

# FREMONT COUNTY Libraries

Engaging Minds • Enriching Lives

Regular meeting of the Fremont County Library System Board of Directors held on March 5, 2014 at 9:30 a.m. at Fremont County Library – Dubois, 202 1<sup>st</sup> Street, Dubois, WY.

Don Newton, Chair, called the meeting to order at 9:39 a.m.

**Board Members Present:** Jackie Meeker, Don Newton, Linda Bebout and Carol Steidley. Kevin Tippetts was absent – excused. Also present Tracy Cook, Rebecca Thomas, Barbara Oakleaf, Gloria Brodle, Teresa Lucas, Tom Norwood and Commissioner Stephanie Kessler. Jenny Wills was delayed. Also present Lizzy Sanders – President Dubois Friends of the Library; John Angst – President Fremont County Library Foundation; Ray Charles, Lander Library Friends Association (LLFA) member; Christine Smith – reporter for the Dubois Frontier.

**1. Approval of Agenda – Jackie Meeker** moved to approve the agenda as presented; **Linda Bebout** seconded. Don asked if there were any additions to the agenda. There were none. The motion was approved unanimously.

**2. Presentations – None**

**3. Approval of Consent Agenda**

**Minutes** – February 5, 2014 Regular Board Meeting; February 5, 2014 Unanticipated Revenue/Budget Hearing Meeting

**Record of Financial Statements**

General Fund – Statements as of January 31, 2014

Donation Register

Cash Flow Projection

**Approval of Bills**

Purchase Orders **4431**

Check Numbers: **20523 - 20613** written on the Operating Account

Exceptions: **None**

Payroll: **20529 – 20542**

Direct Deposit: **21401 – 21433**

Transfer from WYOSTar **\$175,000**

Rebecca noted that she distributed an additional check register. Tom noted some minor grammatical errors in the Regular Board Minutes. **Linda Bebout** moved to approve the consent agenda as amended with the grammatical corrections noted in the Regular Board Minutes; **Carol Steidley** seconded. The motion was approved unanimously. Don Newton, as chair, asked Rebecca to file the financial statements.

**4. Reports Roundtable** – Linda noted that she likes the interesting display in the Riverton Library highlighting Women's History month. Don asked Tracy about what procedures she created that were noted in her report. Tracy replied that she worked on creating procedures for the librarians to distribute to the public regarding ideas for Foundation grant proposals. Tracy noted that she

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attended a couple of presentations while in Cheyenne and one focused on the "Edge Initiative". The idea behind this initiative is to communicate the value of public libraries to their funding bodies. Specifically, she and Jenny agreed that it is in the library's interest to take the Edge Assessment, which is focused on the technology area of the library system. The information from the assessment will give the library system a snapshot of where it fits among technology benchmarks that have been identified for public libraries. The assessment does not cost the library system anything, now, and is being hosted by the Wyoming State Library (WSL). The assessment will be held in May and may take up to two days to complete because we have 3 facilities. The information will be helpful as the Board creates its strategic plan. Part of the assessment is an impact survey that involves public input. Jackie asked if other libraries in the state will participate; Tracy replied yes. Carol noted information on the assessment is also in the "News to Use" page in the board packet.

Tracy is exploring the possibility of adding the Community Libraries to the WYLDCAT system. The WSL is willing to negotiate with Sirsi (the software provider for the Wyoming State catalog) to reduce the initial cost that could be \$3,000-\$5,000 per library. The advantages of belonging to the WYLDCAT system is the patrons at those libraries would have access to FCLS collections, we could courier ILL items and the libraries would issue library cards that would be compatible with all of the electronic offerings through WYLDCAT (eBooks, downloadable audio books, electronic magazines, etc.). Tracy noted Shoshoni, Crowheart and Hudson are interested in joining, but Jeffrey City and Fort Washakie are not. Tracy is wondering if the Board wants her to pursue this for the upcoming budget. There will be an annual cost for the libraries to belong to WYLDCAT that the library system would also need to consider as a budget request. Don noted that the Commissioners made it clear that they were interested in support for the Community Libraries and this may be an opportune time to pursue it with the good press we have had recently. He suggested adding the costs to the budget and discussing the possibility with the Commissioners in the upcoming budget hearing. Barbara commented that there will be a learning curve for the staff at the Community Libraries, which may have financial costs to the communities as well. Tracy noted that she would like FCLS staff to help the community libraries barcode and link their items to the WYLDCAT system if they join. Jackie expressed some concern about how the added duties will impact the current staff and what the long term commitment would need to be on the FCLS staff. Don agreed and commented that it is unfair to expect our current staff to stretch that far. Barbara noted that her greatest concern is the impact to current FCLS staff. Tracy stated that this would take at least a year if not longer to fully implement. Don commented there may be some other small libraries in the state that may be helpful in guiding us. Tracy noted that the number of items and their circulation determines the annual fee for belonging to WYLDCAT, and Shoshoni may be willing to pay that fee, but the initial fee has been a barrier to the town joining WYLDCAT in the past. Linda agreed that Shoshoni's tax base is higher and can probably support the annual cost of the library to belong to WYLDCAT. Crowheart and Hudson will probably require more county support. The consensus among the board members was for Tracy to find out the costs to bring the 3 libraries who are willing to join the WYLDCAT system, but board members expressed a desire to add only one library at a time – starting with the Shoshoni Library.

