



Regular meeting of the Fremont County Library System Board of Directors held on February 5, 2014 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 9:40 a.m.

**BOARD MEMBERS PRESENT:** Don Newton, Jackie Meeker, Carol Steidley, Kevin Tippets and Linda Bebout. Also present Tracy Cook, Rebecca Thomas, Barbara Oakleaf, Gloria Brodle, Teresa Lucas, Tom Norwood and Jenny Wills. Commissioner Stephanie Kessler was absent – excused. Also present Shari Haskins and other Riverton Library staff members. Also present Kelli Ameling, managing editor, Lander Journal; Carlyn Cook, intern for the county commission and Ray Charles, member of the Lander Library Friends Association (LLFA).

**1. APPROVAL OF AGENDA – Linda Bebout** moved to approve the agenda as presented; **Kevin Tippets** seconded. Don asked if there were any additions for the agenda; there were none. The motion was approved unanimously.

**2. PRESENTATIONS – 15-year service pin Shari Haskins** – Gloria noted that Shari started at the Lander Library as a part-time employee and then moved to the Riverton Library about 1 year later when a full time position became available in Riverton. Gloria commented that Shari likes to have fun, but is also effective at getting things done. Gloria added Shari is efficient, creative and successful at all of her projects. Shari makes her think out of the box. Shari noted that Gloria is the most remarkable boss that she has ever had. Don thanked Shari for her dedication to the library system for the past 15 years.

### **3. APPROVAL OF CONSENT AGENDA**

**Approval of Minutes** – Regular Board Meeting, January 8, 2014

#### **Record of Financial Statements**

General Fund – Statements as of December 31, 2013

Donation Register

Cash Flow Projection

#### **Approval of Bills**

Purchase Orders **4430**

Check Numbers: **20441– 20523** written on the Operating Account

Exceptions: **None**

Payroll: **20446 – 20458**

Direct Deposit: **11401 – 11435**

Transfer from WYOSTar: **None**

Rebecca noted that she distributed a purchase order and 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** – Teresa noted that she has been in her job for one year and listed her various accomplishments over the past 12 months. Don asked how the reconfiguration of the staff in Dubois has worked over the past month. Teresa replied that the new staff have taken on additional responsibilities and more ownership in their new positions. She will have a report for the Board at the next meeting on this specific issue. Linda noted that she is happy to be back in town for the board meeting. Gloria commented she is thrilled that the stage in the Community Room is being refinished, and they are working on finding someone to clean the stage curtains, which are 30 years old. Gloria noted that the curtains may need to be replaced soon because of their age. Jenny commented that the backdrop drapes for the Carnegie were not terribly expensive (\$900). Tom noted that there was a small fire as a result of spontaneous combustion when they were refinishing the stage, but there was no damage to the stage or the building. Tom added the fire alarm installation in the Carnegie is close to completion and the security alarm installation starts tomorrow. Jenny noted that the new Bibliotheca RFID gates are working but there are still some issues with tagging, but they are working through the bugs. There are still some small issues in Riverton and Lander, but more issues in Dubois; they are working through them and the situation is improving. In addition, the website is being revamped in consultation with the marketing group. Jenny noted that Carlyn Cook has been very helpful in researching technology ideas for the library. Jenny and Tracy are sifting through the information as they prepare a technology plan for the future. Jenny emphasized that a technology component to the strategic plan is important. There are some expensive components, but others that do not cost a lot. The small server should arrive in the next couple of weeks. Jenny commented that with Bibliotheca winding down, she can work on the main server, Thore. Most of the eBook training has been done and the sessions have gone well. The training in Fort Washakie had the largest attendance. Carol noted that she is appreciative of all the programs and tasks the library staff has accomplished in January.

Tracy noted that it has been a busy January. She has visited the Shoshoni and Hudson Community Libraries. All of the Community Libraries want to participate in the "One Book Wyoming" program. The various libraries that will be participating will meet in early March at Central Wyoming College to plan the program. Tracy has begun working on the CIMPL application for the Riverton roof and drainage project at Scott Harnsberger's suggestion. Tracy has approached Eric of the Riverton Ranger about writing an article on the Riverton Friends of Library and the Fremont County Library Foundation. The Riverton Friends suggested having the article during Women's History month event at the Riverton Library. Tracy had an interview with the Dubois Frontier last week. The commissioners considered the capital revolving requests at their meeting yesterday and no one had questions about the library's technology request. The commissioners will be making a decision at their meeting next week. Tracy is also looking to move ahead with switching the FCLS to Enterprise – an improved search engine for the WYLD catalog. Tracy will be accompanying Sara Marcus to the Farm and Ranch Days next week and can hopefully sign up some new patrons. She would like to get out into the community to promote FCLS library cards and the digital content that is available to FCLS library card holders.

