



Regular meeting of the Fremont County Library System Board of Directors held on December 7, 2011 at 11:00 a.m. at Fremont County Library – Riverton, 1330 West Park Avenue, Riverton, WY.

Barbara Gose chair, called the meeting to order at 11:20 a.m.

BOARD MEMBERS PRESENT: Kevin Tippetts, Dorothy Remy, Don Newton, Jackie Meeker and Barbara Gose. Also present Matt Nojonen, Rebecca Thomas, Paula Sabatka, Barbara Oakleaf, Tom Norwood, Jonmikel Pardo and Commissioner Dennis Christensen. Gloria Brodle was absent – excused. Also present Lesley Boughton, Wyoming State Librarian, Shari Haskins and Teri Wiblemo, Library Assistants, Riverton Library.

1. APPROVAL OF AGENDA – Barbara Gose asked if there were any additions to the agenda. Matt asked to add item "B" under New Business – "Opening the Riverton Library on Sunday, January 8". Dorothy asked to add item "D" Under Old Business – "Evaluations", and item "C" under New Business – "Rocky Mountain Power agreement". **Jackie Meeker** moved to approve the agenda as amended; **Kevin Tippetts** seconded. The motion was approved unanimously.

2. Presentations – None

3. APPROVAL OF CONSENT AGENDA

Approval of Minutes – Regular Board Meeting, November 2, 2011

Record of Financial Statements

General Fund – Statements as of October 31, 2011

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **None**

Check Numbers: **18094 – 18193** written on the Operating Account

Exceptions: **18110, 18111**

Payroll: **18100 – 18121**

Direct Deposit: **111101 – 111133**

Transfer **to** WYOSTar: **Tax income received in December in excess of \$90,000**

Carnegie Renewal

Finance Register

Warrants – Dubbe Moulder Architects - \$1,523.50

Dorothy Remy moved to approve the consent agenda as amended; **Don Newton** seconded. Rebecca noted that she distributed an additional check register. In addition, Rebecca needed to correct the misspelling of a name in the minutes. The motion was approved unanimously. Barbara Gose asked Rebecca to file the financial statements.

- 4. Reports – Roundtable** – Matt noted that one of the ideas that came from the countywide staff training session was to have more communication and cooperation between the library staff; not just within a building, but between buildings. Therefore, the staff will be creating working groups with a representative from each building. The various groups will include Children’s services, YA services, Adult services, Tech services, and Marketing. The groups will meet via the library system’s teleconferencing equipment to share information and collaborate on joint projects such as programming. In addition, the library managers are asking staff to participate in 4 training sessions per year. The training can be through Wyoming State Library (WSL) webinars, workshops, etc. The training will be specific to their area of concentration along with one general training session. The managers want to instill a regular program of training for the frontline staff.

Barbara Gose asked what the status was regarding the fine art banner provided by Mr. Herron. Matt replied that Mr. Herron has been out of town, but he is working on providing the library system with proof of liability insurance for the crane operators who will install the banner. Barbara Oakleaf noted that the Lander Library is not fully staffed because the part-time library page fell and broke her ankle. Jackie asked about the status of the mural in Lander. Barbara Oakleaf replied that the Lander Library Friends Association (LLFA) has extended the contract with the artist because he is having health problems again. The committee who selected the artist will reconvene to meet with the artist in January to see his progress on the mural. Barbara Oakleaf’s understanding is that the mural is close to completion. She is anticipating installation by February. Don asked who will do the installation. Barbara Oakleaf replied that a professional paper hanger will do the actual installation because the artist has painted the mural on special wallpaper. Don added his thanks for the Lego club at the Lander Library. Barbara Oakleaf noted that Lara Burke started the Lego club in Lander. Barbara Gose noted that there is also a Lego club at the Riverton Library.

Paula commented that one of the library assistants she just hired has quit, and she did not give Paula two weeks’ notice. Paula will be filling the hours with subs for the month of December and will work on filling the position after the first of the year. Paula still has applicants that she can interview for the position from her advertisement in October. Jonmikel noted that the library system is acquiring eBook devices to help train the staff in order to assist patrons when the WSL eBook system goes live in early 2012. The library system is also considering hosting a reception for patrons in each community to learn about the service once the system is up and running. He added that he is updating the website so that it will be more compatible with multiple devices. Jonmikel commented that the Bibliotheca RFID is ready to go in Riverton. Once he is satisfied with its performance, he will move on to turning the gates on at the Lander and Dubois facilities. Don asked if this is the self checkout. Jonmikel replied that this is the self checkout as well as the security system for the library’s collection. Don commented that his library card does not work on the self checkout at the Laramie County Library, but it should. Lesley noted that this is something that the WYLD office would like to know.

