



Regular meeting of the Fremont County Library System Board of Directors held on October 2, 2013 at 9:30 a.m. at Fremont County Library – Dubois, 202 1st Street, Dubois, WY.

Don Newton, Chair, called the meeting to order at 9:36 a.m.

Board Members Present: Jackie Meeker, Don Newton, Linda Bebout, and Carol Steidley. Kevin Tippetts was absent – excused. Also present Rebecca Thomas, Jenny Wills and Commissioner Stephanie Kessler. Tom Norwood, Gloria Brodle, Barbara Oakleaf and Teresa Lucas were absent – excused. Also present Vic Augustine of the Dubois Frontier.

- 1. Approval of Agenda –Linda Bebout** moved to approve the agenda as presented; **Carol Steidley** seconded. Don asked if there were any additions to the agenda. There were none. The motion was approved unanimously.
- 2. Presentations –Public Hearing, 3rd Reading – Circulation Policy** – Rebecca noted that the library system has not received any written public comment on this policy. The policy was read into the minutes.

CIRCULATION POLICY

WHAT ARE MY RESPONSIBILITIES?

Borrowing requires a valid card issued by the Fremont County Library or another WYLD network library. Patrons assume full legal and financial responsibility for the material they borrow. Custodial parents or legal guardians assume that responsibility for their minor children. Patron transaction and registration records are confidential but custodial parents or guardians can inspect the records of their minor children. Overdue fines are \$.10 a day, \$.50 a day for DVDs and videocassettes, to a maximum of \$3.00 per item. Borrowing privileges will be suspended if a patron's record contains any overdue item/s or unpaid fines or fees in excess of \$5.00. Full purchase price will be charged for all lost or damaged items. Refunds are available for any lost item that is returned within 6 months of payment being made for that item.

HOW DO I GET A LIBRARY CARD?

Fremont County residents over the age of 18 can get a regular card by presenting a valid driver's license or photo ID issued by a state or federal authority and proof of current residence such as a piece of mail delivered to the resident's home within the last 30 days or a pay stub issued within the last 30 days that includes the applicant's address. A regular card expires two years from the date of issue. Applicants who cannot provide proof of current residence will receive a temporary card and can borrow a maximum of two items. A temporary card expires six months from the date of issue. A temporary card will be converted to a regular card when proof of current residence is verified. Parent/s or legal guardian/s must verify the Fremont County residence of their minor child before a card will be issued. Residents of Fremont County under the age of 18 may also acquire a card by presenting a valid decree of emancipation issued by a Wyoming district court and proof of current residence.

CAN I USE A CARD ISSUED BY ANOTHER LIBRARY?

Cards issued by another WYLD network library can be used to borrow a maximum of five items. We cannot loan materials or issue new cards to patrons who are delinquent with another WYLD library due to fines, fees, overdue or damaged material. We can accept payments to clear those delinquencies. Material borrowed from a WYLD library can be returned to any other WYLD library.

For more information on WYLD network rules, see

<http://will.state.wy.us/wyld/network/documents/WYLDcard.html>

WHAT ARE THE LOAN PERIODS AND LIMITS?

50 items may be out on a Fremont County Library card at one time.

Library materials are loaned for the following periods:

- New material: 14 days
- Books, audio books, Playaways, back issues of magazines: 28 days
- eBook and eReader devices: determined by WYLD network rules
- DVDs: 7 days, limit of 3 per card
- Video games: 7 days, limit of 2 per card
- Reference materials, including newspapers, may not be borrowed.

Material may be renewed for one loan period in person, by telephone, or through the Library's website.

Material may not be renewed if it is on reserve for another patron.

Material may be borrowed from one Fremont County Library location and returned to another.

CAN I RESERVE MATERIAL FROM THE LIBRARY?

Items in the circulating collection may be reserved and will be shipped free-of-charge to the Fremont County Library location that is most convenient for the patron. Reserves will be filled on a first-placed, first-served basis. The Library will make reasonable efforts to notify patrons when their reserve arrives. Patrons have five business days to pick up their reserved material, seven days if the patron can only be notified by mail.

INTERLIBRARY LOAN

Interlibrary loan requests for material from other Wyoming libraries require a valid library card issued by a WYLD network library. Requesting material from libraries outside Wyoming requires a Fremont County Library System card. We cannot interlibrary loan materials to patrons who are delinquent with another WYLD library due to fines, fees, overdue or damaged material. We can accept payments to clear those delinquencies.

