

Regular meeting of the Fremont County Library System Board of Directors held on June 4, 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 9:37 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, Jenny Wills and Commissioner Stephanie Kessler.

Also present Wanda Weisz of the Shoshoni Library, Robin Levin of the Fort Washakie Library, Mary Ann Robeson of the Hudson Library, Nadine Graham of the Jeffrey City Library and Colby Gillespie of the Crowheart Library. Also present Kelli Ameling, managing editor, Lander Journal and Ray Charles, member of the Lander Library Friends Association (LLFA).

- 1. APPROVAL OF AGENDA** – Jackie requested to add item “A. Executive Session” under “4. Reports Roundtable”. **Kevin Tippets** moved to approve the agenda as amended; **Carol Steidley** seconded. The motion was approved unanimously.
- 2. PRESENTATIONS – Community Library Partners Discussion** – Don asked all attendees to introduce themselves. Tracy reviewed the challenges facing the library system and the community libraries in their efforts to work together to provide services to all of the citizens of Fremont County. Tracy noted her hope is to clarify the issues and invite the commissioners to attend a portion of the library’s strategic planning session in September and present to them the ideas where the group can find consensus. In addition, once the group has consensus, Tracy can present to the commissioners what resources will be needed to accomplish the goals identified. Tracy guided the discussion of why the participants want to partner. Next, Tracy steered the conversation for the group to consider how they would partner. After a lengthy discussion, Tracy stated that she will create a document compiling the ideas generated and email it to each attendee. The consensus of the group was to create a working group with representatives from the library system (manager(s), director and board member) as well as the community libraries to create some specifics that can be brought back to the library board for discussion at the August library board meeting.

The community library representatives from Shoshoni, Hudson, Fort Washakie and Crowheart left the meeting.

3. APPROVAL OF CONSENT AGENDA

Approval of Minutes – Regular Board Meeting, May 7, 2014

Record of Financial Statements

General Fund – Statements as of April 30, 2014

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4436**

Check Numbers: **20803 – 20910** written on the Operating Account

Exceptions: **20838, 20839, 20840**

Payroll: **20814 – 20827**

Direct Deposit: **51401 – 51434**

Transfer *to* WYOSTar: **Tax income received in June in excess of \$120,000**

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

4. REPORTS ROUNDTABLE – Don thanked Tom for his report on the foundation drain for the Riverton facility. Jenny reviewed the graph on the age of the library system computers she included with her report. She added the computers at the community libraries are all new systems and although they are not included in the graph presented, those systems are documented on an inventory for the community libraries. Jenny noted that she will be meeting with Joni Miller, head of the county's IT department, to discuss how to use resources efficiently that both the county and the library use. Jenny added that the library has partnered with the Lander school system to provide an opportunity for children who want to eat lunch at the school system during the summer. A school bus picks up kids from the library and transports them to Baldwin Creek Elementary for lunch and then returns them to the library. Teresa noted that she had been rearranging the collection at the Dubois Library. She added that their first book discussion on Craig Johnson's One Book Wyoming program had 17 attendees. Carol stated that she appreciated the discussion earlier with the community libraries. Don noted that he is excited about the upcoming One Book Wyoming program. Commissioner Kessler stated that the commission is still working on the budget and senses there is a commitment for raises for county employees in the upcoming budget. The current fiscal year revenues came in higher than anticipated and the assessed valuation in the county has risen. The commissioners will be interviewing Jackie and Don as they apply for second terms as library board members.

Linda noted that she and Barbara were discussing how to give every county citizen an opportunity to get a library card and one of the suggestions was to put a library card application in with a county mass mailing such as property tax statements. Don suggested having a library booth at the Lander barbecue on July 4th in City Park or a booth at the county fair. Barbara asked if any board members were interested in riding on the July 4th float with author of the One Book Wyoming book, Craig Johnson. Linda and Jackie both expressed an interest. Barbara invited all board members to Georgia's retirement party on Saturday, June 28. Gloria noted that the new Children's Department Head, Rachel Casey, will start on June 9 and she gave her library staff in the children's department high praise for their hard work during this time when they have

operated without a department head. Teresa noted that she would like to ask the Board for permission to close the library for two hours on July 26 because the Dubois Friends of the Library will be hosting a barbecue in the library parking lot and they are anticipating at least 200 attendees, which is beyond the occupancy capacity for the library. Teresa would lock the doors to the library, but leave the rest of the building open so people can use the restrooms. Discussion continued around the need for a board motion. This will be an item on the next board meeting agenda on June 25.

Commissioner Kessler and Nadine Graham left the meeting.

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

5. POLICY REVIEW

- A. Board Bylaws Review – Tracy reviewed the changes to the bylaws. Don asked to add the word "May" to the beginning of the sentence under Article VI "Chair". **Linda Bebout** moved to approve the Fremont County Library Board Bylaws as edited and amended as above on first reading; **Jackie Meeker** seconded. The motion was approved unanimously.
- B. Grievance Policy/Exit Interview – Tracy noted that if the Board replaces the Grievance Policy with the Exit Interview, library policies will mirror the county's policies. The managers voiced their concerns about not having any recourse in disagreements with supervisors and/or the director without a grievance policy. The board members agreed that employees should have a process to approach the Board to resolve conflicts. The Board asked Tracy to research a conflict resolution policy to replace the grievance policy. The Board declined to take any action on removing the Grievance Policy until there is a suitable replacement. Don left the meeting and Jackie took over as chair.

