



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

Kevin Tippetts, Chair, called the meeting to order at 9:38 a.m.

**Board Members Present:** Don Newton, Kevin Tippetts, Carol Steidley and Linda Bebout. Nancy Wright was absent – excused. Also present Tracy Cook, Rebecca Thomas, Barbara Oakleaf, Gloria Brodle, Teresa Lucas, Jenny Wills and Commissioner Stephanie Kessler. Tom Norwood was absent – excused. Also present Lary Treanor of the Dubois Friends of the Library and 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. Kevin 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** – Regular Meeting, September 3, 2014

**Record of Financial Statements**

General Fund – Statements as of August 31, 2014

• Donation Register

Cash Flow Projection

**Approval of Bills**

Purchase Orders **4452, 4454**

Check Numbers: **21181 - 21278** written on the Operating Account

Exceptions: **None**

Payroll: **21189 – 21202**

Direct Deposit: **91401 – 91432**

Transfer from WYOSTar **\$60,000**

Rebecca noted that she distributed purchase order # 4454 to Egli Bros. and an additional check register. **Carol Steidley** moved to approve the consent agenda as amended; **Linda Bebout** seconded. The motion was approved unanimously. Kevin, as chair, asked Rebecca to file the financial statements.

**4. Reports Roundtable** – Barbara noted that the library has been receiving good press with the “Beyond Books” classes that will be held in conjunction with Central Wyoming College (CWC). One of the local television crews interviewed Anna and Barbara about that program, which allowed them to elaborate about the positive results that come from partnering with entities in our communities. Barbara called attention to the retirement open house party for Becky Packer on November 1, 3-5pm in the Carnegie room. In addition, the new hire that is replacing Shelly

will start soon. Teresa noted that she attended Wyoming Library Association (WLA) conference and it was great. Tracy commented that the FCL Foundation gave the library system \$3,500 for the "Hello, My Name is" campaign to be used for billboards and additional posters. Tracy added that the Lander gazebo footings have been poured and are curing. Trey Warren of Whimpy Wolf Builders is building the gazebo in his shop and he will install it in one day with a crane, which will necessitate closing 2<sup>nd</sup> Street for a brief time. The concrete stabilization contractor will be in Lander the week of October 9 to do their work. Cedar Mountain was trimming trees yesterday in Riverton and the Riverton sign on the bunker will probably be installed the week of October 13. Rebecca noted that the auditors were in the county last week, reviewed the library's financials and it was unremarkable. They had one suggestion for the library in regards to fixed asset disposal. Rebecca, Jenny and Tracy will be creating a form that will probably be part of the financial documents that are approved in the consent agenda. It will consist mostly of technology items. Since the library does not dispose of assets on a monthly basis, the form will only appear probably twice per year.

Jenny is researching printing queue options to deal with patron printing that is left unpaid. Jenny is also working on a new wireless system, "open mesh". The system is inexpensive and the first installation in Lander's Little Theater has gone well. Patrons do not need a logon password to connect, and the library's internet policy is displayed when a patron initially connects to our system. We received a very good proposal for A/V equipment for Riverton's Community Room project from Video Visions (item B under Unfinished Business). Pine Cove Consulting was at the library for discovery rather than installation of the routers and switches last week. It turns out the library's technology network configuration is not good and they recommended reconfiguring the routers and switches from the ground up. They will be back at the library on October 11 to begin the process. They should complete work on Sunday, October 12 and they will conduct testing on Monday, October 13 (when the libraries are closed). One of the problems is that the different components were not configured in a standard manner when they were installed; this includes the phone system, and the wireless. The age of the library's phone system is a problem. The library may be looking at a new phone system next year, which would need to go through the Capital Revolving Fund. Jenny is confident that Pine Cove will do a good job in the reconfiguration.

Don asked what will happen with the A/V equipment that will be retired from the Riverton Community Room. Jenny replied there is no salvage value in that equipment because it is 30 years old. Linda is concerned about Jenny becoming the full time webmaster. Jenny replied that the new hire in Lander will hopefully transition into this duty. Commissioner Kessler noted that Tracy has done a great job for the library working on the funding for the Riverton roof and drainage project. The commissioners have a lot of confidence in Tracy and the library board. Gloria noted that the Riverton Library is busy preparing for the "Goulsh Golf" program that will be held this weekend. Gloria noted that she has had several organizations in the Riverton community that have helped make this program a reality. The Riverton staff will be going out to the reservation for their Halloween festival in a couple of weeks. They will have a putting green at their booth. Barbara commented that Kelly from the Lander Library will be there as well. The Riverton staff will be training the Shoshoni Library staff in the Wyoming State Library (WSL) Workflows program and will be assisting them in adding their collection to the WSL database. Barbara noted that Terry Dunn is doing the same for the Hudson Library. Lander is also having "Local Fest" to highlight local growers and ranchers. In conjunction with the festival, the library will be showing movies that demonstrate how to start your own local homegrown business in the end of October. Don asked if there is a grand opening scheduled for the gazebo. Barbara replied

that she will leave that to the LLFA, since they funded its construction. Ray Charles noted that the grand opening may be held in conjunction with the LLFA annual meeting (in January or February) and added that the LLFA raised \$10,000 through the Community Charity Challenge. The LLFA was able to cover all of the construction cost so that the money the library board authorized for the gazebo will not need to be spent. Barbara commented that the LLFA is also planning a program that will highlight the mural.