Loan periods are determined by the lending library. Borrowers will pay return postage and any fees imposed by the lending library. Materials for patrons participating in the National Library Service for the Blind and Physically Handicapped will be sent postage free. We honor interlibrary loan requests from other libraries whenever possible.

Jackie Meeker moved to adopt the Circulation Policy as presented on 3rd Reading; **Linda Bebout** seconded. The board members thanked the managers for their hard work on crafting the policy. The motion was approved unanimously.

3. Approval of Consent Agenda

Minutes – September 4, 2013 Regular Board Meeting

Record of Financial Statements

General Fund – Statements as of August 31, 2013

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4409, 4410, 4411, 4414**
Check Numbers: **20014 - 20101** written on the Operating Account
Exceptions: **None**
Payroll: **20019 – 20033**
Direct Deposit: **91301 – 91333**
Transfer from WYOSTar **\$85,000**

Rebecca noted that she distributed and additional purchase order #4414 and an additional check register. **Jackie Meeker** moved to approve the consent agenda as amended; **Carol Steidley** seconded. The motion was approved unanimously. Don Newton, as chair, asked Rebecca to file the financial statements.

4. Reports Roundtable – Jenny reviewed the Bibliotheca upgrade situation. She noted that one of our self checkout Bibliotheca kiosks went down in Lander, but has been repaired. The kiosk in Dubois is not working and one in Riverton is not working. She is in contact with Bibliotheca service to facilitate the repairs. The gates are still not working, and Jenny is talking with Bibliotheca to get the situation resolved whether that is complete replacement or replacing the wiring and hardware inside the gates. There will be Bibliotheca training for the staff at the in-house training on October 14. Jenny noted that the Dubois staff has been very helpful in identifying issues and helping the staff system wide to resolve problems.

Jenny discussed the purchase of new copiers and the use of secure print to control misprints by patrons and to identify staff prints. She also discussed the rotation of the current copiers to maximize their benefit to the library system. Rebecca noted that the service agreement for servicing the new copiers is within the current budget. Jenny noted that we purchased two new receivers for the Opera and National Theater performances and they are working fine. Jenny reviewed her research for the audio equipment for the Carnegie. She has received a quote from Video Visions from Jackson for the audio equipment for the Carnegie, but it would take the entire \$50,000 donation. Jenny is also pursuing a quote for audio equipment from Best Buy out of Casper. Best Buy claims that it can provide substantial discounts on the equipment because of our government/non-profit status. It may cost some money to get a quote from Best Buy, but Jenny thinks it could be money well spent. The board members agreed with Jenny's action to pursue a quote from Best Buy for audio equipment for the Carnegie room.

Jenny discussed the technology inventory. Riverton is in the worst shape and Dubois is in the best shape. She will have a plan for a replacement schedule to the Board by the next board meeting. Jenny noted the server is up and running in Dubois, but the one that runs the rest of the system is very old and needs to be replaced. Jenny detailed her decision to switch our Cisco service agreement from Team Networks to ISC. Jenny noted that Shelly is reworking our website and it will look similar to the Wyoming Arts Council website. She will have two options that will be presented to the staff for their input at the in-house training. The board members and Commissioner Kessler asked Jenny to share the screen shots of the new website with them as well.

Rebecca noted that the advertisement is up for the director position and the management team is doing a great job of moving the system forward. Jackie noted that she loves the pictures of patrons and their library cards on the Dubois page. Commissioner Kessler noted that she has received a lot of positive feedback for the meet and greet for the director candidates from the

commissioners and the public. She wanted to talk with the Library Board about sharing resources with the county. The board members agreed that the library should explore the possibility of service contracts that could be bundled with the county in order to be more cost effective. She would like the library board to share their experiences with the museum board at some future date. Discussion continued regarding sharing IT and other resources around the county. The group discussed the possibility of a shared server between the library system and the county museums. Commissioner Kessler noted that she will discuss the possibility of shared services with the museum board at their next meeting. Commissioner Kessler left the meeting.

