



Regular meeting of the Fremont County Library System Board of Directors held on January 8, 2014 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 9:35 am.

BOARD MEMBERS PRESENT: Don Newton, Carol Steidley, Jackie Meeker and Kevin Tippets. Linda Bebout attended via telephone. Also present Tracy Cook, Rebecca Thomas, Barbara Oakleaf, Gloria Brodle, Tom Norwood, Jenny Wills and Commissioner Stephanie Kessler. Teresa Lucas was absent – excused. Also present Jeff Young of Trihydro, Ray Charles of the Lander Library Friends Association (LLFA), Kelli Ameling, managing editor, Lander Journal and Carlyn Cook, intern for the county commissioners.

1. **Approval of Agenda – Kevin Tippets** moved to approve the agenda as presented; **Carol Steidley** seconded. The motion was approved unanimously.
2. **Presentations – Jeff Young, Trihydro – Riverton drainage report** – Tracy reviewed photographs of the Riverton building area demonstrating the drainage issues including the snow and ice buildup around the building. Tracy commented that one of the possibilities is removing the bricked-in planter bunkers that surround the front and the northwest of the building. Tom, Teresa and Gloria are concerned that the slope that would be created would be aesthetically awkward and may not solve the problem of water draining onto the parking lot and subsequently freezing.

Tom Duncan, Fremont County Museum board member, joined the meeting.

Jeff emphasized that the draft costs presented are extremely preliminary and noted that an architect may be helpful in addressing the aesthetics of the drainage design. Unfortunately the drainage currently at the Riverton Library directs water toward the building. Jeff reviewed the various issues surrounding the foundation drain that surrounds the building and thinks there is a way to use a remote camera to determine if the foundation drain is intact. If the foundation drain is not intact, it would be directing water to the foundation of the building. Jeff noted it is important to determine the amount of ground water on the property. Jeff reviewed the issues with the bunkers that surround the building and their relationship with the parking lot drainage. Jeff noted that he does not know what the composition of the soil is in the bunkers and agreed that the soil may be contributing to the problems. He pointed out that one of the pictures Tracy reviewed earlier showed saturated bricks in the bunker and it takes a lot of water to saturate a brick. There is probably issues of water in the soil in the bunkers going through a freeze-thaw process. Jeff believes the bunkers do not have an adequate drainage system.

Jeff addressed the issue of storing snow in the winter that would reduce the parking lot ice issues and the concrete valleys in the parking lot. Jeff commented that the asphalt in the parking lot has

reached the end of its useful life. Tom noted that the asphalt is 30 years old and he has tried to extend its life through crack sealing and slurry coats. Tom would like to include the replacement of the asphalt parking lot in this project. Jeff noted that he does not have enough information to solve all of the problems. Don commented that the next step would be a full survey that would provide more information to help solve the problems. The topographical survey would help in determining if a storm drain would be helpful in draining the parking lot. Commissioner Kessler commented that the first step would be for the library to get a place saver on the CIMPL 5-year plan. She noted that there are CIMPL projects that are very specific and others that are more general. She does not think the library should wait until they formulate a "master plan" for the Riverton drainage/roof project and the CIMPL could help the library get funding for planning. She thinks it would be best for Tracy to contact Scott Harnsberger about meeting with the CIMPL committee and is willing to attend the meeting. Don noted that the repaving of the parking lot should be part of the project. Linda noted that the roof proposal contains new drains that will impact the drainage plan. Don commented that there will need to be a master plan for the roof and drainage. Tom noted his concern is that a master plan will delay repairing the roof and damage will continue to occur to the building. Don replied that the master plan would consider priorities for the project and could incorporate a timeline of smaller projects to achieve the overall goal. Jeff commented that he has not considered how to break this large project into smaller projects. The consensus among the board members was that the next step was to approach the CIMPL committee with the overall project and discuss the next steps. Jeff wrapped up the discussion with an emphasis that the numbers the board members have are very preliminary. Don asked Jeff to be thinking about how much a master plan would cost.