Tracy noted that she and Gloria met to consider how to raise funds for refurbishing the Community Room at the Riverton facility. They are going to put together a marketing campaign to appeal to the organizations that use the room. They have spoken with Nancy Wright who is willing to take on fundraising efforts for this project. The Foundation is not committing to the project at this time, but they are willing to create an account to accept donations for the project and act as a "pass-through". Tracy noted the Foundation is hosting a night at PBS for the station's spring fundraiser on Monday, March 17<sup>th</sup>. John replied that is best for interested parties to contact Wyoming PBS to see if people are needed. There are 6 phones available for volunteers. Commissioner Kessler noted that the budget message from the county should be

available in about a week. She added that the county's revenue projections are showing slow improvement. There has not been a lot of discussion among the commissioners regarding the upcoming budget, but there is a wide disparity in some position salaries among departments across the county and she believes this will be one of the first priorities for the commissioners. The commissioners will be looking at the statewide ranges for positions in determining what disparities need to be addressed. Mike Stalder has been working on collecting the data for the county departments, but has not yet involved the offline boards. She does think the county commission would like to include across the county wage increases if the budget numbers allow it. In the past five years, increases in compensation have been in response to health insurance increases only. She added that Rebecca has been very involved in the wellness program for the county. Rebecca noted that she shared the information that the county commission took action on with employees so that they would be aware of all of the changes that will be coming. Now that the commissioners have made a decision on the premium rates, she has communicated that through email and has highlighted the timeline for the implementation of the various changes. Commissioner Kessler noted that she wants to help employees navigate the changes and will share her chart with Rebecca and something will be coming from Margy as well. Commissioner Kessler offered her assistance in the budget process to Tracy. Tracy noted that the salaries in the library system are in the middle range except for a couple of positions, notably in the technology position.

Jackie noted that she enjoyed the recent Metropolitan Opera performance of Rusalka and the completed mural is great. Barbara gave more information on the LLFA's plans for marketing the mural to call attention to the group and their fundraising efforts. Carol noted that she is excited about everything happening in the library system. Gloria noted that the Riverton Library always highlights Women's History month in March in collaboration with the Riverton Library Friends of the Library. They will be hosting a screening of "Miss Navajo" which is a documentary on the process of becoming "Miss Navajo". The display for the month focuses on "bad girls". Some of the staff had "mug shots" taken at the police department that are part of the display. Gloria commented that they will be holding an open house on March 26 from 4-6pm to say goodbye to Katy who is leaving the library system at the end of the month. Gloria added the Riverton Friends of the Library purchased 2 new 42-inch flat screens from Radio Shack at cost plus \$10 for gaming access for the tweens in the Children's area. Barbara highlighted the second publication of poems by the teens at the Lander Library. The first publication was funded by the LLFA and the sale of the publications will fund future publications. They will be on sale at the Lander Library and at the Catholic College. Barbara added that Craig Johnson (author of the One Book Wyoming book, *Spirit of Steamboat*) will be in Lander on July 4<sup>th</sup> and will have a book signing at the end of the parade route. Gloria added that he will appear at the Riverton Library on July 3<sup>rd</sup>. Teresa noted that Craig Johnson will be in Dubois on July 26<sup>th</sup> for Cowboy Days in Dubois. Teresa is thrilled that Dubois is getting 3 computers for their children's area. Teresa added that they are re-tagging all of the items in the library because they had a 95% error rate. They have completed most of the adult fiction and the juvenile books. Rebecca noted that she has met with employees about the health plan changes and has been working on budget. Don commented that the upgraded A/V system in the Carnegie is exceptional. There are only 4 places in Wyoming that have brought the Metropolitan Opera to their communities. Barbara added that she thinks we are the only library that hosts the Metropolitan Opera and the National Theatre in the country. John Angst noted that the Foundation is looking forward to having a good dialog with the library administration, and they have had a positive response to the donation of the equipment to the Community Libraries. The Foundation is happy with their current status.