5. ACTION ITEMS

OLD BUSINESS:

- A.** Carnegie Renewal Project – Matt distributed an updated timeline for the Carnegie project. He will be sharing this with the commissioners in December. Matt noted that the LLFA has found a temporary location on the second floor at the Bank of the West. The monthly lease is \$150/month which includes utilities. The space is equivalent to a three-car garage. In

addition, Matt has secured free storage at the Wyoming Life Resource Center (formerly the State Training School). The Memorandum of Understanding (MOU) must be approved by the Wyoming Attorney General. Once the state approves it, Matt will bring it to the Board for their approval. Everything should be moved out of the Carnegie by the middle of January as requested by Kurt. Jackie asked if the entities that regularly use the Carnegie have been notified that the building will be unavailable; Barbara Oakleaf replied yes. Kurt asked that the space be vacated by the middle of January so that it will be easier for the potential contractors to survey the space and provide good bids. Don asked who is doing the moving of items. Matt replied that the LLFA are moving the Book Nook themselves with the help of volunteers. The rest of the items can be moved by current library staff. There are no items that require a special moving team. A lot of the items are bulky, but not heavy.

- B.** Elect Board Officers – Kevin presented a slate of officers: Chair – Dorothy Remy; Vice Chair – Kevin Tippets; and Treasurer – Jackie Meeker. **Kevin Tippets** moved to approve the board officers as presented; **Don Newton** seconded. Barbara Gose thanked Kevin for his work. The motion was approved unanimously.
- C.** 2012 Holiday/Facilities Closure Schedule – **Dorothy Remy** moved to approve the 2012 Holiday/Facilities Closure Schedule as presented; **Kevin Tippets** seconded. The motion was approved unanimously.
- D.** Evaluations status – Dorothy asked when staff evaluations will be completed, and wanted to discuss when to conduct the Board and Matt's evaluation. Matt replied the managers are conducting their evaluations now and will be done by the end of the year. The consensus among the board members was to have the managers turn in their evaluation of the Board and the director by January 20. The compilation will be available to the Board at the February board meeting. The managers should turn their evaluations of the Board and director in to Dorothy. The Board will conduct its self evaluation and the evaluation of the director in executive session at the March 7, 2012 board meeting.

NEW BUSINESS:

- A.** Temporary Storage – Matt noted that he covered this under his Carnegie Renewal report.
- B.** Open the Riverton Library on Sunday, January 8 – Shari noted that the Riverton Library has in the past opened its doors on the Sunday prior to exam week for high school students. Exam week is January 9 – 13, and the Riverton Library would like to have operating hours on Sunday, January 8 from 1-4pm. **Kevin Tippets** moved to approve Riverton Library operating hours on Sunday, January 8 from 1 – 4pm; **Jackie Meeker** seconded. Shari stated that the library is open to any patron who wishes to use the library on that Sunday; it is not restricted to only high school students. Jackie asked if there was money in the budget for the staff time. Rebecca replied that the staff schedule will be adjusted for the week; therefore, there is no additional cost to the budget. Don asked if the traffic numbers will be tracked, and Shari replied yes. The Riverton library staff will re-evaluate this practice based on the traffic numbers they record. The motion was approved unanimously.
- C.** Rocky Mountain Power agreement – Matt distributed a copy of the agreement with Rocky Mountain Power that relates to the lighting upgrades that will be paid by the ARRA grant.

Matt noted that he has sent the agreement to the county attorney. Matt would like permission to sign the agreement provided the county attorney has no changes. The signing of this agreement is time sensitive. The contractors cannot order items until the agreement is signed. Matt noted that basically the agreement is for Rocky Mountain Power to be able to inspect the work to make sure it meets the specifications so we can receive monetary incentives. Jackie asked if there is a downside to the agreement; Matt replied no. Don asked how the old fluorescent light bulbs are disposed. Tom replied that the contractor is responsible for the disposal of those items. **Kevin Tippets** moved to authorize Matt to sign the Rocky Mountain Power agreement pending county attorney approval; **Jackie Meeker** seconded. The motion was approved unanimously.

SPECIAL PROJECTS – None

CORRESPONDENCE – None

OTHER BUSINESS – The Library tour of the Riverton facility will be after the February board meeting.

UPCOMING CALENDAR:

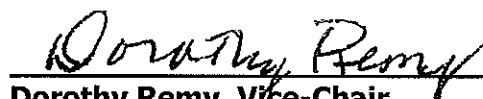
Next meeting: Wednesday, January 4, 2012, 9:30am in Lander.

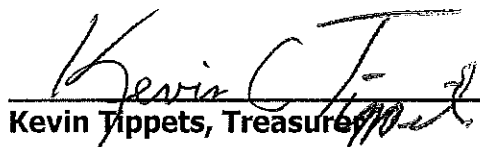
Rebecca noted that the Legislative reception is February 23, 2012 in Cheyenne, WY at the WSL.

Dorothy thanked Barbara Gose for her service as Chair during the transition between directors as well as the addition of two new board members.

The meeting was adjourned at 12:10 pm


Barbara Gose, Chair


Dorothy Remy, Vice-Chair


Kevin Tippets, Treasurer


Jackie Meeker, Member


Don Newton, Member


Rebecca Thomas
Recording Secretary