



Regular meeting of the Fremont County Library System Board of Directors held on May 7, 2014 at 9:30 a.m. at Fremont County Library – Dubois, 202 1st Street, Dubois, WY.

Don Newton, Chair, called the meeting to order at 9:41 a.m.

Board Members Present: Jackie Meeker, Don Newton and Linda Bebout. Carol Steidley and Kevin Tippets were absent – excused. Also present Tracy Cook, Rebecca Thomas, Barbara Oakleaf, Gloria Brodle, Teresa Lucas, Tom Norwood, Jenny Wills and Commissioner Stephanie Kessler. Also present Christine Smith – reporter for the Dubois Frontier.

1. Approval of Agenda –Linda Bebout moved to approve the agenda as presented; **Jackie Meeker** 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 – April 2, 2014 Regular Board Meeting

Record of Financial Statements

General Fund – Statements as of March 31, 2014

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **None**

Check Numbers: **20703 - 20802** written on the Operating Account

Exceptions: **20701**

Payroll: **20709 – 20719**

Direct Deposit: **41401 – 41434**

Transfer from WYOSTar **\$170,000**

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 Newton, as chair, asked Rebecca to file the financial statements.

4. Reports Roundtable – Jenny noted that she distributed information on the Edge Assessment and the Impact Survey results. Jenny commented that there were 56 participants in the Impact Survey and reviewed the results. Next she reviewed the Edge Assessment results. She asked the managers to review the results to insure that the data is accurate and noted that the deadline for the Edge assessment is June 4. Jenny commented that the information in these assessments can be used as the library system works on its strategic plan. Linda commented that the information could be an important lobbying tool. Tracy added that the assessment was created as a way for libraries to communicate their value to their funders and others. Barbara noted that the Lander

Library Friends Association (LLFA) has approved money to purchase book bags to create book discussion kits throughout the county (library system and community libraries). Barbara distributed a pie chart on answers the Lander Library received to the question "Why did you come to the Library today?" during National Library Week. Jackie commented that she appreciated the comments from the staff members that Tracy included in her report and noted that BOCHES is funded via a portion of the mill levy. Gloria noted that Ron Carlson will be in the Riverton Library at 7pm on Friday next week. Teresa commented that she was excited to attend the Wyoming Library Association (WLA) spring meeting that focused on the Children's and Young Adult areas of the Library. Jackie asked Tracy how the library is viewed in Dubois because it is important to have a good relationship with the community. Tracy replied that the community has been welcoming and her experiences have been very positive in the Dubois community. Linda thanked Tracy for attending the Kiwanis meeting in Riverton and thought her presentation was very good. Don noted that he was in Jeffrey City and had intended to visit the library, but it was closed. He commented that is a little difficult to find.

- 5. Policy Review – DVD Reconditioning Services Policy – 3rd & Final Reading** – Don read the policy into the minutes:

DVD Reconditioning Services

The Fremont County Library System – Dubois Library offers CD/DVD reconditioning services for the public. We can remove most scratches and other marks which cause the skipping and freezing of your CD/DVD. Be aware that some deeper scratches actually remove data from the CD/DVD and cannot be repaired. The library is not responsible for damage or loss of content nor does the library guarantee that all discs will be fully repaired. The cost of this service can be found in the Library's Fee schedule.

Linda Bebout moved to approve the DVD Reconditioning Services Policy as read; **Jackie Meeker** seconded. The motion was approved unanimously

6. Action Items

Unfinished Business:

- A.** Riverton Roof/Drainage Update – Tracy noted that she has a copy of the first draft of the typographical map for the board members to review. Tom is working with Jeff of Trihydro to add some items to the map. Don asked if they hit water when they drilled the piezometers; Tom replied no; they are 10 – 15 feet deep. Tracy noted this is only the map and not the report. Tracy commented that she has the application for the SLIB Mineral Royalty grant and the application is due September 18, 2014. One of the questions on the application is when the library expects to begin construction and Tracy would like the Board's guidance on answering it. Tracy noted that this project is on the SLIB countywide consensus list for funding in the amount of \$573,000, and the CIMPL committee is planning to recommend to the commissioners that this project receive county funding of \$250,000. The commissioners must approve both of these recommendations. If those are approved, the project would still require an additional \$323,000 of funding. Tracy commented that if the commissioners approve the recommendations above (\$823,000) that is enough money to get the project started in the fall and she thinks the library should proceed. Don noted that we do not have a firm number on the proposed drainage cost until we receive the final report from Trihydro and he is concerned that the drainage design could conflict with the roof design. Jackie commented that if we receive approval for the funding for the roof, the library should proceed

