



FREMONT COUNTY Libraries

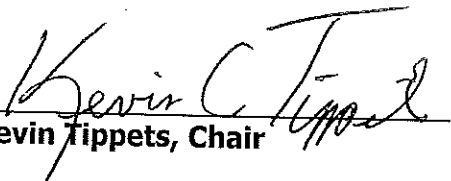
Engaging Minds • Enriching Lives

Unanticipated Revenue/Budget Hearing, Fremont County Library System Board of Directors held on June 26, 2013 at 9:30 a.m. at the Fremont County Library – Lander, 451 North 2nd Street, Lander, WY.

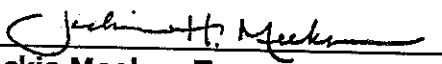
Kevin Tippets, Chair, called the meeting to order at 9:33 a.m.

BOARD MEMBERS PRESENT: Jackie Meeker, Don Newton, Dorothy Remy and Kevin Tippets. Barbara Gose was absent – excused. Also present Rebecca Thomas, Barbara Oakleaf, Gloria Brodle, Teresa Lucas, Tom Norwood and Commissioner Stephanie Kessler.

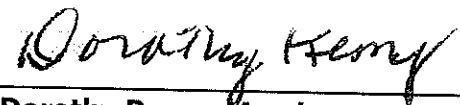
- 1. Approval of the Agenda – Dorothy Remy** moved to approve the agenda as presented; **Jackie Meeker** seconded. The motion was approved unanimously.
- 2. Approval of Designated Unanticipated Revenues and Expenditures – Jackie Meeker** moved to approve the unanticipated revenues and expenditures as presented; **Don Newton** seconded. Jackie commended Rebecca for presenting the information in an easy to understand manner. The motion was approved unanimously.
- 3. Approval of Budget Transfers – Dorothy Remy** moved to approve the budget transfers as presented; **Jackie Meeker** seconded. The motion was approved unanimously.
- 4. Adjournment** –Kevin declared the meeting adjourned at 9:37 am.



Kevin Tippets, Chair

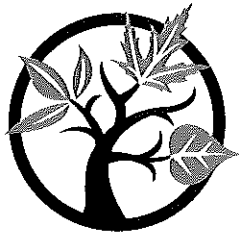

Don Newton, Vice-Chair


Jackie Meeker, Treasurer

absent
Barbara Gose, Member


Dorothy Remy, Member


Rebecca Thomas
Recording Secretary



FREMONT COUNTY Libraries

Engaging Minds • Enriching Lives

Regular meeting of the Fremont County Library System Board of Directors held on June 26, 2013 at 9:30 a.m. at Fremont County Library – Lander, 451 North 2nd Street, Lander, WY.

Kevin Tippets, chair, called the meeting to order at 9:37 am.

BOARD MEMBERS PRESENT: Jackie Meeker, Don Newton, Dorothy Remy and Kevin Tippets. Barbara Gose was absent – excused. Also present Rebecca Thomas, Barbara Oakleaf, Gloria Brodle, Teresa Lucas, Tom Norwood and Commissioner Stephanie Kessler.

1. **Approval of Agenda –Don Newton** moved to approve the agenda as presented; **Dorothy Remy** seconded. Kevin asked if there were any adjustments to the agenda. There were none. The motion was approved unanimously.
2. **Presentations – Barbara Oakleaf – 35 year service pin** – Gloria noted that in the early days of the library system there was not as much communication between the library branches, but that changed when the system created branch manager positions. Barbara has a great sense of humor and has enjoyed traveling to conferences with her over the years. Barbara noted that if she had known that working in libraries was so dynamic she would have started right out of high school. The job has been more than she could have imagined. Barbara thanked the Lander staff (who joined the meeting for the presentation) for the wonderful party they threw for her. Anita Marple (Library Assistant II) noted that even though Barbara has worked for the library system for an extended period of time, she is very enthusiastic about her job and her vision of library services remains fresh. Jackie noted that over the years she has seen Barbara as an advocate for many areas of the Lander community; business, literacy and literature. Kevin noted that as directors come and go the branch managers are the cornerstone of the continuity of the libraries.
3. **Approval of Consent Agenda**
 - Minutes – June 5, 2013 Regular Board meeting**
 - Record of Financial Statements**
 - General Fund – Statements as of May 31, 2013
 - Donation Register
 - Cash Flow Projection
 - Approval of Bills**
 - Purchase Orders **4389, 4393 – 4400**
 - Check Numbers: **19741** - **19833** written on the Operating Account
 - Exceptions: **19746, 19747**
 - Payroll: **19749 – 19761**
 - Direct Deposit: **61301 – 61334**
 - Transfer from WYOSTar: **\$60,000**
 - Carnegie Renewal**
 - Finance Register
 - Warrants – None

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Rebecca noted that she distributed an additional check register. **Don Newton** moved to approve the consent agenda as amended; **Jackie Meeker** seconded. The motion was approved unanimously. Kevin asked Rebecca to file the financial reports.