## 5. Policy Review –

- a. **Conflict Resolution Policy – 3<sup>rd</sup> & Final Reading – Linda Bebout** moved to approve the Conflict Resolution Policy on third and final reading; **Carol Steidley** seconded. Kevin read the policy into the minutes:

### **Conflict Resolution Policy**

Employees and supervisors are encouraged to work through any disagreements. If an employee has an issue that needs to be resolved, s/he is encouraged to first try to resolve the problem with the other person. If that does not work, the employee is encouraged to exhaust the chain of command: first working with employee's immediate supervisor, then the Branch Manager (if that is not the immediate supervisor), and finally the Library Director.

If the employee is not satisfied with the Director's decision, the employee may request to speak to the Library Board about the problem. The Board will listen to the issue, but the Board is not a board of appeals. It is only acting as a mediator.

Only current employees are eligible to request the Board to act as a mediator during a conflict. The employee does not acquire any additional due process rights through this process and employment remains at-will.

The motion was approved unanimously.

- b. **Exit Interview Policy – 3<sup>rd</sup> & Final Reading – Linda Bebout** moved to approve the Exit Interview Policy on third and final reading as presented; **Carol Steidley** seconded. Don read the policy into the minutes:

### **Exit Interview**

In the event of the director's separation from service, the Library Board will ask the director for an exit interview. When an employee leaves the system, the employee's direct supervisor or the director will request an exit interview. Employees leaving the system may request an exit interview with the Board. The purpose of the interview is to identify working conditions that may need to be improved. All of the above interviews are voluntary.

The motion was approved unanimously.

- c. **Removal of Grievance Policy and Procedure** – Tracy noted that Jodi Darrough, Deputy County Attorney, recommended that this policy be removed and replaced with the Conflict Resolution and Exit Interview policies. **Carol Steidley** moved to remove the Grievance Policy from the FCLS Policy Manual; **Linda Bebout** seconded. The motion was approved unanimously.

## 6. Action Items

### Unfinished Business:

- A.** Executive Session – Litigation – Kevin suggested moving to item “B” until Jodi arrives.
- B.** Riverton Library Community Room – Tracy noted that First Interstate Bank donated \$1,000 to this project. The donation total for the project is \$33,878, but cash in hand is just over \$24,000. Tracy is requesting a purchase order approval since they have secured enough funds for this part of the project. Gloria noted that the \$20,000 we received from the FCL Foundation was donated with the idea that it would be used for A/V equipment. Carol asked how long before the equipment will be installed; Jenny replied that Video Visions wants to get started as soon as possible and the installation should only take a couple of days. **Don Newton** moved to approve purchase order #4453 for Video Visions in the amount of \$23,826.28 and check #21279 for \$17,869.71; **Carol Steidley** seconded. The motion was approved unanimously.
- C.** Riverton Roof/Drainage Update – Tracy noted that January 15 is when the SLIB board will be hearing the grant, and she would like to have a library board member in attendance. In Jodi Darrough’s opinion, the library does not have to go out to bid for the design of the Riverton roof and drainage project. The commissioners advised Tracy to not wait until June to go out to bid for the construction and would prefer to go out to bid in late winter or early spring. There is enough money for the design cost and even the roof construction. It is essential that the roof and drainage design be accomplished together. Tracy will be meeting with the commissioners next week about this same issue since they are the final word on the project, but felt strongly that the Board should give formal approval of this step. Tracy does not think the commissioners will have a problem with moving forward on the design process because the funding is already secured. Don wondered why the county commission needs to approve this. Rebecca replied that the county is responsible for disbursing the funds for the project so county commission approval is required. Commissioner Kessler commented that she thinks it is still important for the Library Board to give approval first. **Linda Bebout** moved to approve the hiring of Dubbe Moulder and Trihydro for the design of the Riverton roof and drainage project pending county commission approval; **Don Newton** seconded. The motion was approved unanimously.

Jodi Darrough joined the meeting.

- D.** Endowment legislation proposal from the Wyoming Library Association – Tracy noted that the FCL Foundation members felt strongly that the excess money should return to the general fund because this will demonstrate to the legislators that they are staying true to their word. They would love it if the legislature decided to leave the endowment challenge open-ended, but want to maintain a good relationship with the legislators. They were not in favor of the partnership proposal and will be writing a letter to the WLA legislative committee to convey their opinion on this matter. The consensus among the board members was that the Board does not need to take any action on this item.