Barbara noted that the LLFA received additional grant money to fund more items for the Carnegie remodel. Barbara added that she was interviewed by Channel 13 news from Casper about the celebration that will be held on Saturday, February 8<sup>th</sup>. The opera performance begins at 11am. Don asked about the LLFA meeting on March 1<sup>st</sup>. Ray replied that the LLFA annual meeting is March 1<sup>st</sup> at 9:30am and invited all the board members to attend. The grand opening for the mural will be that same day and the artist will be in attendance. Ray added that the LLFA

received an additional \$1,250 from the Lander Community Foundation and the group decided to donate that money for the Carnegie remodel. The final installation of the mural panels will happen on President's Day and the artist will probably still have some painting to do on the installed panels. Jackie noted that she is pleased with the statistics Tracy presented in her supplemental report regarding the Community Libraries. She likes equating the number of borrowed items to a dollar figure, which demonstrates the value of the library services. Rebecca noted that she has been working on W-2s and helping Tracy get acclimated. Kevin noted that he is amazed at all the things the staff accomplishes and thinks it demonstrates that the library has the best management team on the planet. Don commented that he is also pleased with all that the library has been able to accomplish and is moving forward. Barbara noted that the district history day judging will be held at the Lander Library in the end of March.

## 5. POLICY REVIEW – None

## 6. ACTION ITEMS

### UNFINISHED BUSINESS:

- A. Riverton Drainage – Tracy asked the Board for permission to move ahead with the topographical and ground water survey for the Riverton drainage project. Tracy noted that at the next board meeting she will have the CIMPL application mostly completed and one of the components of the application regards funding for the project. Scott suggested that the library may want to consider funding the project through a 1 cent special sales tax (a 1 cent special sales tax was used to fund the expansion of the Lander Library in 2008) and commented that the project could qualify for SLIB matching funds as well. **Jackie Meeker** moved to approve no more than \$6,000 for funding a topographical survey and ground water test for the Riverton Library; **Linda Bebout** seconded. The motion was approved unanimously. Carol asked when the survey would start. Tracy replied it will probably not be until at least March. Rebecca noted that we will need a contract with Trihydro that will be vetted by the county attorney's office. Gloria asked what type of ground water test will be used. Don replied that the backhoe is probably a better option and it is cheap; Tracy agreed.

### NEW BUSINESS:

- A. Closing libraries on Good Friday for staff training and projects – Tracy noted that the branch managers thought this would be an opportune time to get staff trained and work on tagging projects. In addition, the county is closed that day and the library is only open until 4pm on Fridays. Jackie asked if the library will be open on Saturday; Gloria replied yes. Jackie asked if it would be better if the library closed on Friday and Saturday; Barbara replied she did not think that would benefit the library or patrons. Carol asked if all of the staff would work on Friday; Gloria replied yes, as many as could be scheduled. Jenny noted that the staff will have the opportunity to be trained on the new sound system in the Carnegie room also. Don noted that he has had good service with the self-checkout kiosks. **Kevin Tippets** moved to close all libraries on April 18, 2014 for staff training and in-house work day; **Carol Steidley** seconded. The motion was approved unanimously.
- B. Gazebo project for Lander Library – Barbara highlighted portions of her report to the Board on the gazebo project. Barbara noted that she contacted Kurt Dubbe to inquire what his cost for

designing the gazebo would be. Kurt replied that he would create a conceptual design for free and would keep the Carnegie building in mind when designing as well as the LLFA construction budget of \$10,000. In addition, he would provide Tom with the "cut sheet" for the project. Jackie asked if people could reserve the gazebo for gatherings and possibly be a revenue generator. Barbara replied that none of our rental fees are considered revenue generators. She envisioned the gazebo providing casual use for library patrons or library programs. The dimensions of the ground level concrete pad that is already in place is 12x16 and the electric has been stubbed in to it. **Carol Steidley** moved to accept the free services offered by Kurt Dubbe to create plans for a gazebo for the Lander Library; **Jackie Meeker** seconded. The motion was approved unanimously.

