



Regular meeting of the Fremont County Library System Board of Directors held on June 25, 2014 at 9:30 a.m. at Fremont County Library – Lander, 451 North 2<sup>nd</sup> Street, Lander, WY.

Don Newton, chair, called the meeting to order at 9:40 am.

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

- 1. Approval of Agenda – Kevin Tippetts** moved to approve the agenda as presented; **Carol Steidley** seconded. Don asked if there were any changes to the agenda. There were none. The motion was approved unanimously.
- 2. Presentations – Kelly Headley – 5 year service pin** – Barbara noted that Kelly could not be at the meeting because of a training opportunity. Barbara commented that Kelly has been an asset to the library system over the past 5 years. She has been instrumental in promoting and expanding the Reader’s Run young adult program. Barbara will present Kelly with her pin at the next Lander Library staff meeting.

**3. Approval of Consent Agenda**

**Minutes – Regular Board Meeting, June 4, 2104**  
**Record of Financial Statements**

General Fund – Statements as of May 31, 2014  
Donation Register  
Cash Flow Projection

**Approval of Bills**

Purchase Orders **4437, 4438, 4439**  
Check Numbers: **20911 - 21002** written on the Operating Account  
Exceptions: **None**  
Payroll: **20915 – 20936**  
Direct Deposit: **61401 – 61435**  
Transfer from WYOSTar: **\$150,000**

Rebecca noted that she distributed an additional check register. Tracy commented that the tax revenue for the fiscal year will be about \$100,000 less than what was expected and budgeted. Rebecca stated that the revenue reduction will result in a lower fund balance that will be carried over from FY 13-14 to the new FY 14-15. **Jackie Meeker** moved to approve the consent agenda as modified; **Linda Bebout** seconded. The motion was approved unanimously. Don asked Rebecca to file the financial reports.

**4. Reports – Roundtable** – Kevin noted that he is appreciative of all the library does for his children and the fact that they always refer to activities at the library as “fun”. Tracy commented that she, Jenny and Teresa met with the Community Library partners in Riverton and are working towards the goal of bringing a report on how the entities can partner to the Board at the August meeting. Jackie noted that it is with regret that this will be her last board meeting because she has accepted a job with the US State Department to become a Foreign Service officer. She noted that it has been a pleasure to work on the Board and with the library staff. Rebecca thanked the managers for all of their hard work to get her bills, in order to wrap up the fiscal year. She noted that there may be some small deficits among some of the accounts, but the library’s overall expenditures will not be over budget. Don commented that his son rides his bike to the library practically every day and he knows he is learning at the library. The group thanked Jackie for her work on the Board for the past 3 years and noted that she will be missed.

**5. Policy Review –**

- a. Board Bylaws Review – **Kevin Tippets** moved to approve the Fremont County Library Board Bylaws for the final reading; **Carol Steidley** seconded. The motion was approved unanimously.
- b. Conflict Resolution Policy – Carol asked if the word “encouraged” was strong enough language in the policy. The consensus among the board members was that it was. Kevin commented that this policy would probably be used more by managers rather than staff employees. Tracy noted that it is important for the Board to communicate and reinforce to the managers that the Board is receptive to the managers’ concerns. In addition, it is important for the Board to maintain the anonymity of managers during the evaluation process of the director. The Board discussed the pros and cons of forming a conflict resolution committee. The Board modified the language in the second paragraph substantially and deferred approving the policy on first reading until the next regular board meeting. For informational purposes, Tracy will create a procedure connected to this policy for the board members to read.
- c. Exit Interview Policy – The consensus of the Board was to make some significant changes to the language in this policy and to defer approving this policy on first reading until the next regular board meeting.
- d. Grievance Policy – The consensus of the board members was to defer removing this policy until the Conflict Resolution Policy is scheduled for final approval.

