



Regular meeting of the Fremont County Library System Board of Directors held on September 4, 2013 at 9:30 a.m. at Fremont County Library – Riverton, 1330 West Park Avenue, Riverton, WY.

Don Newton, chair, called the meeting to order at 9:30 a.m.

BOARD MEMBERS PRESENT: Don Newton, Jackie Meeker and Carol Steidley. Linda Bebout was detained. Kevin Tippetts was absent – excused. Also present Rebecca Thomas, Barbara Oakleaf, Gloria Brodle, Teresa Lucas, Tom Norwood and Jenny Wills. Commissioner Stephanie Kessler was absent – excused.

1. APPROVAL OF AGENDA – Jackie Meeker moved to approve the agenda as presented; **Carol Steidley** seconded. Don asked if there were any additions for the agenda; there were none. The motion was approved unanimously.

2. PRESENTATIONS – None

3. APPROVAL OF CONSENT AGENDA

Approval of Minutes – Regular Board Meeting, August 7, 2013

Record of Financial Statements

General Fund – Statements as of July 31, 2013

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4406, 4407**

Check Numbers: **19920– 20013** written on the Operating Account

Exceptions: **19502**

Payroll: **19932 – 19945**

Direct Deposit: **81301 – 81332**

Transfer from WYOSTar: **\$25,000**

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

4. REPORTS ROUNDTABLE – Barbara noted that she and Susan Gose met with Scott Greenig on the timeline for completing the mural. The latest amendment to the contract has a deadline of December 31, 2013. Gloria noted that she is starting interviews tomorrow for the part-time maintenance/custodian position that will be available October 1. She also distributed some information on a couple of upcoming programs: Traveling at the Speed of Teen – encouraging teens to explore the library and there will be a public screening of “The Lesser Blessed” – a movie that portrays Native American teens. Teresa noted that the medical clinic in Dubois asked the library to create a book display on healthy communities – health, nutrition and exercise, and she

has gone back to school. Rebecca noted that she is looking forward to meeting the director candidates next week, and the auditor will be in town the week of September 23rd. She also thanked the managers for their help in keeping the system moving forward. She attended the Foundation meeting in August and learned that they have approximately \$40,000 available for requests. The managers are working together to create requests for the Foundation grants. Tom noted that after receiving permission from the Town of Dubois, the Dubois Friends of the Library shed has been moved from behind the library building to the front of the parking lot. This will make it much easier for the Friends to move books back and forth for their book sales. AD Martin donated the forklift and time to move the shed for the Friends. Teresa commented that she sent AD Martin a thank you note for their generosity.

Jenny reviewed the Bibliotheca RFID system and noted that the system will see upgrades in the coming weeks. All of the upgrades are covered under our service agreement and will not cost the library system any additional money. A technician will be coming to all of the facilities to insure the software and hardware upgrades go smoothly. Jenny noted that the next project she will tackle is inventory and moving the system to a regular rotation schedule for our technology hardware. In addition, she and Tom have talked about possibly installing a line conditioner in Dubois to modify the impact of power fluctuations on our technology hardware.

Linda joined the meeting.

Don noted that maybe it would be better to create a spending plan and take it to the commission for funding outside of the annual budget process. Jenny reviewed the hardware configuration for the library system and the reconfiguration that would be most cost efficient. Rebecca commented that the technology budget was cut by half since the fiscal year of 2010. Jenny emphasized that the replacement schedule should be part of the library system's strategic plan. Don thanked the managers for the detail in their reports. Tom noted that there are issues with letters for the Riverton library's signage on the brick bunker. Jackie suggested that the library system may consider creating a style guide for consistency in its signage and marketing. Discussion turned to the development of the logo and Barbara commented that the managers are working on consistency in marketing programs.

5. POLICY REVIEW – None

6. ACTION ITEMS

UNFINISHED BUSINESS:

- A.** Riverton Drainage – Tom noted that Kurt Dubbe and Trihydro did visit the Riverton facility for their site evaluation. It will probably take a few weeks to get a report.
- B.** Director Search – Jackie noted that she is working on the interview questions. Rebecca will get the questions from the last director interview to everyone. Jackie will create the final list of interview questions and send it out to everyone who will be sitting in on the interviews.
- C.** Executive session – litigation – The consensus of the Board was to skip this item, but keep it on the agenda for future meetings.

