



Regular meeting of the Fremont County Library System Board of Directors held on August 6, 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 9:44 a.m.

Board Members Present: Don Newton, Nancy Wright, Kevin Tippets, Carol Steidley and Linda Bebout. Also present Tracy Cook, Rebecca Thomas, Barbara Oakleaf, Gloria Brodle, Teresa Lucas, Tom Norwood and Jenny Wills. Commissioner Stephanie Kessler was absent – excused. Also present Ray Charles – member of the Lander Library Friends Association (LLFA).

1. **Approval of Agenda – Kevin Tippets** 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. **Election of Officers/Oath of Office – Carol Steidley** nominated Kevin Tippets for Chair; **Linda Bebout** seconded. The nomination was approved unanimously. **Kevin Tippets** nominated Don Newton for Vice-Chair; **Carol Steidley** seconded. The nomination was approved unanimously. **Don Newton** nominated Carol Steidley for Treasurer; **Linda Bebout** seconded. The nomination was approved unanimously. Kevin administered the oath of office to Don and Nancy.
3. **Approval of Consent Agenda**
 - Minutes** – Unanticipated Revenue/Budget Hearing, June 25, 2014; Regular Meeting, June 25, 2014; Special Meeting, July 23, 2014
 - Record of Financial Statements**
 - General Fund – Statements as of June 30, 2014
 - Donation Register
 - Cash Flow Projection
 - Approval of Bills**
 - Purchase Orders **4440, 4441, 4442, 4443**
 - Check Numbers: **21032 - 21086** written on the Operating Account
 - Exceptions: **None**
 - Payroll: **21032 – 21044**
 - Direct Deposit: **71401 – 71434**
 - Transfer from WYOSTar **\$130,000**

Rebecca noted that she distributed an additional check register and added check #21087 to the check register. It is made out to the Wyoming State Library in the amount of \$4,520.40 for WYLD fees (7751-65234) for the fiscal year 13-14. Rebecca also added purchase order #4444 to University of Wyoming for computers (7751-75315) in the amount of \$2,000. **Linda Bebout** moved to approve

the consent agenda as amended; **Nancy Wright** seconded. The motion was approved unanimously. Kevin, as chair, asked Rebecca to file the financial statements.

4. Reports Roundtable – Teresa thanked the board members for permission to close the library for 2 hours during the barbeque. Linda thanked Kevin for his help along with his girls to raise money for the Community Room project by performing at one of the Wednesday night concerts. She also thanked the staff for their extra efforts in helping with the fundraising for the Community Room project. Tracy noted that Conoco-Phillips is moving forward on creating a library in Lysite. The Dubois Friends of the Library will be saving some books to donate for the collection for the Lysite Library. Tracy commented that she will approach the LLFA and the Riverton Friends and ask them to also save books for the Lysite Library. In addition, she noted there was a letter to the editor that appeared in the newspaper on the Community Room project. The writer wondered why the library did not charge a fee for the room. Tracy has sent a letter to the editor responding to the writer's question regarding fees. Tracy also thanked donors that have contributed money for the Community Room project and noted that they have raised almost half of the money needed. Tracy noted that the marketing committee is working on the nationwide "Outside the Lines" campaign, and we are the only library in Wyoming who is participating. The campaign will be held nationwide the week of September 14. The goal of the campaign is to reconnect the library with its community. It is also promoting the "Little Free Library" program. In addition, she commented that Aubry and Teri have been working hard on the "Hello, My Name Is" campaign that is the marketing campaign for the library system countywide. There will be receptions held to introduce the members of the community that posed for the pictures on the posters that will be distributed countywide. Tracy also thanked the Print Shop in Riverton because they gave us a discount on the posters. Tracy should have a poster to show the Board at the September meeting.

Carol noted that she and Don were late for the meeting because they stopped to get a quick look at the Crowheart Library. They both commented on how nice the library is and the women at the center who let them in to see the library were most accommodating. Don noted that he is currently in Jeffrey City about twice per week and will be for the foreseeable future. He can help with transit of items between Lander and Jeffrey City as needed. Tom noted that Rocky Mountain Power installed some equipment in the Riverton Library that helped to identify what Tom has suspected; that the Johnson controls for the HVAC system are backwards (if Tom tells the system to increase the cooling, it results in increased heat). Tom added that he was on the Riverton roof and noticed water was significantly pooling on the roof. As it turned out, a tennis ball was caught in the sieve that drains the roof. Once Tom cleared the blockage, the pooled water drained off the roof with notable force. Gloria noted that she had almost 250 entries for the adult summer reading program. Gloria added that there is a website: www.littlefreelibrary.org that people can visit for information on how to set up your own "Little Free Library".

