



**FREMONT COUNTY**  
**Libraries**  
**Engaging Minds • Enriching Lives**

Regular meeting of the Fremont County Library System Board of Directors held on June 3, 2015 at 9:30 a.m. at Fremont County Library – Riverton, 1330 West Park Avenue, Riverton, WY.

Kevin Tippetts, chair, called the meeting to order at 9:37 a.m.

**BOARD MEMBERS PRESENT:** Nancy Wright, Kevin Tippetts, Linda Bebout and Don Newton. Carol Steidley was absent – excused. Also present Rebecca Thomas, Gloria Brodle, Treva Higgins, Tom Norwood, Jenny Wills, Boyd Broughton and Commissioner Ray Price. Also present Sara Marcus, Syd Lupton, Gary Bleier and Rachel Casey – Riverton Library staff members.

- 1. APPROVAL OF AGENDA** –Kevin asked if there were any additions. **Linda Bebout** moved to approve the agenda as presented; **Don Newton** seconded. The motion was approved unanimously.
- 2. PRESENTATIONS – Employee service recognition: Sara Marcus & Syd Lupton – 10 years** – Gloria noted that Sara was hired in May and is a strong part of the team in Riverton. She helps Gloria with her budgeting spreadsheets and is the building technology support person. Syd was hired in June and is a stable force at the circulation desk; she provides fantastic customer service. Kevin thanked Sara and Syd for their service to the Library. He noted that the continuity of the staff is crucial to the great service that the library system delivers to all its patrons.

**3. APPROVAL OF CONSENT AGENDA**

**Approval of Minutes – Regular Board Meeting, May 6, 2015; Special Meeting May 14, 2014**

**Record of Financial Statements**

General Fund – Statements as of April 30, 2015

Donation Register

Cash Flow Projection

**Approval of Bills**

Purchase Orders **4472, 4473**

Check Numbers: **21923 – 22014** written on the Operating Account

Exceptions: **21975**

Payroll: **21927 – 21938**

Direct Deposit: **51501 – 51539**

Transfer **to** WYOSTar: Tax income received in June in excess of **\$200,000**

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

- 4. REPORTS ROUNDTABLE** – Jenny noted that she has created a “Tech to Go” kit and brought it to the STEAM (science, technology, engineering, art and mathematics) event at Gannet Peak

Elementary School in Lander. The kit has robots and Legos and it was a big hit with the kids. One week each month the kit will rotate to each library and have it available for patrons to explore. In addition, one square cash register has been purchased and she and Rebecca are getting it set up for the Lander Library for a trial run. Treva introduced herself to the Board and Kevin welcomed her to Dubois and the system. Gloria noted that the Riverton Library has a month long program in June called the "Summer Doodle". Every Monday there will be another art medium related to the Doodle. She is interviewing for the part-time interlibrary loan position and should have it filled soon.

Linda noted that she attended the commission budget hearing and Tracy's exit interview. She noted that Tracy did emphasize the challenges in trying to serve the Community Libraries without additional funding while simultaneously managing the 3 libraries in the system. Linda added that the manager reports demonstrate the fact that the libraries are meeting the goal of being community minded organizations. Boyd noted that about 250-300 kids attended the parking lot party in Lander and it was a huge success. Rebecca noted that she is working on wrapping up the end of the fiscal year and thanked the managers for all of their hard work in meeting that goal. In addition, she is anxiously waiting to hear from the county about the new fiscal year budget. Don noted that he attended the PBS screening on the "Sagebrush Sea" at the Lander Library and was very impressed with the quality of the high definition screen and the A/V equipment in the Carnegie. He thought the documentary was very well done and hoped each library would have a copy of the DVD for circulation. Treva noted that on June 17 Dubois will have a screening of the PBS documentary in partnership with the Big Horn Sheep Center to launch the new A/V system at the Dubois Library. They will also have a discussion panel following the screening and some PBS representatives will also be in attendance. In addition, a private donor is paying for a new wider screen to compliment the new A/V equipment recently installed at the Dubois Library. Kevin thanked everyone for their hard work in moving forward with the focus of the libraries being community centers.

## 5. POLICY REVIEW

- a. Work Hours Policy – 2<sup>nd</sup> Reading – **Linda Bebout** moved to approve the Work Hours Policy as presented on 2<sup>nd</sup> reading; **Don Newton** seconded. The motion was approved unanimously.

