



Regular meeting of the Fremont County Library System Board of Directors held on March 4, 2015 at 9:30 a.m. at Fremont County Library – Lander, 451 North 2nd Street, Lander, WY.

Don Newton, vice-chair, called the meeting to order at 9:45 am.

BOARD MEMBERS PRESENT: Linda Bebout, Carol Steidley, Don Newton, and Nancy Wright. Kevin Tippetts was absent – excused. Also present Tracy Cook, Rebecca Thomas, Tom Norwood, Jenny Wills and Commissioner Ray Price. Teresa Lucas attended via computer. Gloria Brodle and Linda Willenbrecht were absent – excused. Also present Ray Charles of the Lander Library Friends Association (LLFA).

1. Approval of Agenda – Don asked if there were any changes to the agenda. **Carol Steidley** moved to approve the agenda as presented; **Nancy Wright** seconded. The motion was approved unanimously.

2. Presentations – None

3. Approval of Consent Agenda

Minutes – **Unanticipated/Budget Hearing; Regular Meeting, February 4, 2015**

Record of Financial Statements

General Fund – Statements as of **January 31, 2015**

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **None**

Check Numbers: **21649** - **21729** written on the Operating Account

Exceptions: **None**

Payroll: **21658 – 21669**

Direct Deposit: **21501 – 21535**

Transfer from WYOSTar: **\$120,000**

Nancy Wright moved to approve the consent agenda as presented; **Linda Bebout** seconded. The motion was approved unanimously. Don asked Rebecca to file the financial reports.

4. Reports – Roundtable – Don noted that he attended the Tim McCoy talk by Todd Guenther and he remarked how interesting it was. There were over 40 people in attendance. Tracy noted that there will be a scheduled power outage in Dubois from 8am – noon on Saturday, March 7. Considering safety factors, Tracy has elected to close the library, but it will open when the power is restored. Tracy commented that the Lander Branch Manager position has been advertised and so far Tracy has 2 applicants and has received interest from another 2. Tracy is planning to forward the applications on to the other managers sometime next week. The board members were concerned with the lack of ability to take notes on the electronic packets. Don asked about

the server; Jenny replied she is working on it and is hoping to have it set up by next month. Ray Charles noted that the LLFA held their annual meeting last Saturday. The group elected new officers; Ray is now the president, Kathy Sanderson is vice-president, Kathryn Primrose continues as secretary and Mary Wendel continues to serve as treasurer. The group will be sponsoring a series of lectures in 2015 on the mural panels. The group also discussed their goals and fundraising activities over the next year. Don noted that the library needs to advertise these programs more because he thinks there are many more people in Lander who would have enjoyed the program on Saturday. Linda noted that she liked receiving the board packet electronically. She is continually impressed with all of the events at the libraries; they are serving as community centers. Nancy noted that the new carpet in the Community Room at the Riverton Library is fabulous and the staff are enjoying it, but the chairs need to be replaced. The group discussed the possibility of selling the old chairs from the community room. Tom noted that he knows of one person who would be willing to make an offer on the old chairs.

5. Policy Review

- a. **Volunteer Policy –2nd Reading** – Tracy noted there were no changes from the last meeting and reading. Nancy asked if the library will conduct background checks on volunteers who work in the children area; Tracy replied no. All volunteers will be closely supervised; therefore, the group was satisfied with not conducting any background checks on volunteers. Nancy agreed. **Linda Bebout** moved to approve the Volunteer Policy on second reading; **Carol Steidley** seconded. The motion was approved unanimously.
- b. **Petitions and Solicitations Policy – 2nd Reading** – Tracy noted there were no changes from the last meeting and reading. **Linda Bebout** moved to approve the revised Petitions and Solicitations Policy on second reading; **Nancy Wright** seconded. Linda asked if the homeless count took place; Tom replied he saw them there, but did not know anything about the count. Tracy commented that she was unaware of any problems with the count. The motion was approved unanimously.
- c. **Public Records Request Policy** – Tracy noted that Jodi made a couple of slight changes to the policy, but nothing substantial. She had no changes to the procedure. Carol suggesting putting "minor" in front of "child" in the third paragraph, last sentence of the policy. **Linda Bebout** moved to approve the Public Records Request Policy as edited for its second reading; **Nancy Wright** seconded. The motion was approved unanimously.
- d. **Work Hours and Overtime Policies** – Tracy noted that this is primarily a housekeeping issue. The county does not have a limit on employee comp time, but we want to keep a good handle on it. **Linda Bebout** moved to approve the revised Work Hours Policy for first reading; **Carol Steidley** seconded. The motion was approved unanimously. **Carol Steidley** moved to approve the revised Overtime Policy on first reading; **Nancy Wright** seconded. The motion was approved unanimously.
- e. **Library Finances Policy** – Tracy noted that we missed this when the Board was discussing the issue of manager discretion in spending program budgets on food. **Carol Steidley** moved to approve the revised Library Finances Policy on first reading; **Linda Bebout** seconded. The motion was approved unanimously.