4. Reports – Roundtable – Kevin thanked the managers for their reports. Jackie noted that she is continually amazed at the depth and breadth of activities the libraries conduct. In addition, she and Barbara are working on the director search and will have a timeline for the process soon. Dorothy noted that they are having an adult read aloud as a new feature at The Parlor in Dubois. Commissioner Kessler commented that the commission appointed two new board members to the library board: Linda Bebout of Riverton and Carol Steidley of Lander. Linda served on the Library Board previously in the 1990s. Carol retired from the school district last year. The commission is close to finalizing the budget and all but the last priority item was funded for the library system. The health insurance will go up by 15% for employees. The commission added a \$750 annual raise for full time employees and a prorated rate for part-time employees. There is approximately \$70,000 left and Commissioner Kessler is confident that will be allocated.

Don noted that phase I of the Carnegie project is almost done and thanked Tom for all of his efforts. Don suggested that phase II may need to be added to the Library Board's agenda in the future. Phase I of the project dealt with mostly structural issues and phase II is focused on creating a more usable interior space. Don noted that there is no budget for phase II except for the \$50,000 donation that the Library Foundation gave to the library system. Don noted that phase II of the project needs to be revisited because the estimate we currently have is several years old. Rebecca noted that we have received the invoice for the property insurance for the next fiscal year and cost is within the budget. She also thanked the managers for helping her to wrap up the end of the fiscal year and noted that she appreciates each one of them.

Gloria noted that the Riverton team came in second for the Wellness Bingo challenge. She commented that the Riverton Library has set aside 30 concrete squares for Chalk the Walk event, which will be held Wednesday, July 17 6-9pm; 10 are for families, 10 for adults and 10 for teens. The family squares have been filled and there are 10 more families on the waiting list. Currently, they have four adults and four teens signed up, so she anticipates that some of the families on the waiting list will be able to get a square. There will be refreshments for sale by the Friends and live music. Barbara noted that it has been a pleasure working with Jackie on the director advertisement. Anna Smedts (part-time, Library Assistant II) was chosen for the Wyoming Library Leadership Institute and will attend the workshop in July in Buffalo. Several other library employees have participated in the past and it is a fabulous experience. Barbara added that she has been appointed to the State Library Foundation Board (there are 7 members) and does not see a conflict of interest between her job at the library system and serving on this board. Lesley Boughton submitted Barbara's name for the position. The State Library Foundation Board is a pass through organization for grant money as well as donations. Barbara noted the term is for 2 or 3 years. Teresa noted that they are busy with summer reading activities. Tom noted that Don covered information on the Carnegie project. Kevin thanked Tom for all of his time and work on the project. Tom added that he has to commend Ray for his help on this project as well. Barbara added that Tom has been an awesome force for the Carnegie project.

5. Policy Review

A. Circulation Policy – First Reading – Gloria noted that the managers wanted to revisit the policy and made a couple of changes. Gloria highlighted the changes in the policy from last board meeting. The number of DVDs available for checkout increases from the current 2 to 3 and the length of time a DVD can be checked out has been extended to 7 days. The maximum

fine for all items will be \$3. Gloria noted that with Matt leaving did change the picture. Jackie asked if the increasing the maximum fine will reduce the loss to the system. Gloria replied that remains to be seen. **Jackie Meeker** moved to approve the amended Circulation Policy on first reading; **Dorothy Remy** seconded. The motion was approved unanimously.

6. Action Items

Unfinished Business:

- A. Carnegie Renewal Project – This was discussed in the reports roundtable.
- B. Riverton Drainage – Don noted that synopsis Tom created about the situation was very good and wondered if that information had been passed along to the commissioners. Rebecca replied the synopsis was given to the commissioners before the Library's budget hearing. Commissioner Kessler commented that Tom's explanation of the problems with the facility was very helpful for her and she was able to assure the other commissioners that this problem involves more than just the roof.

