

Regular meeting of the Fremont County Library System Board of Directors held on November 6, 2013 at 9:30 a.m. at Fremont County Library – Lander, 451 North 2nd Street, Lander, WY.

Don Newton, chair, called the meeting to order at 9:33 am.

BOARD MEMBERS PRESENT: Don Newton, Carol Steidley, Linda Bebout and Kevin Tippets. Jackie Meeker was delayed. Also present Rebecca Thomas, Barbara Oakleaf, Gloria Brodle, Teresa Lucas, Tom Norwood, Jenny Wills and Commissioner Stephanie Kessler. Also present Lander staff, Ray Charles of the Lander Library Friends Association (LLFA) and Kelli Ameling, managing editor, Lander Journal.

- 1. Approval of Agenda** –Rebecca asked to add item E under New Business “Bibliotheca letter of intent”. **Linda Bebout** moved to approve the agenda as amended; **Kevin Tippets** seconded. The amended agenda was approved unanimously.
- 2. Presentations – Linda Willenbrecht – 30 year service pin** – Barbara noted that Linda started with the library system as part-time and not long after transferring to the Children’s department, she became the head of the department in the late 80s. Barbara stated that Linda is the heart of the Children’s department. Her staff performs wonderfully under Linda’s guidance. Barbara commented that she had the opportunity to get to know Linda even better when they shared an office when the Library moved into its temporary location during the expansion in 2008. Georgia noted that Linda is one of the kindest people on staff. Julie commented that Linda is always there for other staff members; she is calm and encouraging. Don thanked Linda for her superb attention to the children of Lander from the parent’s perspective. Anita noted that Linda’s character sets the tone for the Children’s department. Becky stated that she has learned everything from Linda. She is very generous and supportive and a dream to work with. Linda commented that she has enjoyed her time at the Library and noted that it has provided her with an opportunity to get to know the children and all members of the Lander community.

3. Approval of Consent Agenda

Minutes – October 2, 2013 Regular Board meeting

Record of Financial Statements

General Fund – Statements as of September 30, 2013

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **None**

Check Numbers: **20102** - **20217** written on the Operating Account

Exceptions: **20214**

Payroll: **20115 – 20128**

Direct Deposit: **101301 – 101333**

Transfer from WYOSTar: **\$185,000**

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

4. Reports – Roundtable – Don invited Ray to discuss why he is attending the meeting. Ray replied that he recently joined the LLFA as an at large board member and volunteered to attend the library board meetings to bring information back to the LLFA. The group had its annual meeting last Saturday. Because of successful fundraising over the last year, the LLFA was able to contribute an additional \$10,000 toward the Carnegie remodel and another \$5,000 for various programs for the Lander Library that Barbara described to the group. The group is looking towards fundraising for the next phase of the Carnegie or building a gazebo on the concrete pad on the north side of the Carnegie. The library board members thanked Ray for his attendance. Teresa noted that she had 65 people who attended the Lego club party last week. They have 4 programs every week and two other programs once a month.

Jenny noted that it has been a busy month. Jenny thanked Shelly Dove for her work on the front end of the website. Kevin commented that the functionality of the website is great. Carol agreed that the website is very easy to navigate, is attractive and it is easy to figure out where to enter your account number. Jackie joined the meeting. All of the Bibliotheca kiosks are running. There are gate issues in Dubois. She completed the infrastructure plan and has completed the grant application for the Library Foundation for replacement computers. The new copiers are here and working well. The new switch was installed yesterday. Jenny stopped by Crowheart and they are having some technology issues. She found out that UW replaces their computers every 2 years. Jackie added that CWC replaces their computers every 3 years and they sell the old computers through the bookstore. Don asked if we should have information regarding the Community Libraries on the FCLS website. Rebecca replied that we do, but their information is not displayed as prominently as the FCLS libraries. Jenny commented that she may be able to make the community libraries a little more prominent on the FCLS website. She is working on trying to make the website more of an information center for the communities.

Barbara noted that the library is one of the sites around Lander hosting an “around town exhibition”, which is a Native American Art Show in honor of Native American Heritage month. The Lander Art Center has a large portion of the exhibition and there are some items also being displayed at Lander City Hall. Barbara added that the Wyoming State Library noted that our library system is second in usage of the cloud library behind Laramie County. Riverton has the most usage out of the Fremont County Library System. Barbara commented that the YA poetry club paid to publish a compilation of poems in a book and it is featured on the website. Gloria noted that the new copier is allowing them to print their newsletters and flyers in house rather than outsourcing all color printing. Gloria noted that the new custodian/maintenance hire resigned after only a few weeks, but they have replaced him with Jim Ring and he started work on November 4. Gloria added that the library is partnering with Amedisys and they will be having an educational video series discussing end of life issues.

