



FREMONT COUNTY Libraries

Engaging Minds • Enriching Lives

Regular meeting of the Fremont County Library System Board of Directors held on June 28, 2017 at 9:30 a.m. at Fremont County Library – Lander, 451 North 2nd Street, Lander, WY.

Nancy Wright, Chair, called the meeting to order at 9:42 a.m.

Board Members Present: Jane Lynn, Carol Steidley, Don Newton, Heather Morrison and Nancy Wright. Also present Janette McMahon and Rebecca Thomas. Commissioner Ray Price was absent – excused. Also present Terry Dunn.

1. Approval of Agenda – Heather Morrison moved to approve the agenda as presented; **Carol Steidley** seconded. The motion was approved unanimously.

2. Presentations – None

3. Approval of Consent Agenda

Minutes – Regular Meeting, June 7, 2017;

Record of Financial Statements

General Fund – Statements as of May 31, 2017

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4530 – 4539**

Check Numbers: **23895 - 23962** written on the Operating Account

Exceptions: **None**

Payroll: **23941 – 23952**

Direct Deposit: **61701 – 61729**

Transfer from WYOStar **\$180,000**

Retired Assets – **None since January 2017**

Don Newton moved to approve the consent agenda as presented; **Carol Steidley** seconded. Heather Morrison asked for clarification on the minutes about the computers purchased. The motion was approved unanimously. Nancy, as chair, asked Rebecca to file the financial statements.

4. Reports Roundtable – Janette noted that all of the libraries have been swamped with summer reading program and everyone is doing a great job. She noted that traffic is up although circulation is lower. Dubois has had issues with its people counter so their traffic numbers will be off. Janette commented that all of the staff have been promoting Overdrive, which is reflected in the latest borrowing numbers. Don noted that the instructions in the brochure the staff created for linking the Kindle to Overdrive are very good. Nancy asked if Janette is planning to rehire the position that Sydney Lupton will be vacating at the end of July. Janette replied no, but those staff hours will be redistributed

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among current part-time staff across the system. There were two positions (one full time and one part-time) in Lander that could not be re-hired due to budget cuts.

5. Policy Review

- A. **General Policies** – Janette noted that this revision is to remove the reference to Community Libraries.

The Board opted to move into Executive Session. Terry Dunn left the meeting. **Carol Steidley** moved to adjourn to executive session for confidential legal advice; **Don Newton** seconded. The motion was approved unanimously. **Don Newton** moved to return to public session; **Carol Steidley** seconded. The motion was approved unanimously.

Don Newton moved to approve the revised General Policies as presented, **Carol Steidley** seconded. The motion was approved unanimously.

- B. **Gifts Policy** – Janette will work with the Friends groups to help with this transition. **Carol Steidley** moved to approve the revised Gift Policy as presented; **Heather Morrison** seconded. The motion was approved unanimously.

6. Action Items

Unfinished Business:

- A. Riverton Roof/Drainage Update – Janette reviewed the issue with drainage on the east side of the building, which may involve a change order. Water is pooling by an emergency exit and by some of the building foundation. The commissioners have approved an additional \$15,000 to address these drainage issues.
- B. Budget FY 17-18 – The county is running a deficit of \$1.4 million for the FY 17-18 and the commissioners proposed using money from the Capital Revolving Fund and the road construction budget. One of the commissioner's suggested cutting the library budget further instead of dipping into the Capital Revolving Fund, but it was not supported by the rest of the commissioners. Travis Becker agreed that the library can reorganize staff hours as long as the bottom line personnel budget does not change. Rebecca reviewed the county policies on moving money within the library budget.

New Business:

- A. Transfer copiers and WAPs to the county – Janette reviewed the issue with the copiers and the WAPs (wireless access points). Kevin Shultz was happy to take these and find a home for them in the county facilities. **Heather Morrison** moved to approve the transfer of the 2 older color copiers and the older WAPs to the county; **Jane Lynn** seconded. The motion was approved unanimously.
- B. Executive Session – confidential legal advice – this was addressed above.

Correspondence:

- A. WSL Outrider Newsletter

Other Business – Jane Lynn moved to change the August 2 regular board meeting to Wednesday, July 26 at 9:30am in Lander; **Don Newton** seconded. The motion was approved unanimously.

Nancy declared the meeting adjourned at 11:03 a.m.

Upcoming Calendar:

Next board meeting – Wednesday, July 26, 2017 in Lander, 9:30 a.m.



Nancy P. Wright, Chair



Carol Steidley, Treasurer




Jane Lynn, Member



Heather Morrison, Member



Don Newton, Member



Rebecca Thomas
Recording Secretary