



Regular meeting of the Fremont County Library System Board of Directors held on December 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 9:36 a.m.

**BOARD MEMBERS PRESENT:** Don Newton, Jackie Meeker, Carol Steidley and Kevin Tippets. Linda Bebout attended via telephone. Also present Tracy Cook, Rebecca Thomas, Barbara Oakleaf, Gloria Brodle, Tom Norwood and Jenny Wills. Teresa Lucas attended via telephone. Commissioner Stephanie Kessler was absent – excused. Also present Teri Wiblemo and other Riverton Library staff members. Also present Kelli Ameling, managing editor, Lander Journal joined the meeting later.

1. **APPROVAL OF AGENDA –Kevin Tippets** 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 – 5-year service pin Teri Wiblemo** – Gloria noted that Teri takes ideas and runs with them. She has evolved into the marketing programming person. She sees the programs from start to finish and has a calm demeanor. Barbara added that Lander appreciates her too. She is a team player and shares with the other libraries what is happening in Riverton. She is great at coordinating programs that are shared in the library system.
3. **APPROVAL OF CONSENT AGENDA**
  - Approval of Minutes** – Regular Board Meeting, November 6, 2013; Special Board Meeting, November 19, 2013
  - Record of Financial Statements**
    - General Fund – Statements as of October 31, 2013
    - Donation Register
    - Cash Flow Projection
  - Approval of Bills**
    - Purchase Orders **4419 – 4424**
    - Check Numbers: **20218– 20324** written on the Operating Account
    - Exceptions: **None**
    - Payroll: **20222 – 20251**
    - Direct Deposit: **111301 – 111332**
    - Transfer **to** WYOSTar: **Tax revenue income received over \$150,000**

Rebecca noted that she distributed an additional purchase order and check register. Don noted that it is not surprising that the county decided to wait on the technology purchases until the next budget cycle. Rebecca commented that the Capital Revolving process will begin in February, but the money to purchase items approved through the Capital Revolving Fund will not be available until July 1. Don asked if the commissioners have considered scheduling work sessions; Rebecca replied she does not know. **Jackie Meeker** moved to approve the consent agenda as amended;

**Kevin Tippets** seconded. Jackie noted that there is a misidentification of the board member that seconded the approval of the consent agenda motion in the November 6 meeting minutes. She amended the motion to include approval of the November 6 minutes pending verification from the audio recording of the meeting for this board member; Kevin agreed to the amendment. The amended motion was approved unanimously. Don asked Rebecca to file the financial statements.

**4. REPORTS ROUNDTABLE** – Don noted that he is very excited with where the library system is now. Barbara noted that the Lander Library is holding an open house on Tuesday, December 10 from 4-7pm. Barbara added that she visited Scott Greenig's home and unfortunately, the mural will not be completed in December. Jackie noted that she agrees with Don's comments and wanted to commend Gloria on the Barking Water film. She is excited that Gloria will continue to research those types of films that address the Native American community.

Kelli from the Lander Journal joined the meeting.

Carol stated that she saw the article in the Lander paper regarding the conversation between the library and museum boards regarding sharing resources. Jackie replied that although we do not have any museum board members present today, the willingness to discuss the issues sends a message to the commissioners and the community that the library is interested in partnering with other county entities so that we can be efficient and responsive. Jackie thanked Kelli for the well written article on the subject. Carol added that she was thrilled to see Tracy at the meeting. Tracy noted that she is excited to be here and working with the staff starting next week.

Jenny noted she does not have a firm date for the RFID gate replacement but expects it will happen sometime in December. In light of the decision of the county to not consider any of our technology requests until the next budget year, she has been brainstorming some ideas regarding replacement of the oldest technology items within the confines of this year's budget. Rebecca added that the Library Foundation decided to table the grant request for workstations until the county took some action and also wanted to give Foundation board members who were not in attendance at the November meeting a chance to weigh in on the grant request. The next meeting for the Library Foundation will be the second Thursday in January. Jenny noted that she contacted Central Wyoming College (CWC) and they are selling 4-year old computers for \$10 each, but they do not include monitors or any other peripherals. The UW computers are one year younger and include monitors and peripherals, but cost \$275 for each. Most of our monitors are salvageable, and new monitors would cost slightly more than \$100; therefore, Jenny thinks the best use of her budget is to purchase 16 CWC computers to replace the very oldest computers in the system. These are mostly patron computers that will be replaced. Jackie asked what the total cost will be to get the computers up and running including software. Jenny replied she should be able to get all 16 operating for about \$300. In addition, the Erebus server has reached its end of life because it can no longer take upgrades and is 10 years old. Purchase order #4424 will cover the cost for replacing that server and it will work within Jenny's budget. Jenny commented that since the old computers are not worthwhile to auction, they will be junked. Rebecca will take them to Casper and Best Buy has agreed to accept them for recycling rather than disposing of them at the landfill, which would cost the library system \$0.30/pound.

Jenny noted that the Carnegie renovation is moving forward. Jenny thanked Tom and Ray for all of their hard work on removing the wall and prepping the space for the new equipment. The backdrop curtains should be arriving soon and Video Visions is waiting for equipment to arrive to

complete their installation. The computers for the Community Libraries have arrived and Jenny will have the computers to them by the time Shoshoni and Crowheart hold their open houses on December 14. Jackie asked what the reaction of the Community Libraries was regarding the new computers. Jenny replied they were ecstatic. Jenny noted that 17 computers in all and one printer were purchased; 6 computers each for Shoshoni and Crowheart, 3 computers for Hudson, 2 computers and the printer for Jeffrey City. Jenny asked Kelli if the newspaper could cover this story to highlight the good work of the Library Foundation. Jenny noted that there may be an option of utilizing a discontinued server from the county as a back-up in case the main server, Thore, dies. Rebecca commented that she and Jenny will work closely with Tracy to formulate a plan and timeline for technology equipment purchases to present to the Capital Revolving committee.