Carol Chidsey, Fremont County Museum board member joined the meeting. The consensus among the library board members was to skip to item "D" under New Business to accommodate the museum board members present.

3. Approval of Consent Agenda

Minutes – December 4, 2013 Regular Board meeting

Record of Financial Statements

General Fund – Statements as of November 30, 2013
Donation Register
Cash Flow Projection

Approval of Bills

Purchase Orders **4427, 4428**
Check Numbers: **20325 - 20440** written on the Operating Account
Exceptions: **20103**
Payroll: **20331 – 20345**
Direct Deposit: **121301 – 121331**
Transfer from WYOStar: **\$160,000**

Rebecca noted that she distributed an additional check register and purchase order #4428. **Jackie Meeker** moved to approve the consent agenda as amended; **Kevin Tippetts** seconded. The motion was approved unanimously. Don asked Rebecca to file the financial reports.

4. Reports – Roundtable – Tom Norwood thanked Tracy for all her hard work over the past month. Tracy noted that when she accepted the job, she told Don that she would not have accepted it without the staff and managers that the library currently has. She thanked the

managers for not taking long vacations over the past month. She commented that she would like to talk with the board members at the next board meeting regarding their goals for her. She has visited every Community Library partner over the past month. She noted Teresa will be helping her with strategic planning and the managers will be meeting on January 17 for budget and basic strategic planning. Kevin noted that Tracy's board report is a great start and may be modified as the Board works on its new strategic plan. Kevin commented that he appreciates all of the time the managers put in on their monthly reports to the Board. Don thanked Jenny and Tracy's work with the Community Libraries and commented that the library has made huge strides with little to no budget. Kevin added that they have done a lot to reestablish the relationship between the Community Libraries and the library system. Jenny noted that Tracy has done a wonderful job of engaging with the Community Libraries. In addition, there are some opportunities for programming in the future. Don also thanked the Library Foundation for their support to the Community Libraries via the new computers. Rebecca noted that it has been wonderful having Tracy over the past month and she is doing a great job. Barbara noted that the library has sent off her issues of the Wind River Mountaineer for binding and the binding fee was paid by the LLFA. The bound issues will be available for patrons at the library, but not for checkout. The publication began in 1985 and there is one more issue to be published, but that may be the end of the publication.

Commissioner Kessler noted that the commission has been pleased with the addition of Tracy, and in particular with the proactive outreach to the Community Libraries. She also offered her help to the library board as the county's budgeting process begins. She introduced Carlyn Cook who is working as an intern with Commissioner Kessler. Carlyn noted that she has done a lot of research working towards her degree and post-graduation. She is happy to offer her services to the library in that area for the next few months. Jackie noted that she is impressed with all that Tracy has done in one month. She is very happy with the personal touch that Tracy brings to the director's job. Jackie commented that she was unaware that Lisa Henery is an accomplished singer. Jackie noted that she is thrilled that the mural is coming to completion and the use of the Chromebooks in the Lander Library. Jackie asked Gloria for more information about the American Indian comedy programming. Gloria replied that they will have a screening of a DVD that showcases various Native American standup comics. Jackie also noted how fabulous it was that Jenny was able to purchase the older Central Wyoming College (CWC) computers for \$10 each. Jenny replied that CWC even gave the library system some mice and keyboards and that the systems are great even though they are 4 years old. Jackie thanked Tom for all his hard work on the Riverton drainage project and the Carnegie remodel. Carol thanked all the managers for all they do throughout the library system. She added that she thinks that Tracy's outreach to the community will be long lasting. She added that she is grateful to be a part of this great board. Gloria noted that Carol Deering has formed a writing group with Teri's help. Shari is surveying the teen patrons on how they choose books. The Riverton Library collected 730 food items during the Food for Fines program. She added that it is great having Tracy on board.

