



Regular meeting of the Fremont County Library System Board of Directors held on April 2, 2014 at 9:30 a.m. at Fremont County Library – Lander, 451 North 2nd Street, Lander, WY.

Jackie Meeker, vice-chair, called the meeting to order at 9:35 am.

BOARD MEMBERS PRESENT: Linda Bebout, Carol Steidley and Jackie Meeker. Don Newton and Kevin Tippets were absent – excused. Also present Tracy Cook, Rebecca Thomas, Barbara Oakleaf, Gloria Brodle, Tom Norwood, Jenny Wills and Teresa Lucas. Commissioner Stephanie Kessler was absent – excused. Also present Ray Charles of the Lander Library Friends Association (LLFA).

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

2. Presentations – None

3. Approval of Consent Agenda

Minutes – Regular Board Meeting, March 5, 2104

Record of Financial Statements

General Fund – Statements as of February 28, 2014

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4433, 4434**

Check Numbers: **20614** - **20702** written on the Operating Account

Exceptions: **20579, 20386**

Payroll: **20619 – 20632**

Direct Deposit: **31401 – 31435**

Transfer from WYOStar: **\$140,000**

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

4. Reports – Roundtable – Carol noted that she and Tracy had scheduled a tour of Lysite with Commissioner Allen, but ended up only having enough time to tour the Okie Mansion. Tracy noted that there is a book about the mansion in "Tales of Old Lost Cabin" and the book is available in our library system. Carol thanked everyone for the work they do; she is consistently amazed at the amount the staff accomplishes in a single month. Rebecca stated that it is budget season, so she has been working on the budget. Tracy noted that she will be attending the library directors' retreat in Thermopolis on Thursday and Friday this week. Tracy distributed a flyer for

fundraising for the Community Room for the Riverton Library and a poster about the upcoming One Book Wyoming program. Tracy added that the Foundation has agreed to create a fund for donations for the Community Room project. Tracy and Gloria will be attending the Riverton Kiwanis meeting in April to make a pitch for the Community Room fundraising. Tom noted that there was a power outage in Riverton a few weeks ago. Once the repairs were completed, the Riverton facility started receiving a higher voltage than it should. The higher voltage has been wreaking havoc on the sensitive equipment in the library. Jenny noted it caused the server to shut down (off). The library should be receiving 120 volts, but has been receiving around 125 volts. The power company is not liable for any damage as long as we receive less than 126 volts, but they have been able to reduce the voltage coming to the building so it is currently around 123 – 124 volts. Tom noted that the individual line conditioners installed have helped to mitigate the problems. He noted that he suggested a whole building line conditioner, but the cost was around \$10,000 10 years ago. Barbara distributed information on the dates for the library's Earth Day celebration. Barbara noted that the board members received via email the plans that Kurt Dubbe created for the gazebo structure. She asked the board members if there was consensus to continue a dialog with Kurt regarding the structure. After discussing the proposed structure and how it will complement the Carnegie building, the board members agreed to continue the discussion with Kurt. Barbara added that it is National Poetry month and there are several displays around the library. Shelly is holding a poetry event on April 25 at 6:30pm to wrap up the month.

Jenny noted that she has spent most of the month on the Bibliotheca RFID system. The gates have been turned back on in Dubois and things are going smoothly. Nearly all of the Dubois items have been re-tagged. The problems are becoming less and less, but Riverton is still having issues. Jenny is going to replace the circulation desk computer in Riverton to see if that will help alleviate some of the problems. Jenny noted that she just received the software for the server and is hoping to get it up and running next week. Jenny has also installed Carbonite (an offsite backup) on all of the managers' computers. Shelly will be creating a thermometer for the website to track the progress on donations for the Riverton Community Room project. Jenny has submitted her first grant for the Lego robotics program. Jackie asked if there was a disruption of service due to the server shutting down in Riverton. Jenny replied yes, but she was able to get the server back up and running in a short amount of time. Teresa noted that she conducted an information audit at the Kiwanis meeting in Dubois yesterday and will be getting the response to Tracy. Gloria distributed some flyers for Riverton's Earth Day programs and the "Poem in Your Pocket" program. Gloria noted that the Wyoming State Library was so impressed with the poster that Teri Wiblemo created for the One Book Wyoming program that they asked if they could share it with other libraries. Linda noted that Gloria gave a great retirement reception for Katy and she is excited about all of the programming that instills in children that the library is the place to be. Jackie asked Tracy if she could create an annual report on the library circulation and programs statistics for the Board and the public. Tracy replied that she has been working on a return on investment calculator for the libraries and has calculated that Fremont County residents receive \$7.02 for every \$1 invested on in the library system.

Jodi Darrough, deputy county attorney, joined the meeting.

- 5. Policy Review – DVD Reconditioning Services – 2nd Reading – Linda Bebout** moved to approve the DVD Reconditioning Services Policy on 2nd Reading; **Carol Steidley** seconded. The motion was approved unanimously.

