



# FREMONT COUNTY Libraries

Engaging Minds • Enriching Lives

Regular meeting of the Fremont County Library System Board of Directors held on April 1, 2015 at 9:30 a.m. at Fremont County Library – Lander, 451 North 2<sup>nd</sup> Street, Lander, WY.

Kevin Tippetts, chair, called the meeting to order at 9:38 am.

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

**1. Approval of Agenda** – Kevin 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 – **Regular Meeting, March 4, 2015**

Record of Financial Statements

General Fund – Statements as of **February 28, 2015**

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4461, 4462, 4463, 4464, 4465, 4466, 4467**

Check Numbers: **21730** – **21817** written on the Operating Account

Exceptions: **20904**

Payroll: **21739 – 21750**

Direct Deposit: **31501 – 31536**

Transfer from WYOSTar: **\$175,000**

**Nancy Wright** moved to approve the consent agenda as presented; **Carol Steidley** seconded. The motion was approved unanimously. Rebecca asked the board members if they would approve check #21818 to Video Vision in the amount of \$17,752.29 so that the vendor can order the audio equipment for the Dubois Library. Kevin added that the money for Video Vision is coming from the FCL Foundation. **Kevin Tippetts** moved to approve check #21818; **Carol Steidley** seconded. The motion was approved unanimously. Kevin asked Rebecca to file the financial reports.

**4. Reports – Roundtable** – Tracy noted that Scott Goetz invited the library to participate in the Wind River Explorer program. It is similar to the National Park Passport program. It will cost the library a little bit of money out of its programming budget. Scott is writing a grant to be able to

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Administration  
451 No. 2nd Street  
Lander, WY 82520  
307.332.1600  
Fax 307.332.1504  
www.fclsonline.org

FCLS - Lander  
451 No. 2nd Street  
Lander, WY 82520  
307.332.5194  
Fax 307.332.3909  
www.fclsonline.org

FCLS - Dubois  
P.O. Box 787 • 202 1st Street  
Dubois, WY 82513  
307.455.2992  
Fax 307.455.2032  
www.fclsonline.org

FCLS - Riverton  
1330 W. Park Street  
Riverton, WY 82501  
307.856.3556  
Fax 307.857.3722  
www.fclsonline.org

give each fourth grader in the county a booklet. People can also purchase a booklet through a local chamber organization or through the schools. The purpose of the program is to get the citizens of Fremont County to discover all of the things our county has to offer. Participants will have their books stamped when they visit the library and we will provide them with information about the library system and the services it offers. Tracy added one of the candidates for the branch manager position has dropped out. Gloria passed around a poster on the upcoming "Be the Change" program. The program is a partnership between the Riverton Library, the Riverton Chief of Police and the Fort Washakie Library. Carol noted that she heard about the Riverton robotic Lego program on the radio recently. Teresa distributed a copy of an article that appeared in the Dubois Frontier. She added that Lisa and Anna have started a distribution service to homebound patrons in Dubois. Tom noted that he and Tracy went to the meeting when the new Secretary of State, Ed Murray, was in Lander. In his introductory speech, he highlighted the great presentation made by the Library System for the roof and drainage project (he was unaware that there were library representatives in attendance). Rebecca noted that the library's MasterCard had been hacked so it has been cancelled. It is the first time she has encountered fraud on the credit card in the nine years that she has been with the library system. Kevin noted that he had the opportunity to use the Community Room for a piano recital and commented on how nice the new carpet is along with the sound system.

## 5. Policy Review

- a. **Volunteer Policy –3<sup>rd</sup> Reading** – Tracy noted that there have not been any changes made to the policy since the last meeting. Rebecca read the policy into the minutes.

### **Volunteer Policy**

Volunteering for the Fremont County Library System can be a rewarding experience. Volunteer time, energy and goodwill are invaluable assets to the Library because volunteerism enhances the Library's ability to fulfill its mission by providing opportunities for direct public participation in library services. Volunteerism also strengthens and deepens the Library's relationships throughout the community. Volunteer opportunities offer citizens a way to contribute to the community, fulfill personal goals, achieve a sense of satisfaction, and learn more about the Library. Volunteers help us expand and enrich our services.

We support the effective utilization of volunteer time and talent as a way to:

- Assist staff, as needed, in critical daily tasks
- Add services of value to new and existing programs
- Promote public awareness of library services
- Increase involvement and support of the Library by the public
- Promote civic engagement through volunteerism.

The volunteer program serves the needs throughout all Library departments and services.

Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

People volunteering for community service purposes will be considered on a case-by-case basis.

Volunteers under the age of 18 must have parental approval. Generally, the Library will not accept volunteers under the age of 14. Volunteers under 18 may not work without direct supervision by a staff member or an adult volunteer who has successfully completed the volunteer application process.

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the organizational and personnel policies and established practices.

Volunteers can be released from volunteer duties at any time at the discretion of Library Management.