**6. Action Items**

**Unfinished Business:**

- A.** Riverton Community Room Project – Tracy noted that the committee for this project would like to see public support from the Board. Tracy asked a board member to write a letter to the editor to the newspaper regarding the Board’s support for the Community Room project. Kevin agreed to write the letter and will submit it to the newspaper as well as County10.
- B.** Riverton Roof/Drainage Update – Tracy noted that there is nothing new to report.
- C.** FY 14/15 Budget Update – Tracy reviewed the budget documents in the board packet and noted that the county commissioners have agreed to a 2% salary increase for each employee and will give an additional 2% to department heads to distribute at their discretion. The commissioners cut \$60,000 from the library’s original budget request and were not willing to support the new part-time custodian position or the furniture. The board members agreed

with the additional cuts that had to be made by Tracy and the managers. The group was disappointed that the new custodian position was not funded, but was grateful for the items that were approved by the commissioners. Barbara stressed the need for a part-time custodian with all of the use the Lander facility and its meetings rooms receive. Tracy noted that she has talked with Ray and he does need help. The group discussed the possibility of using some outside resources to get a part-time custodian, but recognized that if the county did not decide to support the position, it would only be temporary. Rebecca noted that the public hearing before the commissioners for the FY 14-15 budget is on Monday, July 7 at 5:30pm in the commission chambers.

- D. Strategic Planning Report – Tracy noted that the data collection is complete and she is working on a packet the board members should receive in July.
- E. Interim Evaluation the Director – The Board changed the title of the document to “Director Mid-Year Performance Appraisal”. **Jackie Meeker** moved to approve the Director Mid-Year Performance Appraisal form as amended; **Kevin Tippets** seconded. The motion was approved unanimously.

**New Business:**

- A. Dubois Library Hours on July 26, 2014 – Tracy noted this is an item that was discussed at the last board meeting. Teresa commented that she would like to reopen the library at 3:00pm and remain open until 5:00pm. **Carol Steidley** moved to close the Dubois Library from 1:00pm to 3:00pm on July 26, 2014 while library staff assists with lunch for parade attendees; **Kevin Tippets** seconded. The motion was approved unanimously. **Jackie Meeker** moved to extend the Dubois Library’s open hours until 5:00pm on Saturday, July 26, 2014; **Kevin Tippets** seconded. The motion was approved unanimously.
- B. Increase personal vehicle reimbursement rate to match county – The current reimbursement rate is \$0.425/mile and the county has raised it to \$0.50/mile. Rebecca noted that the budgeted line item has been increased in order to cover the increased reimbursement rate. **Kevin Tippets** moved to approve personal vehicle mileage reimbursement rate that equals the approved county rate; **Linda Bebout** seconded. The motion was approved unanimously.

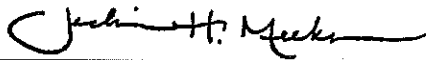
**Correspondence:** None

**Other Business:** Barbara noted that the bid advertisement for the gazebo at the Lander facility will appear in the newspaper soon. Rebecca reminded the board members that they will elect officers at their August meeting. Tracy noted that the Board will also be conducting her mid-year performance appraisal at that meeting as well. Don requested the managers and board members to send their portion of the mid-year director evaluation to him via email by July 28. Tracy will send board members and managers an electronic copy of the form.

**Adjournment (no vote) –** The meeting was adjourned at 11:30 am.

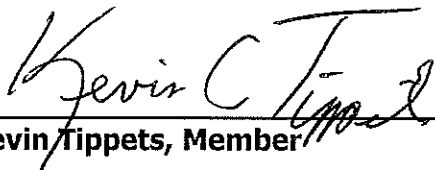
**Next meeting – Special Board Meeting, Wednesday, July 23, 9:30am, Lander via conference call at each branch.**

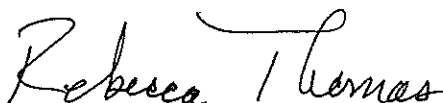
  
Don Newton, Chair

  
Jackie Meeker, Vice-Chair

  
Carol Steidley, Treasurer

  
Linda Bebout, Member

  
Kevin Tippetts, Member

  
Rebecca Thomas  
Recording Secretary