

Regular meeting of the Fremont County Library System Board of Directors held on February 4, 2015 at 9:30 a.m. at Fremont County Library – Riverton, 1330 West Park Avenue, Riverton, WY.

Kevin Tippets, chair, called the meeting to order at 9:46 a.m.

**BOARD MEMBERS PRESENT:** Nancy Wright, Carol Steidley, Kevin Tippets, Linda Bebout and Don Newton. Also present Tracy Cook, Rebecca Thomas, Gloria Brodle, Teresa Lucas, Tom Norwood, Jenny Wills, Linda Willenbrecht and Commissioner Ray Price.

Kevin welcomed the new commission liaison Commissioner Ray Price and Linda Willenbrecht to the meeting.

**1. APPROVAL OF AGENDA** –Kevin asked if there were any additions. **Nancy Wright** moved to approve the agenda as presented; **Linda Bebout** seconded. Don asked to add Item "D" "House Bill 76 Discussion" under New Business. Nancy and Linda agreed to the addition to the agenda. The amended agenda was approved unanimously.

**2. PRESENTATIONS - None**

**3. APPROVAL OF CONSENT AGENDA**

**Approval of Minutes – Regular Board Meeting, January 7, 2015**  
**Record of Financial Statements**

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

**Approval of Bills**

Purchase Orders **4460**  
Check Numbers: **21561 – 21648** written on the Operating Account  
Exceptions: **21387**  
Payroll: **21565, 21566, 21572 – 21583**  
Direct Deposit: **11501 – 11537**  
Transfer from WYOSTar: **\$110,000**

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

**4. REPORTS ROUNDTABLE** – Don thanked everyone for the retirement party for Barbara on Saturday. Teresa noted that the "Date with a book" is ongoing and Lisa's "Pysanky" program was a hit. Nancy commented that she and Linda attended the Dubois Friends of the Library program on January 17 and she found the history of the library in Dubois was very informative. Gloria

noted that the sky lantern program was very successful. There were about 500 people in attendance and the program raised \$1,200. The program was held in conjunction with the Wild West Winter Carnival and the groups would like to continue the collaboration next year along with the sky lanterns. The Hunger Games program was also very successful. Gloria commented that she neglected to include in her report the monthly acoustic guitar program on the second Thursday of the month from 7-9pm. The program will run through May 7. The new carpet for the Community Room should be installed in the third week of February. Linda Bebout commented that the training at the State Library in Cheyenne was very useful and she enjoyed the Legislative Reception. Linda Willenbrecht noted that this Saturday is the NT Live performance of "Treasure Island". In addition, the children's department is getting ready for "Dessert with Dr. Seuss" on March 2<sup>nd</sup>. Jenny noted that all systems are up and running. She distributed a comparative graph that showed the age of the library system computers in October 2013 and in January 2015. The library has made great progress in getting rid of older (6-10 year old) computers. The opportunity to purchase used computers from UW and CWC has helped us. They are not like brand new computers, but they have a lot of life left. Jenny's goal is to get all computers into the 0-5 year old category. Carol noted that although many organizations during the winter months do not have a lot of activities, the library stands in contrast to them. There are many activities ongoing at all of the libraries. She also enjoyed Barbara's retirement party as well.

## 5. POLICY REVIEW

- a. Volunteer Policy – 1<sup>st</sup> Reading – Tracy noted that this policy has the changes the Board requested from the last meeting. Tracy commented that the background checks discussion is important to this discussion. The board members agreed. Tracy commented that the majority of the libraries she contacted do not conduct background checks on volunteers and those that did conducted them only on volunteers that were working specifically with children. Bill Miller of the Local Government Liability Pool (the library's liability insurer) said that not conducting background checks on volunteers would not impact the library's liability insurance. The branch managers do not accept all volunteers and will decline to accept volunteers who make them feel uncomfortable. She added that the managers do conduct reference checks on volunteers. The consensus among the board members was to trust the managers on their judgment and not require background checks for volunteers, but require it for all new hires. The "background and/or" (second page; second to the last paragraph; last sentence) will be struck from the policy. **Linda Bebout** moved to approve the Volunteer Policy as amended on its 1<sup>st</sup> reading; **Don Newton** seconded. The motion was approved unanimously.
- b. Petitions and Solicitations Policy – 1<sup>st</sup> Reading – Tracy noted that the existing policy is awkwardly worded and in the opinion of the county attorney it may violate first amendment rights. **Linda Bebout** moved to approve the revised Petitions and Solicitations Policy on 1<sup>st</sup> reading; **Carol Steidley** seconded. The motion was approved unanimously.
- c. Public Records Policy – 1<sup>st</sup> Reading – Tracy noted that she thinks that it would be wise for the Board to have a policy on record. Although the language of the policy is from Jodi's memos, she has not reviewed the proposed policy. **Carol Steidley** moved to approve the Public Records Policy on 1<sup>st</sup> reading pending county attorney review; **Nancy Wright** seconded. The motion was approved unanimously.