The library system's liability insurance company will cover volunteers as long as volunteers follow the same standard as employees. Neither the County nor the Library provides any medical, health, accident or worker's compensation benefits for any volunteer. Volunteers are unpaid, but the library system will reimburse pre-approved expenses that are incurred in the course of duty.

To encourage volunteerism and to ensure a positive experience at the Library, the Library will:

- Provide a staff person designated to administer the volunteer program
- Provide written position descriptions for volunteers
- Ensure that all volunteers serve in positions that reflect their skills and interests while meeting the needs of the Library
- Where necessary, provide orientation and training to prepare the volunteers to perform their duties
- Provide volunteer supervision in accordance with sound supervisory practices and library policies
- Provide a safe working environment where volunteers are not placed in situations that a reasonable person would consider dangerous
- Exhibit the Library's appreciation for work performed

Individuals interested in volunteering at the Library must complete a volunteer application at the Branch location where they wish to work.

Candidates will be accepted based on the Library's project and programmatic needs matched with the candidates' qualifications to meet those requirements as determined during the selection process. The Library may not accept every volunteer application. A reference check will be completed before any candidate can begin an assignment. Each volunteer has an on-site supervisor and is required to follow the work procedures established by that staff member. The supervisor is responsible for management and guidance of a volunteer's work, establishing a work schedule and tracking hours, and is available for guidance and assistance. All volunteers should keep their supervisor informed of their projects and work status, and of any schedule changes.

**Nancy Wright** moved to approve the Volunteer Policy as presented on third and final reading; **Carol Steidley** seconded. The motion was approved unanimously.

- b. **Petitions and Solicitations Policy – 3<sup>rd</sup> Reading** – Tracy noted that there have not been any changes made to the policy since the last meeting. Kevin read the policy into the minutes.

#### **Petitions and Solicitations**

In the interest of providing an inviting and welcoming place for all, activities that interfere with usage of the Library are not permitted. Individuals wishing to petition or survey library users should request permission from the Library Director. Individuals given permission need to follow the FCLS' patron rules of conduct.

Please note that Wyoming State Statue 22-25-115 does not allow the placement or attachment of written campaign advertising on library property.

Financial solicitations by recognized Library Friends' groups, the Fremont County Library Foundation, and authors and performers presenting an FCLS sponsored event are allowed on library property.

**Kevin Tippetts** moved to approve the revised Petitions and Solicitations Policy as presented on third and final reading; **Nancy Wright** seconded. The motion was approved unanimously.

- c. **Public Records Request Policy – 3<sup>rd</sup> Reading** – Tracy noted the minor changes to the policy that were a result of the discussion from last month's meeting. Nancy read the policy into the minutes.

**Public Records Request Policy**

Library documents including, but not limited to, memos, letters, policies, procedures, and emails are subject to the Wyoming Public Records Act. (Wyoming State Statute 16-4-201 et seq.)

These documents are considered public records and subject to disclosure. A staff member, patron, member of the press, or member of the general public may obtain copies of these documents.

Certain records are protected. These records include confidential information such as information about legal proceedings or personnel matters. In addition, library transactions and registration records are exempt from the Wyoming Public Records Act. The only exception being if a custodial parent/guardian wishes to see the library records of their minor child.

Library transaction records, especially those that are tied to the patron's library card, are the property of the Wyoming State Library. Anyone wishing to see a copy of those records will need to contact the Wyoming State Librarian.

The library will not allow inspection of records via its computer system. The library will provide print copies of the public record(s) to the requestor. The fee for these copies is the same as it is for photocopying and printing. Please see the fee schedule for more information.

**Carol Steidley** moved to approve the Public Records Request Policy as amended for its third and final reading; **Kevin Tippetts** seconded. The motion was approved unanimously.

- d. **Work Hours and Overtime Policies** – Kevin noted he would like to discuss the telecommuting option (item D under Unfinished Business) in conjunction with this policy discussion. Tracy reviewed the spectrum of flexibility as it relates to the option of staff working offsite. Kevin noted that this would apply more to managers than other staff members. The group discussed the opportunities for other staff (particularly maintenance) to utilize the telecommuting (or offsite) work option. The board members discussed safety and workers compensation issues. Tracy noted that she would recommend having an agreement that both the employee and library sign detailing responsibilities, etc. The discussion turned to how to deal with employee equipment that may be used in the course of an employee working off site. The consensus of the members was to deal with these issues in the agreement. The consensus of the board members was to work on the wording of the policy to include the telecommuting portion and it will come back for first reading at the next meeting. Tracy will include a definition of telecommuting in the policy. Tracy noted that this discussion does not affect the Overtime Policy. **Kevin Tippetts** moved to approve the

revised Overtime Policy on second reading; **Carol Steidley** seconded. The motion was approved unanimously.

- e. **Library Finances Policy 2<sup>nd</sup> Reading** – Tracy noted that there have been no changes to the policy from last month. **Carol Steidley** moved to approve the revised Library Finances Policy on second reading; **Nancy Wright** seconded. The motion was approved unanimously.