Jenny noted that the new Bibliotheca gates are being installed and all sites will be up and running by the end of next week. She and Tracy have been working on the Capital Revolving Fund request. Video Visions is scheduled to install the projector and screen next week in the Carnegie. The first eBook training will be held tonight in Riverton. Sara Marcus is taking the lead on the training tonight. They will also be conducting eBook training at the Community Libraries, except Jeffrey City because there is not adequate demand. Linda noted that she is very pleased with the format of Tracy's report and is appreciative of all of the hard work of all of the managers and

Tom's work on the Riverton drainage project. Don noted that his son went to the last showing of the National Theater's production of Frankenstein and said it was fantastic.

5. Policy Review - None

6. Action Items

Unfinished Business:

A. Riverton Drainage – Don noted that the presentation by Jeff Young was long but worthy.

New Business:

- A. Installation of Carnegie Fire Alarm System – Tom Norwood noted that the library received two bids in response to the advertised request for proposal (RFP) for the electrical work; however, one of the bids was not in the proper format and in Tracy and Tom's opinion it is invalid. The original quote he received last fall was \$12,750.00. The bid Tom Norwood received from the RFP was from Boyle Electric in the amount of \$11,138.00 **Kevin Tippets** moved to accept the bid from Boyle Electric for electrical work in the amount \$11,138.00; **Carol Steidley** seconded. Rebecca noted that she will prepare PO #4229 in conjunction with the Board's approved motion in the amount of \$11,138.00 to Boyle Electric for the electrical work to install the fire alarm system in the Carnegie.
- B. FY 14-15 Capital Revolving Request – Tracy reviewed the Capital Revolving request including the timeline. The total amount for the request for the FY 14-15 is \$51,095, which includes \$30,063 for the network and \$21,032 for the workstations. The county also wanted projections for future fiscal years for planning purposes, but those amounts are subject to change. Jenny noted that this request has been updated since purchasing the 16 4-year old computers from CWC. Jenny noted that the 16 computers went to replace patron computers not staff computers. Commissioner Kessler commented that she does not think that the library will have a problem making a case for this request to the Capital Revolving Committee. She did think it was important that the library communicate the need to the commission, when the commission makes its decision on whether to fund this request. Don noted that we need to communicate well to the commissioners that the request is routine maintenance that is required to maintain the IT system for the library; not unlike the routine maintenance that is needed for a major piece of road equipment. **Jackie Meeker** moved to accept the FY 2014-2015 Capital Revolving Fund request as presented; **Kevin Tippets** seconded. The motion was approved unanimously.
- C. Unanticipated Revenue/Transfers Budget Hearing – Rebecca noted the draft unanticipated revenue/budget transfers is for informational purposes. Tracy will make a request before the county commission to hold this hearing before the library board's next regular meeting on February 5th. Tracy asked the Board for their guidance regarding where they would prefer to request money for transfer for operating supplies that will go over budget this fiscal year. It turns out that Dubois was using proportionately more supplies to process collections and one of the reasons is they received a lot of donations that they are adding to their collection. Teresa is willing to move some of her collection money to the processing budget if needed, but Tracy wondered if the Board was willing to take the excess money from the director's salary and move it to this line item. Rebecca noted that the library can move money within operations under \$5,000 without asking the commissioners for their approval, but must ask for approval if we move any amount of money from personnel to operations or from operations to

personnel. Tracy noted that she does not want to take money from the collections budget if it can be helped. The consensus among the board members was to request commission approval to move the money from the excess director salary budget with the recognition that this line item will require more money in the next budget request. Linda noted that taking money from the collections budget sends the wrong message to the public.