with the roof repair and fix the drainage at a later date. Don agreed noting as long as the drainage design does not conflict with the roof design. Tom agreed with Don's concerns, but would like to move ahead with the roof repair. Commissioner Kessler commented that the commission is aware that the project is more than just the roof of the building. Tom noted that he thinks the library is close enough on the project that it can proceed. Tracy noted that a decision on the SLIB Mineral Royalty grant will be made in either January or June, but she would prefer to have the library project heard at the January meeting. Tracy will find out when the CIMPL requests will be put in front of the commissioners and follow up with Commissioner Becker on when the final decision will be made on the SLIB countywide consensus funding. Tracy noted that she will complete the SLIB Mineral Royalty grant by the September deadline, if the funding is approved by the commissioners for county funding and the SLIB countywide consensus funding. The consensus among the board members was to proceed with the roof repair as long as the design does not conflict with the plans for the drainage repairs.

- B.** FY 14/15 Budget – ratifying budget changes and budget presentation – Tracy noted that the budget in the board packet is the budget we sent to the county after receiving advice from Commissioner Kessler that the Dubois staffing re-organization should be included. The board members agreed to the revision via email communication. **Linda Bebout** moved to ratify the motion to adjust the library system budget request to add \$18,433 to maintain the Dubois staffing re-organization; **Jackie Meeker** seconded. The motion was approved unanimously. Tracy added that the budget presentation in front of the commissioners was low key. Questions were raised regarding the Dubois staffing re-organization and the choices the library system may have to make between priorities. Commissioner Kessler commented that she does not think the library will receive the full budget request because the budget request is about \$100,000 more than last year and that is before any salary increases are considered.
- C.** Community Library Partners – Tracy reviewed the draft Memorandum of Understandings (MOUs) for Crowheart, Fort Washakie and Jeffrey City because they have not expressed an interest in participating in the WYLD system. Tracy noted that Kevin visited with her last week and discussed his concerns about how the increased services to the Community Libraries impacts system staff members. Don agreed. Don and Linda noted that the commission has questioned potential board appointees about the community library partners in the interview process, but need to acknowledge that funding needs to accompany the desire for services. Jenny noted that the new computers have served to alleviate a lot of the demands for the community libraries on her time because new technology equipment does not require as much attention from Jenny. Jackie asked where is the funding going to come for the programming part that is referenced in the MOU; Tracy replied that she had increased the countywide programming budget in the proposed budget for that purpose. Discussion turned to communicating to the commissioners the amount of staff time that is being dedicated to the community library partners and to convert that into dollars for the commissioners. Commissioner Kessler noted that there was a gentleman who appeared before the commission regarding the perception that people in Shoshoni does not receive enough county services. She does think it is important to communicate to the public as well as the commission how much the library system performs outreach throughout the county. Tracy noted that there are other ways the library system could provide services throughout the county and the community libraries are just one piece of that system. Tracy would like to address servicing

the entire county during the upcoming strategic planning discussion. Discussion turned to the Lysite proposal.

- a. Lysite Library discussion – Tracy noted that she spoke with Pete Fisher of ConocoPhillips and noted the company is considering investing in the Lysite Library building for the purpose of creating an opportunity for people to come in and take and leave whatever books are there (i.e. a free library). From the discussions it sounds like the ConocoPhillips will take on the project for the most part and the library system can be as involved as much or as little as they would like to be. The consensus among the board members was for Tracy to provide limited consultation as ConocoPhillips tries to get the library up and running.

The consensus among the board members was to defer any action on the MOUs until Kevin is available for the discussion, which should be at the next board meeting.

- D. Strategic Planning Report – Tracy noted she included in the board packet some feedback from the county communities on community challenges and emphasized the data are raw. During the strategic planning session, she would like the Board to decide which of the challenges the library can help address and then build goals and objectives for the library to address the challenges. Tracy noted that she has asked the managers to get input from the staff regarding community needs as well. The consensus among the board members was to include the managers in the strategic planning meeting in August. Tracy noted that she would like to contact Tara of the UW Extension office to see if she could be the facilitator for the library's strategic planning process. **Jackie Meeker** moved to approve scheduling the UW Extension facilitator for an August 6th strategic planning session in Dubois; **Linda Bebout** seconded. Linda noted her concern for a lot of travel time to and from Dubois. Rebecca suggested the August board meeting could be moved to Riverton, and the September board meeting could be moved to Dubois. Linda commented that it may also be contingent on when the facilitator is available. **Jackie Meeker** amended the motion to revise the location to Riverton instead of Dubois; **Linda Bebout** seconded. The amendment and motion were approved unanimously.