- 5. Policy Review – DVD Cleaning Services Policy – 1<sup>st</sup> Reading** – Don asked if this process is more than cleaning. Teresa described the buffing process, but stated it is not a repair. The consensus was to replace "cleaning" with "reconditioning" in the policy. Jackie asked if there is a

demand for this in Dubois. Teresa replied she thinks there will be if the service is offered. Don asked if Riverton Library had a machine. Gloria replied yes, but the machine they have has a more involved process than the Dubois machine. Gloria noted that there is money budgeted for the coming fiscal year for machines like the one that Dubois has for both the Riverton and Lander facilities. The machine will also service music and audiobook CDs. Linda asked if the service should be offered at the other libraries. Gloria and Barbara replied that these services are provided in their communities by private businesses, but there is not a business in Dubois that provides this service. Carol asked if any other policies are location specific. Tracy replied no, but it seemed appropriate to offer this service only in Dubois. Jackie asked if a patron in one of the other communities could utilize the service. Tracy replied that is not the plan now because of tracking issues and the fact that services are accessible to patrons in the other communities. Rebecca commented that when we used Video Warehouse to refurbish the library discs it cost \$1 per disc. Teresa added that other libraries that provide this service charge \$1 or higher. **Carol Steidley** moved to approve the DVD Reconditioning Services Policy on first reading as amended; **Jackie Meeker** seconded. The motion was approved unanimously

## 6. Action Items

### Unfinished Business:

A. Riverton Roof/Drainage – Tracy noted that she has asked Jodi if this proposal will suffice or if the library system needs a contract, but has not received a response yet. Don noted that he is concerned that there is not a schedule of charges listed. Tracy will ask Jeff Young of Trihydro for a schedule of charges. Linda asked if approval is delayed until next month, will that impact the validity of the assessment. Don replied he thinks the approval can be contingent on an attached schedule of charges. Tom noted that they have a tentative start date of March 12. **Linda Bebout** moved to approve the topographical survey and ground water testing proposal as presented by Trihydro pending county attorney approval and an attached schedule of charges; **Carol Steidley** seconded. Linda Bebout moved to amend the motion to remove the phrase “pending county attorney approval” from the motion on the table. The amendment died for lack of a second. Discussion continued regarding the need for county attorney approval and what the county practices are regarding contract requirement. **Jackie Meeker** moved to table the original motion; **Linda Bebout** seconded. The motion to table the original motion was approved unanimously. Commissioner Kessler attempted to contact Jodi Darrough, but she was out sick.

### B. FY 14/15 Budget

- a. Sign for Riverton Library – Tracy noted that the “F” is missing on the sign on the brick bunker in front of the Riverton Library. She noted that due to the design of the sign the letters are susceptible to vandalism. Tom approached Bott Monument regarding other sign options that would be less likely to be vandalized. The vendor proposed using ¼ inch stainless steel letters mounted flush to the brick with a cost of \$7,000. Tracy would like guidance from the Board on whether to include this in the upcoming budget. Gloria commented that she likes the proposal. Linda commented that she would like to see cost proposals from other vendors. Don suggested calling Scott’s Welding for a comparative cost of the proposal. Carol noted that she also would like to see comparative costs. The consensus among the board members was to include it in the budget request and for Tom to seek out other vendors to compare cost.

Commissioner Kessler noted that she spoke with J.R. Oakley, county building maintenance supervisor, regarding the threshold where he seeks contracts and his reply was anything over \$10,000. He commented that he would proceed with the proposal as it is written. **Jackie Meeker** moved to take the tabled motion off the table; **Carol Steidley** seconded. The

motion to take the motion off the table was approved unanimously. **Linda Bebout** moved to amend the motion to remove "pending county attorney approval"; **Carol Steidley** seconded. Don noted that he will always defer to Tracy's opinion regarding the need for county attorney approval. The motion to amend the motion was approved unanimously. The motion on the table now reads: approve the topographical survey and ground water testing proposal as presented by Trihydro and an attached schedule of charges. The amended motion was approved unanimously. The board members discussed establishing a threshold for the library procedures. This will be an item on next month's meeting agenda.

Jenny Wills joined the meeting.

#### **New Business:**

- A.** Free Library Card Replacement during National Library Week – **Linda Bebout** moved to approve waving the \$1.00 replacement library card fee for National Library Week; April 13-19, 2014; **Carol Steidley** seconded. The motion was approved unanimously. Teresa showed promotional materials she will distribute to patrons during this period.
  
