

Regular meeting of the Fremont County Library System Board of Directors held on May 6, 2015 at 9:30 a.m. at Fremont County Library – Dubois, 202 1st Street, Dubois, WY.

Kevin Tippetts, Chair, called the meeting to order at 9:40 a.m.

Board Members Present: Don Newton, Kevin Tippetts, Carol Steidley, Nancy Wright and Linda Bebout. Also present Tracy Cook, Rebecca Thomas, Gloria Brodle, Lisa Henery, Boyd Broughton, Jenny Wills, Tom Norwood and Commissioner Ray Price.

Kevin welcomed Boyd Broughton, new Lander Branch manager, to the meeting.

1. Approval of Agenda – Linda Bebout moved to approve the agenda as presented; **Don Newton** 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, April 1, 2015; Special Meeting, April 29, 2015

Record of Financial Statements

General Fund – Statements as of March 31, 2015

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4466 (revised), 4468, 4469**

Check Numbers: **21819 - 21922** written on the Operating Account

Exceptions: **None**

Payroll: **21827 – 21838**

Direct Deposit: **41501 – 41538**

Transfer from WYOSTar **\$200,000**

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

4. Reports Roundtable – Gloria noted that there are lots of activities this coming weekend at the Riverton Library. She added that Jake is leaving soon to become the manager at the Saratoga Library and he will be missed. The Riverton Library will hold a multi-color sky lantern launching at 9pm on June 19th; tickets are \$10 and the fundraiser will go towards completing the remodel of the Community Room. Nancy and Linda noted that the libraries are obviously community centers with all of the ongoing activities. Lisa commented that Craig Johnson will be back at the library this June. In addition, there will be some 3D printing this summer in Dubois. Boyd commented that he appreciated the invitation to attend the meeting from the board members. Don noted

that he is excited for Boyd and his job as manager of the Lander Library. Jenny worked with Terry Dunn to get the summer reading registration online. A gentleman in Arizona wrote a grant to get this project online and chose to share it nationwide. This will enable the library to track the numbers and participating individuals can track their own progress throughout the summer.

5. Policy Review –

- a. **Library Finances Policy – 3rd & Final Reading – Linda Bebout** moved to approve the Library Finances Policy on third and final reading as presented; **Carol Steidley** seconded. Carol read the policy into the minutes:

Library Finances Policy

Budget

The library system operating funds are principally derived from county taxation as part of the county's mill levy. Wyoming State law requires the Fremont County Commissioners to review the requested budget and legally fix the sum to be given to the library through the Fremont County Treasurer's Office. The library may also receive grants for particular purposes. Cash grants are reported as unanticipated revenue to the operating budget. Non-cash grants may be reported but are not included in the library's operating budget. (Adopted February 7, 2007)

Budget Allocation Policy

Programs are an essential part of library services. Beverages and light snacks may be part of a program design, particularly for children and young adults. To meet programming needs, the Fremont County Library Board of Directors authorizes the Branch Managers to allocate funding for food and beverage for public consumption. (Revised May 6, 2015)

Financial Records

Basic financial records are retained as required by the retention of records policy set forth by the State of Wyoming and Managed by the State of Wyoming Archives. Records are audited annually by the Assistant County Treasurer and by the County's outside auditor. (Adopted February 7, 2007)

The motion was approved unanimously.

- b. **Overtime Policy – 3rd & Final Reading – Tracy** noted that there have not been any changes to this since the last meeting. **Don Newton** moved to approve the Overtime Policy on third and final reading as presented; **Carol Steidley** seconded. Kevin read the policy into the minutes:

Overtime

At the discretion of the governing body or supervisor, reasonable overtime may be required of employees. In most cases, non-exempt classified employees who work more than their regularly scheduled 40 hours per week shall accumulate compensatory time at the rate of 1 ½ times their regular pay.

Compensatory time shall be accumulated at 1 ½ times regular pay to a maximum of 24 hours. This time must be used within 60 days or it will be cashed out to the employee. (Revised May 6, 2015)

The motion was approved unanimously.