Tom noted that the new phone has been installed in the elevator in Riverton for emergencies. Kevin thanked the staff for their extra efforts during the absence of the director. Linda agreed with Kevin and noted that Jenny has been earning her salary. Rebecca commented that she did receive confirmation from Tracy Cook that she would like to come to Fremont County and interview for the director position. Commissioner Kessler noted that she has had some

conversations with Tom and Rebecca and is still looking toward the opportunity for sharing resources between county entities. She does think that it would be wise to wait until both the museum and the library systems have directors in place before pursuing this path. She added that she did send out a memo that paraphrased the conversations she had over the past month. She noted there are rumors circulating in Dubois that the reason the library board did not choose one of the previous director candidates was because the commissioners told the Board not to hire either candidate. The library board members were unified in their response that this rumor is false and has no basis in fact. Don thanked Commissioner Kessler for her interaction with the Library Board. Carol noted that since she has been on the Board for a little while, she is impressed with how well the library board functions and how smoothly the meetings run. She appreciates being a part of the library board and noted that everyone comes to the meetings prepared and the paperwork keeps her well informed. Don agreed and commented that it is a reflection of the great library staff.

5. Policy Review - None

6. Action Items

Unfinished Business:

- A.** Riverton Drainage – Don asked if Tom thought anything was missing from the Trihydro report. Tom replied that he thinks Trihydro did a very good job in their evaluation of the library site and the report was very thorough. Tom should have the report on the roof from Kurt Dubbe in the next few weeks. Don noted that the next step would be hiring an engineering firm to conduct a full survey of the property. The survey could cost upwards to \$50,000. Rebecca commented that we would need to request the money for that survey from the commissioners because we do not have money in the budget for it. Don suggested once we receive the report from Kurt Dubbe, we should create a report to the county commission on the findings and what the next step is for the library. Commissioner Kessler noted that the commission is looking to revise how they handle the long term capital projects. The commission will be reviewing this topic at their first meeting in December. It would be helpful to have a report on the Riverton Library for this discussion. She noted that the county has a number of infrastructure needs including the Riverton Justice Center. It would be helpful to have a report on the Riverton Library so that when the Commission is looking at county needs, the Riverton Library is factored into the long term plan. Commissioner Kessler noted that the Commission needs to create a process that is more transparent for the entities and the public. She stated that currently the CIMPL committee makes recommendations to the Commission. Jackie asked if we should present the proposal to the CIMPL committee first; Commissioner Kessler replied yes. Commissioner Becker is the liaison for the CIMPL committee. Scott and Julie both sit on the CIMPL committee. Don suggested getting an estimate from Trihydro on the design for the improvement of the drainage for the Riverton Library property.
- B.** Director Search – Jackie stated that the committee conducted a phone interview with one candidate on Monday and contacted her references. Her references were very good and Rebecca invited her to an on-site visit and interview on November 18 and 19. Rebecca noted that she distributed a schedule for the candidate, Tracy Cook, while she is in Fremont County. Don and Carol volunteered to take Tracy and her husband to dinner on Sunday and Monday evening.

- C. Budgetary Concerns – Jenny reviewed the present and future technology network plans. She noted that our 2 main servers are 8 and 10 years old. If the main server dies, we cannot even check out books. The Riverton server is 7 years old. The new main server would have 40 times the storage capacity that our main server currently has. In addition, there is a need to beef up the wireless capabilities of the system because that is where technology is going. In the plan for computer replacement is a rotation of 4 years for patron access computers and 5 years for staff computers. Jenny reviewed the Library Foundation grant proposal for 44 computers. Tom asked if the new technology network plan has data backup built into it; Jenny replied yes, we could rely on one of the secondary servers if the main server had a problem. Each staff member would have a folder for their data on the server. With the integrated network any employee could access their files from any computer in the system. Jenny is also looking into offsite backup for select information such as financial records. Jackie asked if the UW 2-year old computers could be purchased instead of new; Jenny replied it is possible, but it would depend on the details on the units available and she does not have that yet.