Commissioner Kessler and Christine Smith left the meeting.

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

New Business:

- A. Fee Schedule – Tracy noted the revised fee schedule includes the fees connected with the DVD Reconditioning Policy approved earlier by the Board. **Linda Bebout** moved to approve the fee schedule as presented; **Jackie Meeker** seconded. The motion was approved unanimously.
- B. Waving fines for 2014 High School Graduates – Tracy noted that Barbara suggested waiving the overdue fines and issuing replacement library cards for the 2014 Fremont County high school graduates; Gloria and Teresa support this proposal. Jackie commented that she would

like the librarians to make sure the graduates know that they can use their Fremont County Library System card at any other library that participates in the WYLD system in Wyoming. **Jackie Meeker** moved to waive overdue fines for 2014 Fremont County high school graduates; **Linda Bebout** seconded. **Jackie Meeker** amended the motion to also include the waiving of the library card replacement fee; **Linda Bebout** seconded. The amendment and motion were approved unanimously. Tracy commented that the library system will place an advertisement in the graduation edition of the Riverton Ranger and one in the Dubois Frontier.

- C. Contract review – Tracy noted that this is an opportunity to have a discussion about when a contract is necessary. The consensus among the board members was that \$1,000 is too low of a threshold for contracts. The discussion turned to the spending limits for the managers including emergency expenditures. Tom commented that he is attempting to create a flow sheet to follow for expenditures. Tracy commented that if the contract is created by the vendor, it should be reviewed by the county attorney's office. If the contract the vendor signs is the boilerplate contract created by Jodi and no substantial modifications are made, it does not need to be reviewed by the county attorney's office. **Jackie Meeker** moved to require a contract for anything over \$5,000 or if it is a service agreement in any amount; **Linda Bebout** seconded. The motion was approved unanimously.
- D. Endowment Challenge Funds – Tracy noted that the document included in the board packets was distributed to the directors at the retreat. Tracy commented that the Fremont County Library Foundation will consider these options at its meeting tomorrow. Tracy reviewed the options that the directors considered at the retreat. Tracy noted that the Foundation directors' preference was to let the money go back into the general fund or use a mathematical formula to distribute the money to the foundations that have not met their challenge. The consensus among the board members was a preference for the option of putting any leftover endowment funds in a fund for collections for the county libraries.
- E. Board Bylaws – telephone participation, proxy, chair voting – Tracy noted that these items were discussed at a recent commission meeting. The board members discussed the various options to consider. Rebecca commented that any amendments to the bylaws requires two readings. The consensus among the board members was to include telephone participation and an option for a proxy, which must be written, list items for the proxy, and only another board member is allowed to carry the proxy. In addition, the board members would like to include the chairman vote description. Jackie asked if the library bylaws have a statement in regards to conflict of interest; Rebecca replied no. After a brief discussion, the board decided that it was unnecessary to include that in the bylaws.
- F. FY13 Remaining Funds in Board Meetings Line Item – Tracy noted that there is approximately \$400 left in the Board Meetings budget and wanted input from the board members on how it should be expended. Tracy suggested the budget can be used to pay for refreshments for the board meetings or a retirement gift for Georgia who has worked for the library system for 35 years and is retiring the end of June. Another suggestion is to use the budget for each library's programming needs or programming expenditures for the One Book Wyoming program. The consensus among the board members was to pay for refreshments at the remaining board meetings and for Tracy to put the remaining budget to the greatest need of the library system.

Correspondence – None

Other Business – Barbara noted that she met with Kurt Dubbe about the gazebo. He will get the cut list to Tom soon. The construction cost could be \$10,000 or more. Barbara noted that we will want to get the project completed in the current construction season.

Rebecca asked the board members to review their calendars to consider when it would be best to schedule a special meeting for budget adoption in July.

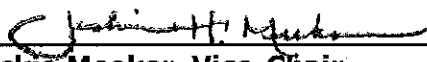
Don Newton declared the meeting adjourned at 1:08p.m.

Upcoming Calendar:

Next regular board meeting – Wednesday, June 4, 2014 in Riverton, 9:30 a.m.



Don Newton, Chair



Jackie Meeker, Vice-Chair

absent


Carol Steidley, Treasurer



Linda Bebout, Member

absent

Kevin Tippets, Member



Rebecca Thomas
Recording Secretary