- c. **Work Hours Policy – Tracy** noted that the policy has been modified per the discussion at the previous board meeting. This is the first reading for the policy. **Linda Bebout** moved to approve the Work Hours Policy on first reading as presented; **Don Newton** seconded. The motion was approved unanimously.

Action Items

Unfinished Business:

- A. Riverton Roof/Drainage Update – Tracy noted that the architect produced a project manual for the roof and drainage. Tracy will be discussing the project with the county commissioners on May 12. The board members discussed the bid process. The consensus was that Tracy should take her recommendations to the county commissioners. Tom noted that the structural engineer's report reiterated that they will not know the condition of the structure until the roof is removed. Tom will make sure the engineer is present when the roof is removed. Tracy commented that Tom has done an excellent job on the project.
- B. Riverton Library Community Room – Tracy noted that Gloria is working with KI on the chair order. The only thing left after that will be the stage curtains.

New Business:

- A. DTE 3-Year Contract – Tracy noted that Jodi has reviewed the contract and Tracy is recommending Board approval. The cost will be cheaper and the internet speed will be faster than what the Dubois Library currently has. Don asked if there would be any issues if the library system gets a new phone system; Jenny replied no. **Nancy Wright** moved to approve the multi-year contract with Dubois Telephone Exchange; **Carol Steidley** seconded. The motion was approved unanimously.
- B. Waiving Overdue Fines for 2015 Fremont County High School Graduates – Tracy noted that not a lot of graduates took advantage of this program last year, but the librarians wanted to try the program again. **Linda Bebout** moved to approve waiving overdue fines for 2015 Fremont County high school graduates; **Kevin Tippets** seconded. The group discussed the sparse use of the library databases. The motion was approved unanimously.
- C. Strategic Plan Progress Report – Tracy noted that she included these documents so the Board had an update on the strategic plan, particularly the diversity initiative committee's work. Kevin commented that he appreciates all of the work the staff have done so far. The consensus among the board members was that a lot has been accomplished in the past year and they appreciated the update from Tracy.
- D. Job Descriptions for Managerial Positions – Tracy reviewed the changes to the enclosed job descriptions. The board members decided not to take any action on the job descriptions at this meeting.
- E. Director Search – After much discussion, the consensus among the board members was that the director job description needs further editing. The Board decided to schedule a special meeting for purposes of approving a revised library director job description on Thursday, May 14 at 10:00 am in Lander with some board members attending via telephone conference. Commissioner Price left the meeting. Nancy noted that Judy Johnson has agreed to be the Riverton community representative on the search committee. Don noted that Cady Shoutis has agreed to be the Lander community representative on the search committee. Linda noted that she has been unable to contact Cynthia Boyhan to be the Dubois community representative on the search committee. **Kevin Tippets** moved to approve the creation of a director search committee which will be comprised of Nancy Wright, Linda Bebout, Gloria

Brodle and community representatives Judy Johnson, Cady Shoutis and Cynthia Boyhan (Michelle Burdick will serve if Cynthia cannot serve). The committee will be responsible for creating the job announcement, reviewing applications and bringing recommendations to the Board; **Linda Bebout** seconded. The motion was approved unanimously.

- F. Executive Session – Personnel – **Linda Bebout** moved to adjourn to executive session for the subject of personnel; **Carol Steidley** seconded. The motion was approved unanimously. **Don Newton** moved to return to public session; **Linda Bebout** seconded. The motion was approved unanimously.

Correspondence – None

Other Business – None

Kevin Tippets declared the meeting adjourned at 12:17p.m.

Upcoming Calendar:

Budget Hearing with Commissioners – Tuesday, May 12, 2015, 1:55 – 2:15 pm.
Next regular board meeting – Wednesday, June 3, 2015 in Riverton, 9:30 a.m.



Kevin Tippets, Chair



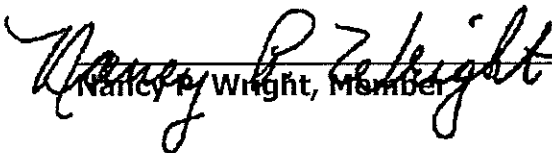
Don Newton, Vice-Chair




Carol Steidley, Treasurer



Linda Bebout, Member



Nancy P. Wright, Member



Rebecca Thomas
Recording Secretary