- D. Potential Library/Museum Collaboration** – Tom Duncan noted that the museum board is interested in exploring sharing resources in the area of physical plant and technology areas. The museum has not had much success in working with the county's information technology (IT) supervisor and the county's building supervisor, but is aware that they have their own duties that monopolize their time. He reviewed the various museum locations throughout the county and noted that the museum and library both have buildings in Lander, Riverton and Dubois. Tom Duncan commented that the museum would first like to focus on the museum's IT system and then move towards the physical plant. He acknowledged that he is not sure how the resource sharing would work, but offered some ideas. He suggested that the museum could pay a percentage of the library's IT manager (Jenny Wills) salary and she would devote a comparable percentage of her time to the museum and any travel that would be involved. Tom Duncan noted that the museum board has not approved any action in this area. The museum contracts out all of its IT and janitorial services at this time.

Don asked where the museum is in its search for a county-wide director. Tom Duncan replied interviews are being conducted, but does not know when a director will be hired. Carol Chidsey commented that the museum is interested in working with the library on sharing resources. Don noted that the Library Board has discussed this issue with Tracy and currently believe that it would be beneficial for the museum to have a director in place before beginning specific discussions regarding sharing resources. Tom Duncan wondered if it would be possible for Jenny to review the museum's technology systems before a museum director is in place. Jackie replied that she is very concerned about asking Jenny to take on the museum issues when she is presently over tasked with library problems. Jackie commented that she thinks that the evaluation of the museum's IT situation is better handled by the county's IT employee. Jackie noted that she wants the museum to have what they need in the area of IT, but does not think the library system is able to provide that at this time.

Commissioner Kessler noted that the county's IT services have grown with its demand and feel the county is understaffed in that area. Unfortunately, the county's IT supervisor has just broken her leg and is on bed rest for the foreseeable future. Commissioner Kessler would like to focus on pooling county resources to see about negotiating more cost effective service contracts in areas of IT as well as physical plant needs, such as, elevator service contracts. Carol noted that the museum does have physical plant needs as well, and in the course of interviewing potential director candidates has discussed the concept of sharing resources with the library or some other county agency. Don commented that the library system has huge IT issues that it is currently working through, including ancient servers and cannot commit Jenny's time to the museum. At the same time, the library is open to working with the museum on sharing resources in the future. Tom Duncan acknowledged that this may be a discussion for the upcoming budget years; possibly the 2015-2016 fiscal year. Tom Duncan thanked the library board for making time on their meeting agenda for this discussion.

- E. Director authority to sign contracts – Tracy noted that Rebecca brought this to her attention and would like the to make sure the Board is satisfied with this wording for Tracy as she moves forward as the director of the library system. Kevin asked Tracy if she needed any additional clarification or direction. Tracy replied that she thinks the motion is very clear and well-worded. The consensus among the board members was that the action the Board took in January 2012 is adequate for Tracy and no further action is needed.

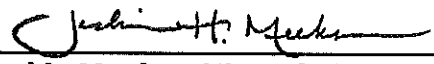
Correspondence: None

Other Business: Rebecca noted that the Legislative reception hosted by the Wyoming State Library (WSL) will be held in February. The plan is for Jenny to accompany Tracy to the event and they both can get some training from the WSL. In addition, WSL will pay for 2 lodging nights and Tracy's per diem and travel. Jenny can piggy-back onto the trip, which will save the library some money. Linda noted that she may be in the area at that time and would like to know the specifics because she could attend the function as well. Don noted that he will not be able to attend the April board meeting.

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

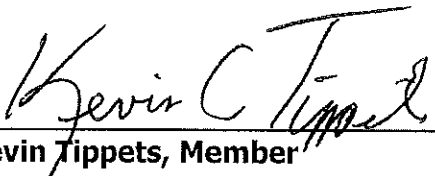
Next meeting – Wednesday, February 5, 9:30am, Riverton.

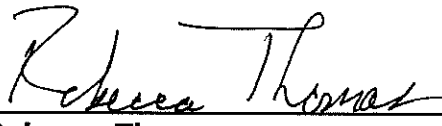

Don Newton, Chair


Jackie Meeker, Vice-Chair


Carol Steidley, Treasurer


Linda Bebout, Member


Kevin Tippetts, Member


Rebecca Thomas
Recording Secretary