## 6. ACTION ITEMS

### UNFINISHED BUSINESS:

- A. Riverton Roof/Drainage Update – Tracy noted that she wants the Board’s input on the process for the project before it begins. Don noted that he has found pre-construction meetings very helpful in construction projects to help everyone to understand chain of command for communication during the project. It also helps reduce the number and scope of change orders. This is different from the pre-bid meeting. Don reviewed the bid process. The consensus of the board members is that safety for the public will be a big part of this project. The board members expressed their concern for the amount of time this project will put on Tom if he serves as the project manager. Tom reviewed how past construction projects proceeded and noted that he will be monitoring the project whether there is an outside project manager or not. Tracy noted that she and Tom will meet with the commissioners to relay the Board’s wish that Tom serve as the “Clerk of the Works” and he would be on-site as the construction is progressing. In addition, the Board agreed to have the contractor separate roof and drainage costs for accounting purposes.
- B. Riverton Library Community Room – Tracy noted that they need to raise about \$7,700 more to cover the cost of the chairs and the stage drapes. Tracy has applied for 3 – 4 more grants to help fund the rest of the needs. The committee will probably meet again. Gloria added that it should take 3 days to remove the old carpet and install the new carpet. Kevin noted that the project has renewed the public’s interest in the library and has highlighted the service of the library facilities to the community. Gloria commented that it has been a very gratifying experience.
- C. Public Records Procedure – Tracy noted that the procedure has the changes the Board requested from the last meeting. She will send all of this to Jodi for a final review. The consensus among the board members was that the procedure is good.
- D. Volunteer Job Descriptions – Tracy made the changes the Board requested from the last meeting. **Linda Bebout** moved to approve the Volunteer Job descriptions as presented; **Carol Steidley** seconded. The motion was approved unanimously.

### NEW BUSINESS:

- A. Background Checks – This discussion took place earlier in conjunction with the Volunteer Policy discussion. The Board decided to conduct background checks on all new hires, but not to subject volunteers to a background check.
- B. FY 15/16 Draft Budgets – Tracy noted that the county is hoping to have the budget packet out by February 23 and it should include the commissioners budget message. The board members did not have any questions or comments on the budget proposals.
- C. Electronic Board Packets – Tracy and Rebecca gave a demonstration of how electronic board packets would work using the SharePoint website. If a board member needs a laptop or

tablet, the library can provide it. The consensus among the board members was to test out the electronic board packet for the March meeting.

- D. House Bill 76 – Don noted that when he attended the Legislative Reception the library lobbyist reviewed legislation that applies to libraries. This particular bill applies to the endowment challenge money and how donations are raised and matching funds are distributed. The lobbyist noted that all county Foundations supported this legislation except FCL Foundation. Don wondered if the Foundation would reconsider its decision. Tracy replied that the FCL Foundation members were aware in November that they were the only county library foundation that did not support this legislation, and they declined to reconsider its support for the legislation. The legislation has passed the House and is now pending in the Senate.

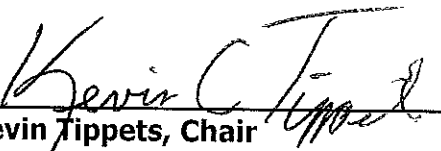
**CORRESPONDENCE:** None

**OTHER BUSINESS:** Kevin noted that he will be unable to attend the March board meeting. Linda Bebout added that she is planning to be out of town right before the meeting and as long as the weather and roads cooperate, she should be in attendance. If she cannot physically make the meeting, she will call in.

**UPCOMING CALENDAR:**

Next meeting: Wednesday, March 4, 2015 9:30am in Dubois.


The meeting was adjourned at 12:10 pm.


  
Kevin Tippets, Chair

  
Don Newton, Vice-Chair

  
Carol Steidley, Treasurer

  
Linda Bebout, Member

  
Nancy P. Wright, Member

  
Rebecca Thomas  
Recording Secretary