The consensus among the board members was that the Exit Interview Policy is a separate issue to consider. Barbara noted that exit interviews have been conducted with employees who are preparing to leave the system. Rebecca commented that those interviews are conducted between managers and/or the director and employees. This policy would now invite employees to interview with the Board. After some discussion, the consensus of the board members was to defer any action on the exit interview policy at this time.

6. ACTION ITEMS

UNFINISHED BUSINESS:

- A. Riverton Roof/Drainage Update – Tracy noted she has completed the application for \$573,000 for the countywide consensus funding through the State Loan and Investment Board (SLIB). Pamela of the Fremont County Association of Governments (FCAG) told Tracy that she has never heard of SLIB not funding a recommendation through the countywide consensus funding. Tracy will be completing the Mineral Royalty Grant (MRG) to SLIB for \$323,000 with Pamela's assistance because she has completed several of these applications. Pamela's advice was to get the MRG application into SLIB within the next few weeks. At the June 10

commission meeting, the commissioners may be approving CIMPL projects. Our request is for \$250,000 through the county's CIMPL process.

- B. FY 14/15 Budget Update – Tracy noted there are no updates at this time.
- C. Strategic Planning Report – Tracy stated that she included a timeline and task list in the board packet. She asked the board members if they agree with them. Jackie replied that she thinks Tracy's proposal is reasonable and achievable. Tracy suggested that the Board and managers review a video "Did You Know" and discuss the future of libraries before going into the strategic planning process. Tracy proposed viewing the video and discussing it after the August board meeting. It should take about an hour and a half. All attendees agreed to schedule the extra 90 minutes after the August board meeting. Jackie commented that having the discussion in August allows the board members and managers to consider the issues for some time before beginning the strategic planning process in September.

NEW BUSINESS:

- A. Board Retreat – Tracy noted that the video and discussion will serve as the retreat following the August board meeting. In addition, Tara from the University of Wyoming Extension office will serve as the facilitator for the upcoming board strategic planning session that will be held after the September 3 board meeting.
- B. School Supplies in Lieu of Fines – Tracy noted this was a program the library started in 2012 and the managers would like to have it again. **Kevin Tippets** moved to waive overdue fines if patrons bring in school supplies from July 1, 2014 through August 15, 2014; **Linda Bebout** seconded. Jackie asked the managers if they receive a lot of donations; Gloria replied that they often receive more donations when the library has the "Food for Fines" in November and December, but they do receive donations. The motion was approved unanimously.
- C. Special meeting for Budget Adoption – Tracy noted that she will be on vacation the week of July 21, but does not feel it is essential that she attend the meeting. Rebecca noted that the meeting can be conducted via telephone conference between the other Fremont County Library facilities. **Kevin Tippets** moved to approve holding a Special Meeting for Budget Adoption on Wednesday, July 23 at 9:30 am in Lander; **Carol Steidley** seconded. The motion was approved unanimously.
- D. Riverton Community Room Project – Tracy noted that they have received over \$1,000 so far for this project and community members are approaching several businesses for donations. In addition, the Fremont County Library Foundation has agreed to consider a grant request from the library system for this project at their meeting in July.
- E. EDGE Assessment Follow-up – Tracy noted this is a follow up to the documents that Jenny distributed at the last meeting regarding where the library stands in terms of technology. The managers are taking four webinars in connection with this assessment. Then they will meet to discuss where the library is currently and the future of technology in the library.
- F. Review of Director's Evaluation Form – Tracy noted that she reviewed the form for the director evaluation and found it quite lengthy. Tracy thinks it may be too long if the Board wants to

use it on a quarterly basis and proposes having a shorter form for evaluations between the annual evaluations. The Board discussed whether to conduct quarterly or semi-annually reviews. The consensus was to have a semi-annual review. **Carol Steidley** moved to reword Article IX section 2 of the bylaws to "The Director shall be evaluated at least annually by the Board"; **Kevin Tippets** seconded. The motion was approved unanimously. The discussion turned to the evaluation process of the director. Tracy will create a shorter interim evaluation form for the Board and they will conduct an interim evaluation at the August board meeting.

CORRESPONDENCE: None

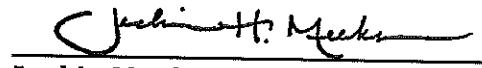
OTHER BUSINESS: Tom noted that the occupancy of the Dubois Library is just under 170 people.


UPCOMING CALENDAR:

Next meeting: Wednesday, June 25, 2014, 9:30am in Lander.


The meeting was adjourned at 1:30 pm.

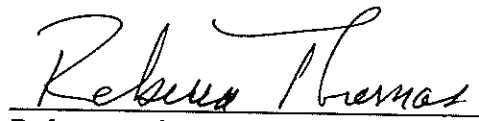

Don Newton, Chair


Jackie Meeker, Vice-Chair


Carol Steidley, Treasurer


Linda Bebout, Member


Kevin Tippets, Member


Rebecca Thomas
Recording Secretary