Jenny noted that the 24 new computers funded via the capital revolving fund have arrived. Jenny added that Thore crashed and took down the phones, wireless, etc., but it came back up. The new server has been ordered and should arrive in the next couple of weeks. The new server will allow for expansion and will be an exchange server that will handle all of our email. Jenny commented that the internet speed in Dubois has increased and the increase for Riverton and Lander will be completed this week. Jenny did receive another bid for the audio equipment for the Community Room, but it is a little higher than the first bid. She will meet with Tom and Gloria to discuss the bid. Jenny reviewed the document for capital revolving purchases included with

her report. The new routers and switches will help the library to control the internet traffic and also address various wireless issues the system currently has. Jenny noted that patrons and staff need to be aware that if the Wi-Fi for smartphones is turned on, it is pulling on the library's wireless internet even if the device is not using the internet. Jenny noted that streaming also consumes a lot of our bandwidth. Barbara noted that the library system has hired Audrey Wilcox as a part-time (30 hours/week) library assistant II. Julie Baehr has moved from that part-time position into the full time position that was vacated by Georgia's retirement. In addition, Shelly Dove has resigned, so Barbara will be hiring another full-time position in the coming weeks. Nancy thanked everyone for the warm welcome and noted that she serves on the Community Room Project committee. Gloria commented that the committee has raised about \$600 through the Wednesday concerts over the summer. Kevin welcomed Nancy to the library board.

5. Policy Review –

- a. **Conflict Resolution Policy – 1st Reading – Linda Bebout** moved to approve the Conflict Resolution Policy on first reading; **Don Newton** seconded. The motion was approved unanimously. The board members discussed the procedure and the consensus was to leave the procedure in its current form.
- b. **Exit Interview Policy – 1st Reading** – Nancy asked if there are a set of specific questions that will be asked of all employees. The group agreed that it was important to have the same questions asked for consistency. Tracy noted that she and the managers will come together to create a list of questions. The consensus among the group was to change the word "may" to "will" in the first two sentences of the policy. **Linda Bebout** moved to approve the Exit Interview Policy on first reading as amended; **Carol Steidley** seconded. The motion was approved unanimously.

John Angst, President of the Fremont County Library Foundation, joined the meeting.

6. Action Items

Unfinished Business:

- A. **Community Library Partners** – Tracy noted that the Community Library partners would like to offer the board members a tour of their libraries or host a board meeting. The consensus of the Board was to have Tracy arrange a tour of the Crowheart Library after the October board meeting; the Hudson Library after the November board meeting and the Shoshoni Library after the December board meeting. Tracy reviewed the spreadsheets for proposed funding of the Community Libraries. Tracy added that the managers wondered if the Community Libraries would have more success obtaining money from the county by approaching the commissioners directly. The board members discussed the pros and cons of that approach. The consensus of the board members was that it would be worth investigating and Tracy should consult with Commissioner Kessler regarding the idea. The board members agreed that it would be beneficial to meet with the Community Libraries' representatives at lunch following the September board meeting in Riverton. **Carol Steidley** moved to waive the fee for DVD/CD reconditioning services for the Crowheart, Fort Washakie, Hudson, Jeffrey City and Shoshoni Community Libraries; **Linda Bebout** seconded. The motion was approved unanimously.

- B. Riverton Roof/Drainage Update – Tracy noted that she received good news from SLIB that the Riverton Roof/Drainage project is eligible for funding through a Mineral Royalty Grant (MRG). One of the requirements for the MRG is that the county commission must give Tracy authority to apply for the grant and must commit county funds to the project. Tracy is on the commission agenda on Tuesday, August 12 for both of these items. Tracy will be traveling to Cheyenne for the SLIB meeting on August 14 for the countywide consensus grant awards.
- C. Strategic Planning Report – Tracy asked if anyone had any questions about the strategic planning packet and noted that the packet is substantial. She distributed additional papers for the strategic planning packets. Tracy will be meeting with the facilitator who will be working with the group in September for the planning session next month.