## 6. Action Items

### Unfinished Business:

- A. Riverton Roof/Drainage Update – Tom noted that the structural engineer will not be able to properly assess the sagging beam situation in the Community Room until the contractor rips off the roof. Tom commented that the piezometers are still in place, but the investigation to the water table is finished. The piezometers did not register any water, which means the foundation drain surrounding the Riverton building is not necessary to draw water away from the building.
- B. Riverton Library Community Room – Gloria noted that the committee will meet to try one last push for donations to pay for new chairs. They may consider another big fundraiser (possibly another mini-golf event). Tracy noted that they need to collect about \$5,000 to be able to finish the project.
- C. FY 15/16 Budget – Kevin noted that he, Tracy and Rebecca met with Julie Freese and Jim Anderson regarding the library's proposed budget, and Julie and Jim's overall opinion was that the library's budget is within the scope of what it should be. Tracy noted that the county's budget message from the commissioners is to keep budgets flat. Tracy's number one priority is to add the part-time custodian position for Lander, but we can achieve the additional staff member due to the retirement of a couple of long-term employees. Tracy knows that the commissioners will be reluctant to add personnel, but she thinks this is a good time to make the request. Julie Freese commented that with the county's smart management of its reserves over the past years, most departments should not see big cuts with the upcoming reduction in revenues for the following fiscal year. Tracy noted that the biggest increase to the library budget is for employer benefits in the area of health insurance. That is the reason for the bottom line proposed budget increase. Gloria asked about the Administration equipment budget from this fiscal year; Rebecca replied that was for the DVD cleaning machines. The consensus among the board members was to pursue the additional part-time maintenance position. The group reviewed the current numbers of maintenance staffing for the Lander and Riverton facilities. Kevin noted that Julie was non-committal on the subject of the additional personnel request. Tracy commented that Commissioner Price was also non-committal and the budget is due to the county by April 15. Rebecca noted that the library's budget hearing is scheduled for the afternoon of June 2. Tracy commented that once she completes the budget message, she will share it with all of the board members. **Kevin Tippetts** moved to adopt the FY 15-16 budget as presented; **Carol Steidley** seconded. The motion was approved unanimously.
- D. Telecommuting Option – this was discussed above under Work Hours Policy review.

### New Business:

- A. FCLS email addresses for Board Members – Tracy noted this is if board members would like to have library email accounts. All board members present agreed that they would like to have a

library email account. Tracy commented that Jenny will be in touch with board members regarding the set-up of these accounts.

- B. Magnetic Door Holder Contract Approval** – Tracy noted that only one bid for the magnetic door holder was received. Tom commented that this will be for 10 doors in the Lander facility. Tom noted that Riverton needs them, too, but it was budgeted for the Lander facility this year. **Nancy Wright** moved to approve the installation of magnetic door holders for the library system by Boyle Electric for a total cost not to exceed \$7,500; **Carol Steidley** seconded. The motion was approved unanimously.
- C. Summer Reading Program** – Rachel brought this idea to Tracy. It emphasizes the importance of early literacy. Tracy noted that the Lander and Dubois facilities are also in favor of the idea. The group discussed the problems with fines and helping those patrons who need the library services most. They also discussed forgiveness days for fines (such as the Food for Fines program in November and December). **Kevin Tippets** moved to approve waiving up to \$5.00 in overdue fines in exchange for reading time as part of the Summer Reading Program; **Carol Steidley** seconded. The motion was approved unanimously.
- D. Director's Annual Evaluation** – Tracy noted that she sent the board members two options for the director evaluation. The board members discussed the pros and cons of the two evaluation forms and discussed the use of technology in aiding the process. The consensus of the board members was to try revising the longer form. Kevin asked all board members to review the evaluation document and send the revised document to Nancy to compile them. Tracy will start by marking out the items on the form that do not apply and send it to Nancy as well. Kevin suggested that the evaluation document should align with the library's strategic plan.

**Correspondence:** None

**Other Business:** Kevin asked Ray for any information on the LLFA. Ray replied that the LLFA has submitted an application to the Challenge for Charities and have specified that the funds would be used to upgrade the stage area in the Carnegie. Their goal is to raise \$12,000 and that money would cover a new wood stage (flush with the current floor), new stage drapes and possibly upgrade the lighting. He also highlighted the LLFA sponsorship of the recent "Super Seuss" programs (4 programs on 2 nights) where about 180 parents and children attended.

**Upcoming calendar: Next meeting** – Wednesday, May 6, 9:30am, in Dubois.

**Adjournment (no vote)** – The meeting was adjourned at 11:50 a.m.

  
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Kevin Tippets, Chair

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

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

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

*Nancy P. Wright*  
Nancy Wright, Member

*Rebecca Thomas*  
Rebecca Thomas  
Recording Secretary