Kevin asked if it is possible the Foundation would support the grant request. Rebecca replied we have not presented the proposal to the Foundation yet, but would like support from the Library Board in the form of a motion. Kevin commented that the Foundation grant would be seed money for the workstation rotation. Kevin asked if Jenny was planning to ask the county for the money needed for the network upgrades. Commissioner Kessler commented that the entire package should be presented and funded through the Capital Revolving Fund at the county rather than incorporated into the library's operating budget. Jackie asked if the Foundation does not support the grant does Jenny have a back-up plan. Jenny replied she will explore other grant opportunities, but might need to go to the county for funding. Jenny and Rebecca will attend the Foundation meeting next Thursday to present this grant proposal. The discussion turned to sharing resources across the county and the museum's search for a director. Kevin noted that the technology needs of the library are imminent and need to be pursued now. He thinks it is not prudent or wise to put off the technology requests as we wait for the museum and library to hire directors. Rebecca commented that she does not know if the Foundation will vote on this grant proposal at their meeting next week. They may choose to take it under advisement. Barbara asked if it is appropriate for the county's IT department to evaluate the museum's needs. Commissioner Kessler replied that she is pursuing that avenue, but was hoping that Jenny could attend one meeting with the museum. **Kevin Tippets** moved to support the technology grant request to the Foundation for replacement computers; **Jackie Meeker** seconded. The motion was approved unanimously. All board members thanked Jenny for her hard work. Jackie noted that she can attend the Foundation meeting with Jenny and Rebecca next week to lend support to the grant.

Jenny introduced Shelly Dove to the library board members who thanked Shelly for all of her hard work on the revised website.

- D. Personnel Request – Don noted that he and Commissioner Kessler discussed the possibility of sharing a full time maintenance employee between the Lander Library and the Pioneer Museum. Don asked Tom about his concerns of sharing an employee with the museum. Tom noted that he and Rebecca discussed the financial and supervisory issues surrounding having an employee working for both the library and the museum. If Tom is supervising the employee while he/she is working at the museum, does this now make Tom responsible for

the museum facility, too? Tom commented that one of the needs for this employee is for emergency snow removal and other issues that require some flexibility of work hours. Don noted that he thinks that a Memorandum of Understanding (MOU) could be crafted to deal with the scheduling and supervisory issues. Commissioner Kessler noted that at the end of her discussion with Tom and Rebecca, the consensus was to wait until directors were in place for both the library and museum before deciding whether to make a formal arrangement. Rebecca commented that she thought it would be best if the museum had a director to evaluate their needs and see if he/she thought that this was an appropriate solution for the museum. Barbara commented that the museum might decide this employee needs to work hours that conflict with his/her work hours at the library. Rebecca noted that the library could go to the commission requesting a part-time custodial position with the understanding that the library is willing to explore making this position full time and sharing the employee with the museum. Commissioner Kessler commented that she sees the museum with the greater need. Linda commented that if the museum system does not have any custodial employees, she thinks the museum should hire a custodian to split his/her time between the Riverton and Lander museums. Commissioner Kessler commented that it would be beneficial if someone from the Library Board would attend the upcoming museum meeting in Lander on Thursday, November 14 at 1pm. Don noted that he does not hear clear support for sharing a position between the museum and the library. Commissioner Kessler left the meeting. Rebecca noted that the custodian/maintenance request is not the same as what was in the budget. The original budget request was for a full time custodian, but the request proposed now is for a 30 hour/week position. This significantly reduces the cost of benefits for the position. Jackie noted that she thinks it is in the best interest of the library to work with the museum because the county is looking for sharing of resources and a full time position is probably more attractive to potential candidates. Jackie noted that she will plan to attend the museum meeting next week to start the conversation.

Kevin shifted the discussion to the Dubois personnel request. Don noted that in his discussions with Commissioner Kessler she thought the Dubois personnel request had a good chance of approval, but the question from the commission will be where the money will come from to fund this increase in the next budget cycle. Don asked when the library should approach the county about the technology needs. Rebecca replied the county is considering moving the Capital Revolving process up before the regular budget talks begin so that process may start in the next couple of months. Kevin noted that he thinks we need to ask for the personnel because we have the need. Rebecca commented that if the Board wants to continue the exploration of sharing the custodian position with the museum; she can go to the county with the Dubois personnel request alone. Kevin commented that he views these as three separate proposals; the Dubois personnel, the custodian position and the technology request. **Kevin Tippets** moved to ask the commissioners for the reconfiguration of the Dubois personnel substitute positions; **Linda Bebout** seconded. The motion was approved unanimously. Don commented that he is happy to accompany Rebecca and Teresa for the request. Rebecca stated she will investigate when the library might get on the commission agenda, but it will probably not be until December.