- B.** Request from Mayor of Shoshoni and MOU's for Community Library Partners – Tracy noted that when she was visiting the Shoshoni Library the mayor came by and discussed the relationship of the Shoshoni Library and the Fremont County Library System. Tracy thinks it is a great idea to draft a new Memorandum of Understanding (MOU) for each of the Community Libraries. Each MOU would be different because each Community Library has unique needs. Jackie asked if the MOU included in the board packet is currently in use and the library system is providing all of the services listed. Tracy replied the library system is providing some, but not all of the services listed in the MOU. Tracy thinks she and Jenny are providing the most time for the Community Libraries at this time. The current MOU does not address all of the services that Jenny provides and her role needs to be clarified in the new MOU. Linda commented that she thinks it is a good idea to have an MOU with each of the Community Libraries. Don agreed and noted that the document should be reviewed on a regular basis. Jackie commented that it is a good idea to formalize the relationship. Tracy stated that she will approach the county commissioners to inquire what the county's support can be for the Community Libraries. Commissioner Kessler recommended Tracy approach the commission with a tier of choices. Tracy noted that staff time and cost will be a part of the discussion. The consensus among the board members was for Tracy to pursue the MOUs as well as discuss a proposal of services to the Community Libraries with the county commission.
  
- C.** Strategic Planning – Tracy noted that she has provided the Board with choices for the strategic planning process. Commissioner Kessler noted that the county has used Tara Kuipers from Park County UW Extension office as a facilitator and was most pleased with her services and she provides them free of charge. Though she is based in Cody, Fremont County is part of her service region. Tracy noted that Lori Ridgeway of CWC worked with the Riverton City Council in their planning process. Jackie volunteered to find out what her services cost. The consensus among the board members was to utilize the services of a facilitator. Jackie noted that the library system recently completed a role setting survey and that data may be useful in the planning process. The group discussed the recent role setting process that the library system completed last year. Tracy commented that she would like to have conversations with identified organizations asking what the needs of the community are rather than ask them about library services. Then the library can identify how it can help address the needs identified. The information may already be out there. Tracy will contact Gary Michaud to see if there is information in the Lander community. She will identify people in Riverton and Dubois to see if the information is already there for those communities. Tracy asked the Board to determine first if they want to pursue the community input. Linda replied

yes. The consensus among the board was to have a timeline and deadlines for gathering information so the process is not open ended and does not go on too long. Jackie asked how long Tracy needed to work on this piece of the Strategic Planning process. Tracy replied that due to the budgeting process and day-to-day duties, she recommended 4 months. Tracy commented that she will get a better idea of how long it will take once she starts the process. This item will remain on the agenda for updates to the board members. The library managers will gather the information they have and get it to Tracy. Board members will identify groups and make themselves available if Tracy needs them to attend some community organization meetings.

- D.** Board expectations for the Director – Don noted that the discussion at this meeting should help Tracy find direction. The consensus among the board members was that Tracy is capable of determining her tasks and the board members will give her feedback at meetings. Commissioner Kessler noted that it is great that Tracy attends the commission meetings but it is not necessary for her to provide a quarterly report to the commission. Linda asked if Tracy feels the need to be at the Community Libraries once a month; Tracy replied it depends on the need of the library. Tracy will create a work plan that will be reviewed by the Board members on a quarterly basis.

### **Correspondence – None**

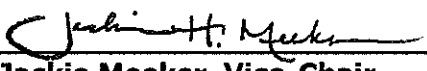
**Other Business** – Ray Charles thanked all attendees at the Metropolitan Opera and the Mural celebration. He reviewed the information from LLFA annual meeting. For 2013 the LLFA raised \$20,000 and donated \$24,000 to the library. The organization currently has about \$13,000 cash on hand. John noted that Tracy met with members of the SLIB board while she was in Cheyenne, which will be helpful as the library looks toward funding for the Riverton roof/drainage project. Don noted he will not be at the April board meeting.

Don Newton declared the meeting adjourned at 12:50p.m.

### **Upcoming Calendar:**

Next regular board meeting – Wednesday, April 2, 2014 in Lander, 9:30 a.m.

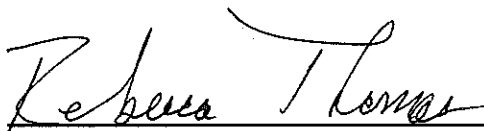
  
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Don Newton, Chair

  
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Jackie Meeker, Vice-Chair

  
\_\_\_\_\_  
Carol Steidley, Treasurer

  
\_\_\_\_\_  
Linda Bebout, Member

absent  
\_\_\_\_\_  
Kevin Tippets, Member

  
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Rebecca Thomas  
Recording Secretary