Kevin returned to item “A” since Jodi has joined the meeting. **Linda Bebout** moved to adjourn to executive session for litigation; **Carol Steidley** seconded. The motion was

approved unanimously. **Don Newton** moved to return to public session; **Linda Bebout** seconded. The motion was approved unanimously.

- E. Strategic Plan** – Tracy reviewed the draft plan. Kevin asked where the measures will be in the plan. Tracy replied that the staff and managers will create the tasks that can be measured. Don noted that he would like to see the detail in the strategic plan. Kevin commented that he would rather adopt a plan that does not include the specifics, but have an additional work plan that details the actions. He would like to have a report once per year on what tasks have been accomplished related to the goals and strategies of the Board adopted plan. Tracy agreed; she will work with staff to create an action plan for the year that would have the specific tasks listed to address the goals. Tracy suggested that the strategic plan be reviewed on an annual basis (possibly at the Board’s annual retreat) and assessing it in conjunction with the action plan. Ray commented that he looks forward to Tracy reviewing the adopted plan so that the LLFA can align its actions with the library’s strategic plan. Tracy noted that she will be discussing the adopted strategic plan with the other Friends groups. The group discussed various small changes to the plan and possible changes to the mission statement. Tracy will make the changes the group agreed to and a revised plan will appear in the next board meeting packet.

**New Business:**

- A.** Waive \$1 fee for replacement cards for Riverton School Library Card campaign from Children’s Department – Tracy noted that Rachel Casey, Riverton Children’s Department Head, approached Tracy with this idea. She is trying to increase the number of card holders. She suggested waiving the fee if the parent or guardian cannot locate the child’s library card. **Linda Bebout** moved to waive the \$1 replacement fee for a lost library card for the fall 2014 Riverton School Library Card campaign; **Carol Steidley** seconded. The motion was approved unanimously. Don asked if the library staff have had a booth at school functions in the past. Teresa replied the staff from the Dubois Library attended the school district’s open house this fall. Barbara replied the Lander Library has approached the 6<sup>th</sup> graders at the middle school promoting the services at the Canteen.
- B.** Substitute hours for Lander Library – Tracy noted that Barbara has requested this move of the budget for the library page to fund 75 hours per month of substitute hours. Commissioner Kessler agreed that Tracy needed to bring this change to the commissioners. Barbara noted that the job description for the page job is not as versatile as the substitute positions, because the page does not have circulation desk duties. It also makes it more difficult to send staff out into the community without adequate staffing for the circulation desk. The subs will allow more flexibility for the Lander Library. **Don Newton** moved to approve moving Lander Library personnel funds equivalent to the wages used for a library page from Salaries – Part-time-Non-Exempt to Salaries-Substitute-Non-Exempt pending county commission approval; **Carol Steidley** seconded. Linda asked if this will present a problem in the future for Barbara if she needs a permanent position. Barbara replied that if she was requesting a full time permanent position, she would have to approach the commissioners with a list of reasons as to why the position is necessary. She does not think having subs would complicate adding a new full time position. The motion was approved unanimously.
- C.** Installation of Art Banner at Riverton Library– Tracy noted that she has cleared the liability issue with our insurer LGLP. Don asked what size the banner is; Gloria replied it is

approximately 10 feet by 12 feet and has a vertical orientation. It will be on the front of the building. Kevin noted that he is wondering if the upcoming roof construction may necessitate the removal of the artwork. Tracy will talk with Hal Herron about whether to postpone the installation or the possibility of removing it for the duration of the construction. **Linda Bebout** moved to approve the free installation of "Madam Ramón Subercaseaux" at the Riverton Library with the understanding that Hal Herron and his assistants must complete a volunteer application and be identified as volunteers with this specific job duty; **Don Newton** seconded. The motion was approved unanimously.

**Correspondence – None**

**Other Business** – The group will be taking a tour of the Crowheart Library this afternoon. Tracy asked if the Board wanted a tour of the Hudson Library following the November meeting; the consensus was yes.

Kevin Tippets declared the meeting adjourned at 12:15p.m.

**Upcoming Calendar:**

Next regular board meeting – Wednesday, November 5, 2014 in Lander, 9:30 a.m.

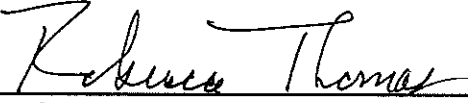
  
\_\_\_\_\_  
Kevin Tippets, Chair

  
\_\_\_\_\_  
Don Newton, Vice-Chair

  
\_\_\_\_\_  
Carol Steidley, Treasurer

  
\_\_\_\_\_  
Linda Bebout, Member

absent  
\_\_\_\_\_  
Nancy P. Wright, Member

  
\_\_\_\_\_  
Rebecca Thomas  
Recording Secretary