



# FREMONT COUNTY Libraries

Engaging Minds • Enriching Lives

Regular meeting of the Fremont County Library System Board of Directors held on August 5, 2015 at 9:30 a.m. at Fremont County Library – Dubois, 202 1<sup>st</sup> Street, Dubois, WY.

Don Newton, Vice-Chair, called the meeting to order at 9:39 a.m.

**Board Members Present:** Don Newton, Nancy Wright, Judy Johnson, Carol Steidley and Linda Bebout. Also present Rebecca Thomas, Boyd Broughton, Gloria Brodle, Treva Higgins, Tom Norwood and Jenny Wills. Commissioner Ray Price was absent – excused.

- 1. Approval of Agenda – Linda Bebout** moved to approve the agenda as presented; **Nancy Wright** seconded. Don asked if there were any additions to the agenda. There were none. The motion was approved unanimously.
- 2. Election of Officers/Oath of Office – Carol Steidley** nominated Linda Bebout for the position of Chair, Nancy Wright for position of Vice-Chair and Don Newton for the position of Treasurer; **Judy Johnson** seconded. The nominations were approved unanimously. Linda administered the oath of office to Judy. Linda took over as chair.

### 3. Approval of Consent Agenda

**Minutes** – Unanticipated Revenue/Budget Hearing, June 24, 2015; Regular Meeting, June 24, 2015; Special Meeting, July 15, 2015; Special Meeting, July 21, 2015

#### Record of Financial Statements

General Fund – Statements as of June 30, 2015

Donation Register

Cash Flow Projection

#### Approval of Bills

Purchase Orders **4481, 4482**

Check Numbers: **22131 - 22197** written on the Operating Account

Exceptions: **None**

Payroll: **22138 – 22147**

Direct Deposit: **71501 – 71536**

Transfer from WYOSTar **\$180,000**

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

- 4. Reports Roundtable** – Jenny noted that the UW computers are 3 year old computers and are smaller so they take up less room and the monitor can sit on top. 23 inch monitors were included in the purchase and they are very good monitors that will enhance the patron's experience. Four of the computers will go to the Children's department in Lander, 7 in the Children's and 6 in the Adult sections of Riverton and all of the adult computers in Dubois will be replaced. Jenny noted

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that the library computers will not be upgrading the operating systems to Windows 10 because it is not compatible with Bibliotheca's RFID and the Wyoming Library State's Workflows. She will be testing some of the patron computers with Windows 10 to make sure that the library's time management and clean slate software are compatible with the new operating system. Jenny noted that we are having issues with the self-checkouts because they are running on Windows XP and it will cost \$55,000 to replace them with new models.

Gloria noted that she and Shari will be touring the job corps facility on August 10 because they have seen that the library will be impacted by their activities. Gloria and Boyd served as judges for the Fremont County Fair Parade. Gloria commented that the new chairs for the Community Room have arrived and the library is taking bids on the old chairs. The proceeds from that sale will go to the Community Room project. Gloria noted that Fanny is taking the part-time adult position; thus, the Children's department is advertising for a part-time library assistant. Nancy and Carol thanked everyone for their work on the director hiring process. Carol continues to be impressed with all of the library activities. Treva noted that she has been reviewing the Dubois Library Facebook page and noticed that the vast majority of people who "liked" the page are not in Fremont County. She encouraged the attendees to "like" the page and share it with other county residents. The Dubois staff continue to weed materials and Treva is considering hosting a movie once a month on Saturdays because of the positive response she had from some recent impromptu screenings.

Rebecca reviewed the information currently available for the Wyoming Library Association (WLA) and Mountain Plains Library Association (MPLA) joint annual conference that will be held in Cheyenne at the end of September. Rebecca noted that she will be asking board members for approval for a check to pay for staff registrations because payment needs to be made before September 1. The board members discussed the board training opportunities available around the Legislative Reception that is held in January. Don noted that he has had several questions regarding the library director position. Boyd noted that the Alliance for Historic Wyoming had a meeting at the Carnegie and they took a nice group picture in front of the building. He commented that the magnetic door holder contract is close to completion and he received a couple of thank you cards from the students who participated in History Day and a student who job shadowed the librarians and Jenny. Judy asked about the relationship between the library board, the FCL Foundation and the various Friend groups. Rebecca commented that the library director acts as the liaison between the library board and the Foundation. The library managers act as the main liaison between the Friends groups and the library system. Linda commented that library board members are welcome to attend Foundation meetings. Rebecca noted the managers met and have a plan going forward to help JoAnn integrate into the library system.

## **5. Policy Review – None**

## **6. Action Items**

### **Unfinished Business:**

- A.** Riverton Roof/Drainage Update – Tom noted that the mandatory pre-bid meeting was held last Friday. There were 8 attendees representing 7 companies. One was a general contractor, one was Dave's Asphalt (a site contractor) and the rest were roofing contractors. Many of the contractors voiced concerns about submitting bids without knowing what damage

might be under the present roof. Don commented that we do not have to accept low bid and can reject all of the bids. Rebecca emphasized that the final decision rests with the County Commissioners. Tom reviewed the access issues to the east side of the building using the Methodist Church property. Tom met with Jack Schmidt, Chairman of the church's trustee board and started a conversation regarding these issues. The trustee board meets August 18 and they will discuss the situation amongst themselves. Nancy will plan to attend the commission meeting on August 18.

B. Riverton Library Community Room Project – Gloria noted that there is nothing to add.

**New Business:**

- A. Name the depository for funds – **Nancy Wright** moved to use WYOSTAR, Wyoming Community Bank and the Bank of Jackson Hole as the depositories where we deposit funds for the Fremont County Library System; **Don Newton** seconded. The motion was approved unanimously.
- B. Authorization to Pay Recurring Bills – **Carol Steidley** moved to authorize the Business Manager to pay utilities, dues & subscriptions, collection development, insurance, telephone, and current standing service agreements within the adopted budget; **Judy Johnson** seconded. The motion was approved unanimously.
- C. Wind River Explorer Program – Rebecca noted that the program did not happen this summer because the booklets were not available in time. It will be scheduled for next summer. At this time the managers are not planning to purchase more booklets. **Don Newton** moved to approve the MOU with the Fremont County Museum Board for participation in the Wind River Explorer Program; **Carol Steidley** seconded. The motion was approved unanimously.

**Correspondence – None**

**Other Business** – Linda suggested moving the September board meeting to the second Wednesday of the month so that JoAnn will be able to attend. **Linda Bebout** moved to change the September board meeting to September 9; **Carol Steidley** seconded. The motion was approved unanimously.

Linda declared the meeting adjourned at 10:50 a.m.

**Upcoming Calendar:**

Next regular board meeting – Wednesday, **September 9**, 2015 in Riverton, 9:30 a.m.



Linda Bebout, Chair



Nancy P. Wright, Vice-Chair



Don Newton, Treasurer



Judy Johnson, Member

*Carol Steidley*

Carol Steidley, Member

*Rebecca Thomas*

Rebecca Thomas  
Recording Secretary