



FREMONT COUNTY Libraries

Engaging Minds • Enriching Lives

Regular meeting of the Fremont County Library System Board of Directors held on June 24, 2015 at 9:30 a.m. at Fremont County Library – Lander, 451 North 2nd Street, Lander, WY.

Kevin Tippets, chair, called the meeting to order at 9:44 am.

BOARD MEMBERS PRESENT: Kevin Tippets, Carol Steidley and Linda Bebout. Don Newton and Nancy Wright were absent – excused. Also present Rebecca Thomas, Jenny Wills, Boyd Broughton and Commissioner Ray Price. Tom Norwood and Treva Higgins attended via teleconference. Gloria Brodle was absent – excused.

1. Approval of Agenda – Carol Steidley moved to approve the agenda as presented; **Linda Bebout** seconded. Kevin asked if there were any changes to the agenda. There were none. The motion was approved unanimously.

2. Presentations – None

3. Approval of Consent Agenda

Minutes – **Regular Meeting, June 3, 2015**

Record of Financial Statements

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

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4474, 4475**

Check Numbers: **22015** – **22101** written on the Operating Account

Exceptions: **None**

Payroll: **22020 – 22029**

Direct Deposit: **61501 – 61536**

Transfer from WYOStar: **\$110,000**

Retired Assets List

Rebecca commented that she will be creating a couple of other purchase orders to carry over grant money recognized in this fiscal year. They will not be over the \$1,500 limit set by the Board. Rebecca reviewed the other purchase orders that will be carried over to the new fiscal year. **Kevin Tippets** moved to approve the consent agenda as presented; **Linda Bebout** seconded. The motion was approved unanimously. Rebecca asked the Board for approval to pay for a couple of invoices that will be coming before the end of June to the Wyoming Library Association for dues and one night stay for the Wyoming Library Leadership Institute. **Linda Bebout** moved to approve check # 22102 to Wyoming Library Association for \$124.75; **Carol Steidley** seconded. The motion was approved unanimously. Kevin asked Rebecca to file the financial reports.

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4. Reports – Roundtable – Treva noted that things are going great. After conferring with staff and Lary of the Dubois Friends of the Library, they have decided to keep the chairs they currently have rather than purchase replacements. Linda noted that she is thrilled with all of the programs going on at our libraries. Boyd noted that this Saturday the Lander and Riverton staff will be at Shoshoni Days handing out water and free books. This is the second year that the library is attending. Commissioner Price commented that the commission completed their work on the new budget and so far the library budget has been untouched. Kevin thanked Commissioner Price for his participation as the library liaison and his work on the commission. Kevin thanked everyone for the opportunity to work and serve on the library board. Carol thanked Kevin for his service on the library board and commented that she has learned a lot from him.

5. Policy Review

- a. **Work Hours Policy –3rd Reading – Carol Steidley** moved to approve the Work Hours Policy as presented on third and final reading; **Linda Bebout** seconded. The motion was approved unanimously. Kevin read the policy into the minutes.

Work Hours and Location

Except as otherwise specifically provided, the normal work week of Fremont County Library System employees shall consist of forty (40) hours per week of work. The governing body or supervisors shall determine the schedules of the various departments consistent with the foregoing provisions. Changes in scheduling may be made by appropriate supervisors as working situations and conditions require. On a call-out, a minimum of 1 hour of time (or overtime if Fair Labor Standards Act (FLSA) rules apply) will be paid.

Flexible work arrangements such as working from home or offsite can be beneficial to both the organization and the employee. The Library Director or a Library System Manager may at their discretion approve any of these options for their employees. Due to the nature of library work, the Library System is unlikely to offer employees any of the above options for an entire work week. The Library Director or Library System Manager will determine how many hours per week their employee is allowed to take advantage of working from home or offsite. The Library Director or Library Manager will communicate regularly with employees working offsite or from home. The Director or Manager reserves the right to stop a flexible work arrangement at any time. (Revised: June 24, 2015).

6. Action Items

Unfinished Business:

- A.** Riverton Roof/Drainage Update – Tom noted that the timeline is a little tight. He has reviewed the roof design, but not the drainage yet. The timeline date for review completion is June 26. Tom discussed the various ways he, the architects and the engineers are trying to reduce the timeline so that the commissioners can approve a contractor by August. Rebecca and Tom are scheduled to give the commissioners an update at their June 30 meeting at 9:45am.
- B.** Riverton Library Community Room – Rebecca noted that there is nothing to add at this time.
- C.** FY 15/16 Budget Update – Rebecca commented that it looks promising, but nothing is certain until the budget is adopted by the commissioners on July 7th.
- D.** Director Search – Linda noted that currently there are 2 strong candidates for director. The deadline for applications is June 30. The committee is recommending bringing these 2

candidates to Fremont County for face-to-face interviews. After discussing the interview process, the consensus among the group was to try to schedule the interviews July 20 – 22.

- E. Special Budget Meeting in July – Carol noted that she most probably will not be available for the special meeting if it is held on July 15. **Kevin Tippets** moved to call a special meeting for budget adoption, approval of time sensitive financials and discussing director search on July 15 at 9:30am at the Lander Library subject to the availability of a quorum; **Linda Bebout** seconded. The motion was approved unanimously.

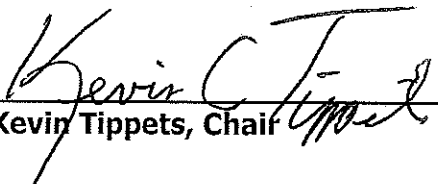
New Business: None

Correspondence: None

Other Business: None

Upcoming calendar: Next meeting – Wednesday, July 15, 9:30am, in Lander.

Adjournment (no vote) – The meeting was adjourned at 10:40 a.m.



Kevin Tippets, Chair

absent

Don Newton, Vice-Chair




Carol Steidley, Treasurer



Linda Bebout, Member

absent

Nancy Wright, Member



Rebecca Thomas
Recording Secretary