New Business:

- A. Name the depository for funds – **Linda Bebout** moved to use WYOSTAR, Wyoming Community Bank and the Bank of Jackson Hole as the depositories where we deposit funds for the Fremont County Library System; **Carol Steidley** seconded. The motion was approved unanimously.
- B. Authorization to Pay Recurring Bills – **Carol Steidley** moved to authorize the Business Manager to pay utilities, dues & subscriptions, collection development, insurance, telephone, and current standing service agreements within the adopted budget; **Don Newton** seconded. The motion was approved unanimously.
- C. Gazebo Project – Tracy noted that the LLFA is meeting tomorrow and should learn how much money they will receive from the Community Challenge. The group discussed the various options for funding the gazebo. **Linda Bebout** moved to accept the bid of \$12,850 from Whimpy Wolf Builders to build a gazebo on Lander Library property once all necessary donations for the project have been approved by the Lander Library Friends Association (LLFA) and to authorize no more than \$1,500 from the library budget; **Nancy Wright** seconded. The motion was approved unanimously.
- D. Contract/Purchasing Procedures – Tracy noted that the previous authorization the Board gave to Tracy and Tom seems to be cumbersome for expeditiously conducting library business. Tracy distributed a document "Process for Facilities Projects" for the Board to review. Tracy noted that the changes were made in conjunction with a discussion with JR Oakley, Fremont County building maintenance supervisor. The most pronounced change is moving the authorization level from \$5,000 to \$10,000. **Don Newton** moved to approve the Process for Facilities Projects as presented; **Linda Bebout** seconded. The motion was approved unanimously.
- E. Executive Session – **Linda Bebout** moved to adjourn to Executive Session for personnel and for the director's mid-year evaluation; **Don Newton** seconded. The motion was approved unanimously. **Linda Bebout** moved to return to public session; **Don Newton** seconded. The motion was approved unanimously.

Correspondence – None

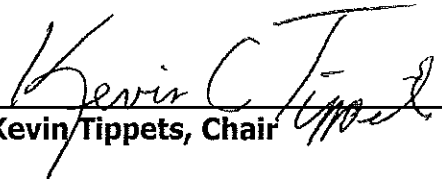
Other Business – Gloria noted that Teri has been invited to partner with the Wyoming State Library to conduct a workshop at the Wyoming Library Association (WLA) annual conference in September on marketing. In addition Lily and Sandi will be conducting a workshop on tween gaming, and Shari and Jake will be presenting a workshop on teen gaming as a daily service 15 years later. Shari originally presented a workshop 15 years ago on teen gaming as a daily service at WLA.

Rebecca requested board approval for an additional purchase order and check. **Linda Bebout** moved to approve purchase order #4445 for \$2,400 to MVT Equipment for 2 DVD/CD reconditioning machines; **Don Newton** seconded. The motion was approved unanimously. **Carol Steidley** moved to approve check #21088 for \$1,800 to University of Wyoming for computers; **Linda Bebout** seconded. Rebecca noted that this check is related to PO #4444 the Board approved earlier. The motion was approved unanimously.

Kevin Tippets declared the meeting adjourned at 1:40p.m.

Upcoming Calendar:

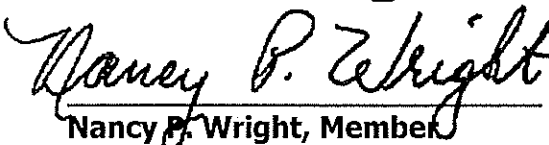
Next regular board meeting – Wednesday, September 3, 2014 in Riverton, 9:30 a.m. with strategic planning session to follow.

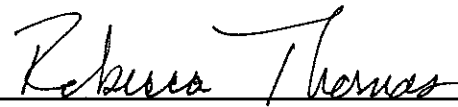

Kevin Tippets, Chair


Don Newton, Vice-Chair


Carol Steidley, Treasurer


Linda Bebout, Member


Nancy P. Wright, Member


Rebecca Thomas
Recording Secretary