## 6. ACTION ITEMS

### UNFINISHED BUSINESS:

- A. Riverton Roof/Drainage Update – Tom noted that he had a meeting with Trihydro on May 23 and discussed the drainage issues with the building. One of the concerns is working with the slope of the site as they try to move water away from the building. Tom feels they have made good progress. Dubbe-Moulder and Trihydro believe they can move up the dates for the project, but nothing is definite yet. He should have an answer on the timeline soon. Don asked if both Dubbe-Moulder and Trihydro will review the bids with Tom and make a recommendation to the commissioners; Tom replied yes. Tom noted with the recent rain new leaks appeared inside the building and there has been interior damage that has not been budgeted in the roof and drainage replacement. Kevin commented that the roof needs to be fixed first, then the other damage can be assessed and recommendations for repairs can be made to the commissioners.

- B.** Riverton Library Community Room – Gloria noted that the Sky Lantern event will be June 19 at 9pm. Gloria should have enough money after this fundraiser to purchase replacement chairs for the Community Room project. The only remaining purchase for the Community Room project will be for new stage curtains.
- C.** FY 15/16 Budget Update – Rebecca noted that the county is still considering budgets, but if she hears anything before the next library board meeting, she will relay that information via email. Commissioner Price agreed and stated that it will probably be a while before the county has a decision.
- D.** Director Search – Nancy noted that so far there have been 3 applicants. At the end of June the committee will meet to review the applicants and hopefully find 3 that they want to interview. Nancy also reviewed other job descriptions from across the country and she feels the current job description is on the right path. Kevin agreed that the job description is fine as revised and he would feel comfortable having the new director review all of the library job descriptions once he/she has been on the job for a while; the rest of the board members agreed. Nancy noted that she is planning to call those applicants that look especially promising. Commissioner Price left the meeting.

#### **NEW BUSINESS:**

- A.** Special Budget Meeting – The Board considered many dates for the special meeting. Rebecca noted that she thinks the items on the agenda for this meeting would be the FY 15-16 budget adoption and director search. The consensus was to consider July 15 as a date and make a decision at the next board meeting.
- B.** Designate Library Liaison during absence of Director – **Linda Bebout** moved to appoint Rebecca Thomas as the Library Liaison during the absence of a Library Director, and to pay her an additional \$4/hour during that period; **Don Newton** seconded. The motion was approved unanimously.
- C.** School Supplies in Lieu of Fines – **Don Newton** moved to waive overdue fines if patrons bring in school supplies from July 1, 2015 through August 15, 2015; **Linda Bebout** seconded. The motion was approved unanimously.
- D.** Election of Officers – Kevin noted the bylaws specify that officers are elected at the August meeting and suggested that the board members start thinking about possible nominations. The consensus of the board members was to postpone the election until the August meeting. The board members also discussed the open board position that will be available July 1 because Kevin is term limited and cannot apply for re-appointment.
- E.** August Board Meeting/Retreat Discussion – Linda noted that it would be beneficial to make one topic for the retreat a review of trustee/manager relationships because the library has two new managers and hopefully a new board member. The consensus was to postpone the retreat until a new director is hired.

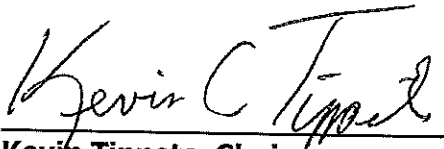
**CORRESPONDENCE:** None

**OTHER BUSINESS:** Don noted that he will not be able to attend the June 24 meeting, but may be able to attend via telephone if there is trouble getting a quorum. Nancy commented that she will be out of the country and will not be in attendance at the June 24 meeting. Rebecca asked the board members if managers could skip the June 24 board meeting; the consensus among the board members was that managers can choose whether they want to attend the June 24 meeting.

**UPCOMING CALENDAR:**

Next meeting: Wednesday, June 24, 2015 9:30am in Lander.

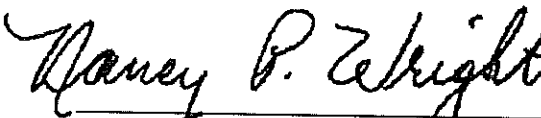
The meeting was adjourned at 11:10 pm.

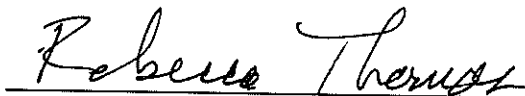
  
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Kevin Tippets, Chair

  
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Don Newton, Vice-Chair

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

  
\_\_\_\_\_  
Linda Bibout, Member

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

  
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Rebecca Thomas  
Recording Secretary