6. Action Items

Unfinished Business:

- A. Riverton Roof/Drainage Update – Tracy noted that Tom and Kurt have been working on the roof project. Tom commented that one of the carpet layers noticed that there is some sagging in the beams in the ceiling of the Community Room. It is unknown if this is a consequence of the roof structure or if it is a function of the room ceiling. Tom recommends having a structural engineer evaluate the situation. Tom would like permission from the Board to contact Kurt about finding a structural engineer. Don noted that after Tom contacts Kurt, the contract with Dubbe Moulder may need to be amended to include an additional cost for a detailed evaluation by a structural engineer. This expense may be covered with the contingency that is built into the capital project budget.

Commissioner Ray Price left the meeting.

Nancy Wright moved to approve Tom having a discussion with Kurt Dubbe regarding an evaluation of the Riverton Library by a structural engineer; **Linda Bebout** seconded. The motion was approved unanimously.

- B. Riverton Library Community Room – Tracy noted that the carpet has been installed and as donations currently stand, we are about \$5,000 away from being able to purchase new chairs and the stage curtains, which will finish the project. Nancy asked Tracy about the grant proposals she submitted for these expenditures; Tracy replied the two answers she has received so far have been "No". The group discussed the possibility of selling the old chairs and using the revenue toward new chairs.
- C. FY 15/16 Budget – Tracy is hoping to know more within the next couple of weeks. She discussed the few changes in the budget since the last meeting. Tracy commented that the Board will need to approve a budget to send to the county for the fiscal year 15-16 at the next board meeting. Rebecca and Jenny will be attending the Capital Revolving Committee meeting to request the technology equipment the Board approved at the January board meeting.

New Business:

- A. Policy Review Schedule – Tracy asked the board members what they thought about reviewing every policy once every five years or sooner if need be. The board members agreed to the idea. Carol commented that she likes the idea of a schedule or a calendar. Tracy pointed out that the Board needs to recognize that some policies will need to be reviewed because an issue has been identified so the schedule needs to be flexible. Linda suggested adding a director evaluation for the April board meeting agenda because it is time to evaluate Tracy.
- B. Telecommuting Possibilities – Tracy noted that she has discussed with managers how they can best do their jobs and believes that it would be helpful to allow managers some time to work uninterrupted from home. Tracy commented that she did discuss it with Kevin. He thought it was a topic that should come before the Board and saw it as a benefit to the employee. The consensus among the board members was that this would be a good addition to the policy manual. The group discussed the possibility of applying this policy to all staff members rather than just the managers. Carol suggested allowing the managers discretion in approving telecommuting for the staff they supervise. The consensus among the board members was to

have Tracy make inquiries about any county policies on telecommuting. In addition, Tracy will include language in the policy allowing the managers the authority to grant permission to employees to telecommute. Tracy will bring this back at the next meeting. The group discussed liability and worker compensation issues with employees working from home. Don suggested that Tom create a safety procedure that all of the maintenance staff sign that would cover using library equipment and extend it to any work they conduct on the library's behalf at home. The consensus among the board members was to incorporate this language into the Work Hours Policy.

Correspondence: There was a card from Barbara Oakleaf.

Other Business: Tracy asked if the Board would like her to include the Action List as a separate document in the electronic board packet. The consensus among the board members was no, but they would like the suggested motions as part of the document about the particular action item.

Upcoming calendar: Next meeting – Wednesday, April 1, 9:30am, in Lander.

Adjournment (no vote) – The meeting was adjourned at 11:30 a.m.

absent

Kevin Tippets, Chair



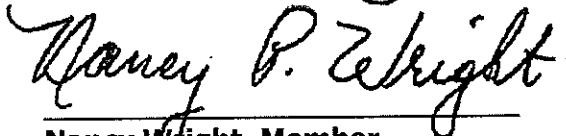
Don Newton, Vice-Chair



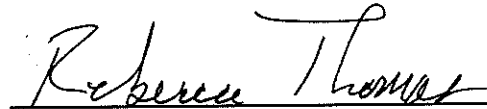
Carol Steidley, Treasurer



Linda Bibout, Member



Nancy Wright, Member



Rebecca Thomas
Recording Secretary