Tom noted that the Carnegie remodel is proceeding. The Lander automatic sliding front door is not operating properly and with the sub-zero temperatures all patrons are being redirected to the staff entrance on North 2<sup>nd</sup> Street until it can be repaired. Gloria noted that she is thankful to the Board for the approval of opening of the Riverton Library on Sunday for students to study for final exams. Teresa noted that Dubois is having an open house all week next week Monday through Saturday. Teresa stated that Dave Bennett will be constructing some shelving and will reconfigure the circulation desk to make for a more useful work station. The cost for all of this will come from some donations and a grant approved by the Library Foundation. Linda thanked everyone for their hard work over the past months and is pleased with the movement on the technology items.

## **5. POLICY REVIEW – None**

## **6. ACTION ITEMS**

### **UNFINISHED BUSINESS:**

- A.** Riverton Drainage – Tom noted that he received by email a draft of Kurt's report this morning. Kurt has asked Tom to review the report and respond with any questions and concerns. Don and Tom will review the report and discuss it with Kurt to insure the final report covers everything needed. Tom added that he asked Kurt to contact Trihydro to request cost estimates for the drainage portion. Don noted that Trihydro probably should review the final report also. Don wondered if we should approach the county about getting money from the commission for the engineering costs to survey and provide a cost estimate for drainage correction construction. Rebecca commented that the commissioners were scheduled to discuss the long-range planning of capital projects at their meeting yesterday, but she has not heard if anything was decided during their discussion. Don suggested talking with Julie Freese regarding our next steps in this process.
- B.** Budgetary Concerns – Jenny covered this during the roundtable discussion. Don asked what the cost is for replacing Thore; Jenny replied it will cost around \$11,500. Rebecca commented that Tracy and Jenny will work over the next month to craft a timeline for equipment to request from the county's Capital Revolving committee. Rebecca noted that one of the issues that the Board needs to address is a revision of the library's strategic plan. Don commented that he wants Tracy to have some months on the job before the Board takes on strategic planning. Rebecca stated that the August retreat may be an opportune time to take this on.

Barbara asked what the average life expectancy of a server like Thore is; Jenny replied that it is about 5 years and Thore is 8 years old.

- C. Personnel Request – Rebecca noted that the Board approved a motion to put the Dubois personnel request before the commission, but there was not time to get scheduled for one of the meeting agendas before this month. Rebecca asked the Board which commission meeting they would prefer to be on the agenda for this request: December 10 or December 23. Don reviewed the issue for Tracy. The consensus of the Board was to be scheduled for the December 23 agenda; Teresa agreed she will be available for the meeting. Rebecca will email the board members when she gets the item scheduled for the commission meeting.

**NEW BUSINESS:**

- A. Potential Library/Museum Collaboration – Don noted that since there is not any representative from the museum board, this item will come back at next month’s meeting. Jackie reviewed her attendance at the museum board meeting last month and noted that she expected someone from the museum board to attend this meeting. Don reviewed the history of the possibility of collaborating with the museum for Tracy. Jackie noted that the museum board voted the chair out of his position on the Board and he subsequently resigned from the museum board. Jackie noted that the museum board was hesitant about the idea of collaborating because they were unsure of where the idea originated. This item will be on the January meeting agenda.
- B. 2014 Paid Employee Holidays and Facilities Closure – Rebecca reviewed the two drafts for paid holidays and facilities closure and the rationale behind both. The Board asked for direction from Gloria, Barbara and Teresa. Barbara commented that her staff would probably like to have Friday, December 26 as a holiday. Gloria noted that she can see benefits to either scenario. Jackie asked Barbara, Gloria and Teresa if they think the staff would prefer having Friday, December 26 as a holiday or would rather have an additional floating holiday during the year. Gloria and Barbara agreed that staff would prefer to have Friday, December 26 as a holiday. Teresa noted that she thinks we should be open on Friday, December 26 because it is good public service and it will be welcomed by the communities. Gloria noted that Friday is a short operating day and does not see a problem closing for that day especially since all of the county offices will be closed. The consensus among the board members was that since the county offices will be closed on Friday and the building managers think that most staff will prefer to have that day as a holiday, Draft A would be the best choice. **Jackie Meeker** moved to adopt Draft A of the 2014 Paid Employee Holidays and Facilities Closure as presented; **Kevin Tippets** seconded. The motion was approved unanimously.

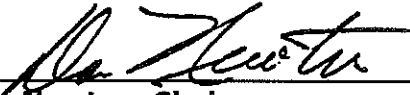
**CORRESPONDENCE:** None

**OTHER BUSINESS:** None

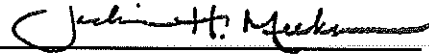
**UPCOMING CALENDAR:**

Next meeting: Wednesday, January 8, 2014, 9:30am in Lander.

The meeting was adjourned at 10:58am



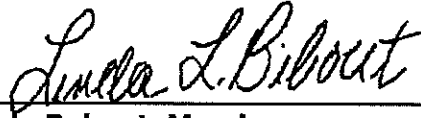
**Doni Newton, Chair**



**Jackie Meeker, Vice-Chair**



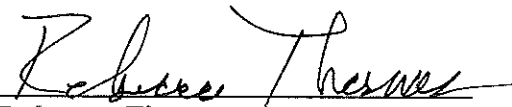
**Carol Steidley, Treasurer**



**Linda Bebout, Member**



**Kevin Tippets, Member**



**Rebecca Thomas  
Recording Secretary**