5. Policy Review - None

6. Action Items

Unfinished Business:

- A. Riverton Drainage – Don noted that Tom has still not received a report from Kurt Dubbe because they are waiting on input from Trihydro. Rebecca noted there was an article on county10.com on the Riverton building's indoor leaking problems and there will probably be an article in the Riverton Ranger as well. The board members discussed the advantage of having a building maintenance fund to take care of maintenance issues.
- B. Director Search – Jackie noted that the library system is collecting applications and will start reviewing them on October 18. Jackie commented that Rebecca did create a modified face-to-face interview schedule that would be two days instead of three. Rebecca noted that the managers have reviewed the schedule and think it is a good schedule. Linda noted that she has heard from the public that they appreciate the library board involving the public in the process. Jenny asked if the board members are concerned that the new schedule will not have the candidates making presentations at every community. Jackie replied that she thinks it is most important for community members to have the opportunity to meet and speak with the candidates, although it would be beneficial to see if we can live feed the presentations to the Riverton and Dubois facilities on the evening of the presentations. Carol commented that the meet and greet time periods need to be long enough so that the all of the public in attendance has an opportunity to speak with the candidates.
- C. Litigation – **Jackie Meeker** moved to ratify the decision not to accept the offer from Paula Sabatka concerning ongoing litigation; **Linda Bebout** seconded. The motion was approved unanimously.
- D. Budgetary concerns – Jenny noted that she distributed a cost estimate for a replacement switch for Lander. Jenny commented that this is a better quality switch that should last 10 years. Rebecca noted that this would be purchase order #4415 to ISC in the amount of \$2,349.73. **Carol Steidley** moved to approve purchase order # 4415 to ISC for \$2,349.73; **Linda Bebout** seconded. The motion was approved unanimously. Rebecca noted that there will be more information on continuing budgetary concerns at the November board meeting. Jackie asked for an IT plan that focuses only on the library system as well as one that envisions incorporating other possibilities. The board members asked to have the report from Jenny in advance of the meeting via email.

- E. Personnel request – Don noted that he will make time to talk with the Commissioner Kessler on this item before the next board meeting.

New Business:

- A. Dubois Shelving – Don asked why the cost of the shelving was more than what was budgeted. Rebecca replied that the shelving that Teresa was originally planning on buying has been discontinued. The proposed shelving is a better product, but she will get a discount. **Linda Bebout** moved to approve purchase order #4412 for media shelving in the amount of \$6,926.17 for the Dubois Library; **Carol Steidley** seconded. The motion was approved unanimously.
- B. Copier purchase – **Jackie Meeker** moved to approve purchase order #4413 in the amount of \$5,676.00; **Carol Steidley** seconded. The motion was approved unanimously.
- C. Fee Schedule – Rebecca noted that she distributed a fee schedule that incorporates the changes from approval of the circulation policy as well as the cost of data sticks. Don asked if the library sells many thumb drives. Rebecca replied no, but they are useful when patrons find they have forgotten their own. Carol asked if all of the managers have seen the fee schedule and approved it; Rebecca replied yes. Jackie asked if the changes to the fee schedule were only the data sticks and the changes incorporated from the new Circulation Policy. Rebecca replied that the schedule also has the increased cost for the ear buds that the Board approved in August and fees for sending faxes internationally. **Carol Steidley** moved to approve the fee schedule as presented; **Jackie Meeker** seconded. The motion was approved unanimously.

Correspondence – None

Other Business – Vic Augustine asked for more detail about the motion the Board approved regarding Paula Sabatka. Don replied that the library board had received an offer from Paula Sabatka's attorney to the library board for a settlement and the approved motion voted on by the Board today rejected the offer. Vic asked if the director search was a national search; Don replied yes. Vic asked whether there was still an open position on the library board for a Dubois community member. Jackie replied that all positions that were vacant on the library board have been filled. There were two positions open in June and the commissioners appointed Linda and Carol to those two vacancies. Rebecca noted that it will take some time to incorporate the circulation policy changes into the computer system. Jenny will work on getting the fee schedule up on the library's website.

Don Newton declared the meeting adjourned at 11:45p.m.

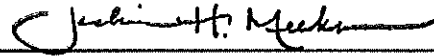
Upcoming Calendar:

Next regular board meeting – Wednesday, November 6, 2013 in Lander, 9:30 a.m.

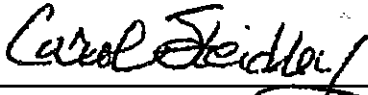
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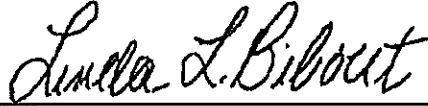
Don Newton, Chair



Jackie Meeker, Vice-Chair



Carol Steidley, Treasurer



Linda Bibout, Member

absent

Kevin Tippets, Member



**Rebecca Thomas
Recording Secretary**