commission approval. Any budget transfer of \$5,000 or more requires commission approval. If the library system finds it is in a tough financial bind at the end of the fiscal year, Matt can go to the commission with a request for additional funds.
- C.** Extended hours for Riverton Library, Saturday, December 15 – Matt noted that Shari Haskins, Library Assistant II, is requesting that the Riverton Library remain open until 8pm on Saturday, December 15 in order to serve those students who are preparing for final exams. **Barbara Gose** moved to extend the operating hours for the Riverton Library until 8pm on Saturday, December 15; **Jackie Meeker** seconded. Jackie asked how many students take advantage of the extended hours. Matt replied that not that many attended last year, but it was the first time the program had been offered in a couple of years. Shari is hoping the word will get out and the library will see more students this year. Don suggested handing flyers out to the teachers about the extended hours. The motion was approved unanimously.
- D.** Director and Board evaluations – Kevin noted that the timeline last year was that the evaluation documents were submitted by January and the Board met in executive session at the February board meeting. Anyone who wants to remain anonymous should send their documents by mail. Dorothy will receive all of the documents and collate them. All documents should be to Dorothy by January 18 and the Board will meet in executive session at the February 6 board meeting.
- 7.** Executive Session for Paula Sabatka Grievance – Kevin noted that the Board has not received information back from the hearing officer. **Dorothy Remy** moved to adjourn to executive session to discuss Paula Sabatka's grievance; **Jackie Meeker** seconded. The motion was approved unanimously. **Don Newton** moved to return to public session; **Dorothy Remy** seconded. The motion was approved unanimously.

CORRESPONDENCE: None
OTHER BUSINESS: None

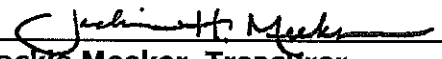
UPCOMING CALENDAR:

Next meeting: Wednesday, January 9, 2013, 9:30am in Lander – this meeting will be “paperless”.
Jonmikel will investigate whether the library eReaders can be used for the meeting.

The meeting was adjourned at 11:27 am.



Kevin Tippets, Chair


Don Newton, Vice-Chair


Jackie Meeker, Treasurer


Barbara Gose, Member


Dorothy Remy, Member


Rebecca Thomas
Recording Secretary