New Business:

- A.** 2014 Board Meeting Schedule – Rebecca noted the proposed schedule is based on past meeting schedules. Rebecca noted that the holiday schedule will come before the Board at the December meeting. **Kevin Tippets** moved to adopt the 2014 Board Meeting Schedule as

presented; **Carol Steidley** seconded. The motion was approved unanimously. Rebecca verified that the library is scheduled for early closure at 4pm on December 31, 2013.

- B.** Food For Fines – Barbara noted that it appears the need is greater this year. **Linda Bebout** moved to approve the collection of non-perishable food products in lieu of patron fines for the months of November and December 2013; **Kevin Tippets** seconded. The motion was approved unanimously.
- C.** Carnegie A/V Equipment funded by \$50,000 Foundation donation – Jenny reviewed the A/V proposal and she noted that the quote from Best Buy did not materialize. Al Egli will build the box for the projector and a cabinet to house all of the A/V equipment out of sight. The LLFA donated \$10,000 to cover any expense that is above the \$50,000. Backdrop curtains will be purchased to provide a background behind the retractable screen. Jenny commented that there should be some money left over from the \$10,000 that could be used towards the cost of security for the Carnegie building. Barbara noted that the LLFA was able to raise \$7,000 by tying their fundraising to finishing the Carnegie remodel. Linda asked if we will have an increase to our property insurance; Rebecca replied it should not impact our insurance costs very much. **Jackie Meeker** moved to approve PO# 4417 to Video Vision for \$45,801.06 as presented; **Linda Bebout** seconded. The motion was approved unanimously. Rebecca commented that the vendor is requiring 75% deposit to purchase the equipment. **Kevin Tippets** moved to approve Check # 20218 to Video Vision for \$34,350.80; **Carol Steidley** seconded. The motion was approved unanimously. Tom noted that he and Ray will be demolishing the glass wall because the screen placement requires it. Don asked if the glass can be repurposed. Tom replied he will see if it can.
- D.** Foundation Grant request for Technology – This was dealt with earlier in the meeting.
- E.** Bibliotheca letter of intent – Jenny noted that Bibliotheca wants to replace the gates, but wants some assurances that the library system will continue the service agreement for the RFID equipment for at least 5 years. Multi-year contracts are voidable by future boards, but Bibliotheca will be satisfied with a letter of intent. The letter will state that the library system has every intention to have a service level agreement for the next 5 years beginning July 1, 2014. Carol asked how much the service contract costs; Rebecca replied it is about \$12,000/year. **Carol Steidley** moved to approve a letter of intent to Bibliotheca to continue the service agreement for the next 5 years beginning July 1, 2014 pending county attorney approval; **Jackie Meeker** seconded. The motion was approved unanimously.

Correspondence: None

Other Business: Rebecca stated that she will advertise a Special Board meeting for November 19 as we did before when we conducted director interviews. Linda noted that she will be out of town for the next board meeting in December, but will be available by phone if necessary. Barbara commented that the Foundation requested that each branch manager send them a grant proposal for \$1,000. Those grant proposals will be considered at next week's Foundation meeting.

Adjournment (no vote) – The meeting was adjourned at 12:40pm

Next meeting – Wednesday, December 4, 9:30am, Riverton.



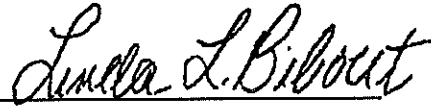
Don Newton, Chair



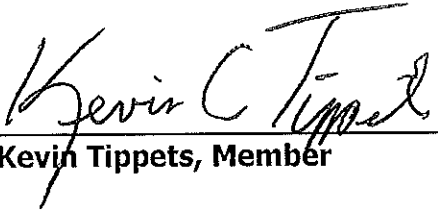
Jackie Meeker, Vice-Chair



Carol Steidley, Treasurer



Linda Bebout, Member



Kevin Tippets, Member



Rebecca Thomas
Recording Secretary