6. Action Items

Unfinished Business:

- A.** Riverton Drainage – Tracy noted that the CIMPL application is included in the board packet. Tracy drew attention to pages 3 – 5 regarding cost estimates. The countywide consensus meeting will be held on Monday and Tom will be joining Tracy at the meeting. This meeting will be attended by all agencies that are interested in obtaining SLIB (State Loan and Investment Board) funding. She is recommending that we ask for a 50/50 match for SLIB funding with the other half coming from the county. Jackie asked what the prospects are for receiving money from SLIB. Tracy replied she has received very favorable responses from Commissioner Becker and the chair of the SLIB, Secretary of State Max Maxfield, also supports the project. Tracy noted that she is aware that the ambulance will be making a request. Gloria asked if the county justice center is also submitting an application. Tracy replied that the justice center is receiving separate funding. Tracy thinks a determination on the funding will come in the summer or fall. The consensus of the board members is to proceed with the CIMPL application.
- B.** FY 14/15 Budget – Tracy reviewed the documents in the board packet and focused on the priority list. Tracy noted the only personnel related item contained in the budget numbers is the new part-time custodian/maintenance position for the Lander facility, but salary increases are addressed in the budget message at the commissioners' request. Tracy reviewed the priority list with Commissioner Kessler. She supported the request for the new position. Jackie commented that she wants to make sure that the commission is aware that the library board is not pursuing a job share of the custodian/maintenance position with the museum. Tracy replied that all of her conversations with the commissioners indicate that they are aware that the museum needs to focus on their needs within their department. Linda noted that the commission may have questions regarding why concrete needs to be replaced around the newly expanded Lander building. Tom commented that this item was funded by the commissioners in last year's budget, but the project was unable to be completed because the actual cost ended up being more than the budget could handle. Jenny explained the need for additional internet lines for internet service in each of the libraries. Tracy reviewed the cost and staff issues surrounding adding Shoshoni and Hudson to the WYLDCAT system and noted that she believes this is a good move for the Community Libraries. The consensus among the board members was to include the entire proposed budget request for the Community Libraries. Tracy noted that she set the priorities through her research of last year's budget request as well as feedback from the Board and managers. Tracy noted the library's budget hearing is scheduled on May 6 from 3:00 – 3:30pm. Rebecca commented that the budget adoption by the commissioners will take place on July 8.

Tracy reviewed the job descriptions included in the board packet for approval. **Carol Steidley** moved to approve the Department Head – Children Services and the Lead Librarian job descriptions as presented; **Linda Bebout** seconded. The motion was approved unanimously. **Linda Bebout** moved to approve the FY 2014-2015 draft budget as presented; **Carol Steidley** seconded. The motion was approved unanimously.

- C.** Community Library Partners – Tracy noted that she has been working on draft Memorandum of Understandings (MOUs) for the Community Library partners but thought this meeting was already full. Tracy commented that the Community Library partners have reviewed Tracy's drafts and Fort Washakie and Shoshoni have provided only minor changes to the MOUs. Tracy asked if the board members want to defer this item until after the commissioners make

decisions on the library's budget request. The consensus of the board members was to wait until after the budget decision by the commission.

- D. Strategic Planning Report – Tracy noted that she did not have a great deal of time to work on this in the past month. She has talked with some groups but is having trouble with groups looking beyond the library system. She will continue to meet with groups and will report back to the Board at the May meeting.
- E. Board expectations for the Director – Work Plan for Director – Tracy asked if the board members have any questions regarding the document she created. The board members and Tracy agreed that the deadlines noted are soft deadlines. Tracy commented that the priorities in her mind are the projects in Riverton (the roof, drainage and the community room), preparing the strategic plan and building relationships with the commissioners and various groups within the county. The consensus among the board members was that it was a good working document.

New Business:

- A. Executive Session – Litigation – **Linda Bebout** moved to adjourn to executive session for litigation; **Carol Steidley** seconded. The motion was approved unanimously.
Linda Bebout moved to return to public session; **Carol Steidley** seconded. The motion was approved unanimously.

Correspondence: None

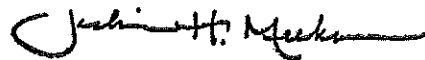
Other Business: Rebecca noted that she has asked the Board to call a special meeting in July for the purpose of adopting the budget and taking care of any time sensitive financials. This can be discussed at a later date.

Adjournment (no vote) – The meeting was adjourned at 12:55 pm.

Next meeting – Wednesday, May 7, 9:30am, Dubois.

absent

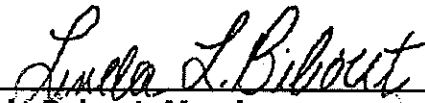
Don Newton, Chair



Jackie Meeker, Vice-Chair



Carol Steidley, Treasurer



Linda Bebout, Member

absent

Kevin Tippets, Member



Rebecca Thomas
Recording Secretary