NEW BUSINESS:

- A.** Budgetary concerns – Tom noted that \$12,500 was added to the building improvements for Lander to complete three projects; fire & security systems to cover the Carnegie building Lander, security cameras for Lander and concrete stabilization around the Lander building. After getting estimates for the projects, any one of the projects will take up the entire \$12,500. Tom noted that his top priority is the fire and security systems. The fire alarm system monitoring estimate (fire alarms and the electrical work) is \$18,050. This will tie the Carnegie into the main building. The security system monitoring estimate is \$3,000 but could be lower. The security system includes motion and water sensors and entry contacts. Tom's second priority is the concrete stabilization. The process is known as mud jacking where a polymer mixture is pumped under the concrete. The alternative to mud jacking is to rip out all of the concrete and replace it. That would be much more expensive. The cost estimate for the mud jacking is \$10,200 from a company in Denver who does work in Wyoming. Tom contacted several companies, but only one responded with an estimate. Tom would then have Pavement Maintenance Inc (PMI) come and seal the edge between the concrete and the foundation. The cost estimate from PMI is \$1,600, which brings the total cost close to \$12,000. Tom noted that there is \$20,000 in the Riverton budget for ADA doors. The estimate for the doors is \$9,675 plus \$425 for electrical work.

Don noted that sometimes the mud jacking for concrete stabilization does not work. The mud jacking estimate is for the north, west and south sides of the building. Tom noted that he would want to at least do the mud jacking on the north and west sides of the building where he can see the problems. The security camera estimate is \$10,000 - \$12,000. Don asked Tom to get another electrical estimate related to the fire monitoring system. Jenny noted that the quote for the A/V equipment for the Carnegie from 2011 was \$37,000. She wondered if the A/V equipment project does not use the entire \$50,000 that was donated by the Foundation, is it possible to use it to pay for the security and fire alarm monitoring systems in the Carnegie. Barbara noted that Kurt suggested having the same people from Jackson who made the original bid for the A/V equipment resubmit a current estimate for the Carnegie. Once we have a current estimate for the A/V and technology equipment, we can see if any of the \$50,000 is left over. We could approach the Foundation to explain how the remaining donation would be used for monitoring systems for the Carnegie. Jenny thinks that she will have the estimate for the A/V equipment for the Carnegie by the next board meeting. **Jackie Meeker** moved to approve \$9,675 for ADA doors for the Riverton; **Linda Bebout** seconded. The motion was approved unanimously.

- B.** Personnel request – Rebecca noted that the board members have in their packet information regarding the personnel changes proposed for the Dubois staff and the addition of a custodial position for the Lander facility. Discussion continued over the merits of a full time versus a part-time custodian/maintenance position for the Lander facility. The consensus among the board members was to ask for a 30-hour part-time position instead of a full time position. In addition, the board members suggested creating a graphic display illustrating the need for both the Dubois and Lander positions. Rebecca will create a proposal and Don will communicate with Commissioner Kessler on this item. Rebecca will email Don with the proposal and include all other board members so they can stay informed. In addition, Tom, Teresa, Barbara and Jenny will be included in the email communication.

CORRESPONDENCE: None

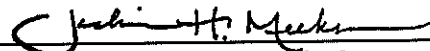
OTHER BUSINESS: Rebecca noted that there will be a legal notice in the newspaper for a special meeting of the Library Board on Wednesday, September 11, 2013. The advertisement will publicize the meeting as an executive session for personnel and the Board will come into public session to take any appropriate action.

UPCOMING CALENDAR: Next meeting: Wednesday, October 2, 2013, 9:30am in Dubois.

The meeting was adjourned at 12:50 pm



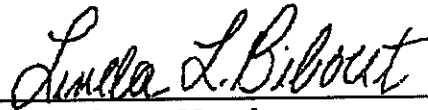
Don Newton, Chair



Jackie Meeker, Vice-Chair



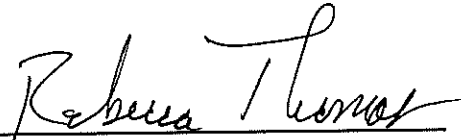
Carol Steidley, Treasurer



Linda Bebout, Member

absent

Kevin Tippets, Member



**Rebecca Thomas
Recording Secretary**