New Business:

- A. Contract for Technology Services – Rebecca noted that the Board did discuss this item with Jonmikel at the last board meeting. The contract has been reviewed and approved by the county attorney's office. **Dorothy Remy** moved to approve the Independent Contractor Agreement with Jonmikel Pardo; **Don Newton** seconded. The motion was approved unanimously.
- B. Designate Library Liaison during absence of a Library Director – Kevin noted that the management team worked well together during the absence of a director a few years ago, but it did help to have Rebecca take on some extra duties when she was designated as the Library Liaison. **Jackie Meeker** moved to appoint Rebecca Thomas the Library Liaison during the absence of a Library Director, and to pay her an additional \$3.00/hour during that period; **Don Newton** seconded. The motion was approved unanimously. Gary Michaud had not arrived, so the consensus was to skip to item D.
- C. Foundation Center "Cooperating Collections" station support – Gary Michaud joined the meeting. He had answers to the questions raised by the board members at the last meeting. The Foundation Center wants the station at one facility. Gary noted that if remote stations are established in the other facilities we would need additional staff trained at each facility. In the present configuration, only one staff member would be trained at the Lander facility. Don wondered if the technology manager would be the ideal person to train. Barbara replied that Jonmikel had agreed to be the trainee before he knew he was leaving the system. The consensus among the board members was that the station would be placed in the Lander facility and remote stations could be considered in the future. Gary commented that the Lander Community Foundation cannot commit to funding for more than one year. Kevin asked if there is any cost to the library system if the Board agrees to this arrangement. Gary replied that any cost will be covered by the grant application. Don noted that the staff member must travel for the training and the cost of that travel and training would be covered by the grant. The staff member who attends the training could bring the training back to the library system and train additional library staff. Gary noted that he will be responsible for writing the grant and Kevin commented that if the grant is not funded the project will not happen. **Dorothy Remy** moved to commit library space and staff time in the Lander library building to the Foundation Center "Cooperating Collections" station project; **Don Newton** seconded. Rebecca commented that the motion does not commit any library funds to the project, but does commit staff time for the project, which includes the required training.

Commissioner Kessler noted that there should be money within the grant for promotion of the service throughout the county. Gary commented that Andy Gramlich, president of the Lander Community Foundation, is fully supportive of this project and is planning to organize some training sessions with the library system. The motion was approved unanimously.

- D.** July Special Meeting via phone to adopt FY 13-14 budget – Rebecca noted that this meeting would be advertised as occurring in the Lander facility and the board members who choose to attend via telephone would do so by going to their respective local FCLS library to utilize the voice over internet protocol telephone system. Rebecca commented that the only items on the agenda would be budget approval and approval of any timely financial issues. Rebecca read the library by-law condition for special meetings. Kevin scheduled a special board meeting to be held via teleconference on Thursday, July 18 at 9:30am for the purpose of adopting the FY 13-14 budget and to approve any timely financial issues. The meeting moved to item "C".
- E.** Executive Session – personnel issue – **Kevin Tippets** moved to adjourn to executive session to discuss a personnel issue; **Jackie Meeker** seconded. The motion was approved unanimously.

Jackie Meeker moved to return to public session; **Dorothy Remy** seconded. The motion was approved unanimously.

Jackie Meeker moved to direct Rebecca Thomas to offer Jennifer Wills the position of Technology Manager; **Dorothy Remy** seconded. The motion was approved unanimously. Jackie asked when she could start; Barbara replied it probably will be around August 1st.


Correspondence:

Other Business: Teresa commented that the reorganization of the Dubois staff that was in the proposed budget has been denied by the commissioners. Kevin noted that he is willing to approach the commission about the Dubois staffing issue. Rebecca commented that she will provide the board members with the cost information regarding the reorganization of the Dubois personnel along with the priority list that was provided to the commissioners. Rebecca noted that the board members received a memorandum from the county commission as well as a memorandum from the county attorney's office along with some other documents. Kevin noted the next board meeting will be the special meeting via telephone conference on Thursday, July 18 at 9:30am.

Barbara thanked Dorothy for her service as board member

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

Next meeting – Wednesday, August 7, 9:30am, Dubois – Retreat to follow.


Kevin Tippets, Chair


Don Newton, Vice-Chair

Jackie H. Meeker

Jackie Meeker, Treasurer

absent

Barbara Gose, Member

Dorothy Remy

Dorothy Remy, Member

Rebecca Thomas

Rebecca Thomas
Recording Secretary