- C. Reimbursing meal expenses at federal per diem rate – Tracy noted that she and Rebecca discovered the budget would allow sending a couple of staff members to the Public Library Association (PLA) in Indianapolis. Tracy is requesting that the Board approve using federal per diem rates for meal reimbursement to account for when staff are traveling outside of Wyoming. Don asked if the county does not use the federal per diem rates; Rebecca replied that the county reimburses off of actual receipts for meals. Don asked if there is an issue with the library using the federal per diem rates; Rebecca replied that there is nothing in Wyoming state statute that precludes it and she has not had anyone from the county taking issue with the library using per diem versus using actual receipts. **Jackie Meeker** moved to approve using the federal meals per diem rate for travel reimbursement for employees; **Kevin Tippets** seconded. Carol asked if this only applies to meals; Rebecca replied yes. The motion was approved unanimously.
- D. FY 14/15 Budget – Tracy noted that when the management team met to discuss the next year's budget and incorporating their wish list resulted in a bottom line increase of 5% to the budget and that did not include any salary increases. Tracy then went through the wish list and paired things down to an overall increase under 1.5%. Jenny noted that each of the managers needs a new laptop. Kevin commented that he thinks this is a good first draft of the budget. Jackie noted that this is the first draft without the benefit of the commission budget message. Jackie asked when the commission will have a budget message. Tracy replied that it is scheduled to be distributed at the next department head's meeting on February 10<sup>th</sup>. Rebecca noted that the budget message last year asked for the department's need and a priority list. In addition, the commission will not receive the revenue projections until March. Tracy highlighted a couple of items in the proposed budget. The first is the addition of paying for basic WLA dues for library staff members in the proposed budget. Tracy and Tom are trying to determine what can be done for the maintenance staff in a similar fashion. The second item Tracy wanted to mention is needed upgrades for the Riverton Community Room. It needs new carpet, chairs and sound system, which will cost around \$40,000. Tracy would like to see if this project could be funded in part by the Foundation and could be a fundraising project for the community. Gloria agreed to that approach. Kevin suggested approaching the Foundation for a matching grant. Jackie noted that she is concerned that the budget does not have any salary increases; Carol agreed. Tracy replied that the county commission has heard from all departments about salary increases. The county commission held a work session on salaries, but has not come to any decision. Tracy is hoping that salaries will be addressed in the budget message from the commissioners and is waiting for that information before incorporating any salary increases into the draft budget. Rebecca commented that in the past the commission has handled

salaries in a variety of ways. Some years they have told departments to give every full time employee a fixed amount more in salary and other years they have given departments a lump sum to distribute as the department saw fit.

- E. Board Expectations for the Director – Tracy noted that she brought this up at the last meeting and would like to get some guidance from the Board. Tracy asked if the Board would like to create a work plan with Tracy or if they want her to take the lead and create a plan. Jackie noted that it depends on how quickly the Board can decide on a strategic plan. Don commented that a strategic plan will take months to develop. The consensus among the board members was for Tracy to create a work plan that would cover nine to twelve months and present it to the Board at the next board meeting. Kevin noted that a strategic plan will help Tracy to prioritize her time and projects. Tracy noted that she will have some suggestions for the Board on the strategic planning process so that we can begin promptly, and she will suggest a timeline for the process at the next board meeting.

**CORRESPONDENCE:** None

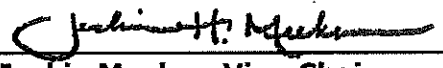
**OTHER BUSINESS:** Don thanked Kelli for the accuracy in her reporting on the library system. Linda asked if there had been publicity regarding the Foundation donation for computers for the Community Libraries. Don replied that there was a story along with a photograph in the newspaper about the computers that went to the Community Libraries. Don asked which staff members might be going to PLA in Indianapolis; Tracy replied Audie from Lander and possibly Fanny from Riverton. Don suggested that the staff members visit the Children’s museum while they are there.

**UPCOMING CALENDAR:**

Next meeting: Wednesday, March 5, 2014, 9:30am in Dubois.

The meeting was adjourned at 11:10 am.

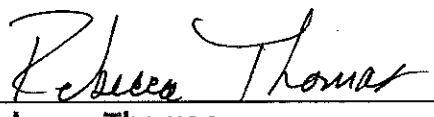
  
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Don Newton, Chair

  
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Jackie Meeker, Vice-Chair

  
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Carol Steidley, Treasurer

  
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Linda Bibout, Member

  
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Kevin Tippets, Member

  
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Rebecca Thomas  
Recording Secretary