



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

Linda Bebout, Chair, called the meeting to order at 9:35 a.m.

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

**1. Approval of Agenda – Nancy Wright** moved to approve the agenda as presented; **Don Newton** seconded. Linda 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, August 5, 2015

**Record of Financial Statements**

General Fund – Statements as of July 31, 2015

Donation Register

Cash Flow Projection

**Approval of Bills**

Purchase Orders **None**

Check Numbers: **22198 - 22273** written on the Operating Account

Exceptions: **Direct deposit 81519**

Payroll: **22207 – 22217**

Direct Deposit: **81501 – 81536**

Transfer from WYOSTar **\$140,000**

Commissioner Ray Price joined the meeting.

**Judy Johnson** moved to approve the consent agenda as presented; **Carol Steidley** seconded. The motion was approved unanimously. Linda, as chair, asked Rebecca to file the financial statements.

**4. Reports Roundtable** – Treva noted that in October she will begin working with the Lights On program conducting Storytime with the preschool age children because Kathy has been very busy with all of her programming. The Dubois Library is expanding their Honor Books section to include materials for children and young adults. Kathy is hoping to build a “Little Free Library” somewhere in Dubois and has been researching locations. They are going to try one movie night each month. Tom noted that he was able to get into the controls for the Riverton building and

noticed that the date was off by 100 years. The HVAC controls thought it was a Sunday, so the system was set to "off". Tom was able to reset the settings to the correct date, and the HVAC system is running fine. Ray Charles noted that the LLFA raised \$8,490 through the Challenge for Charities (including the matching grant) and that will be used for upgrading the stage area in the Carnegie. The Metropolitan Opera starts its season October 3<sup>rd</sup> and there are 3 operas scheduled for October. Judy asked Tom about the rebidding for the Riverton Roof. Tom replied that he thinks the time of year for the rebid will work in the library's favor. Carol noted that she wishes she could attend all of the programs the library is holding. She attended the screening of "She's Beautiful When She's Angry" and found it very educational. She also had the opportunity to visit the Community Library that Pavillion is creating in the elementary school and thinks it will be fabulous. Jenny commented that the majority of the books have come from weeding the Dubois Library and donations from the Book Nook in Lander. JoAnn commented that she is thrilled to be here and is excited to learn more about the system. Rebecca noted that the auditors will be reviewing the library accounts at the end of the month. Don noted that he wanted to thank Audie Cunningham in the CanTeen for finding books for his son for the holiday weekend when his family was taking a "no electronics" weekend.

Jenny reviewed the recent issues when the Wyoming State Library (WSL) moved its IP address and relocated its servers. She has worked with the manufacturer of our router (Cisco/Meraki) and thinks she has identified the issue. She is hoping the WSL can resolve the issue in the next few days. Jenny demonstrated one of the "Tech on the Go" products that was distributed at the recent Riverfest event in Lander and discussed the other products available through the program. The librarians have visited the schools to market this program and word of mouth has helped. The library board members asked Jenny to give a demonstration at the next meeting in October. Judy asked how the Tech on the Go program relates to library materials offered at the libraries. JoAnn replied that when the kids come in for the program, librarians can steer them towards books related to the STEAM (science, technology, engineering, art and math) topics. Jenny added that she is ordering a barcode scanner that will read a barcode off of a smartphone. There is a free app that patrons can download, which will allow patrons to put their library card on their phone. In this way, patrons can use their phone to checkout library materials; however, it will not work with the self-checkout kiosks we currently have. Lander will be the pilot library for this scanner to determine if the service is popular with patrons.

Nancy noted that she is hoping the library can take the opportunity to try and use different venues to market the library activities to the community to draw more people into the libraries. Boyd noted that Lander has wrapped up their summer reading program and has started the Storytime for preschool age children. In addition, they had a large Lego display a couple of weeks ago for the kids to exhibit their creations. In addition, the Lander Library will be hosting a murder mystery program on October 22. Judy commented that the Dubois Friends of the Library and the FCL Foundation have approached her about becoming a board member of their organizations. She was concerned that it was a conflict of interest. Rebecca replied that the Library Board bylaws does require board members to suspend membership in the library support organizations for that very reason. There is no problem with board members attending meetings, but they should not be participating members. Judy added that her husband, who does not visit the libraries often, was impressed with all of the activities at the libraries.

- 5. Policy Review – Family Medical Leave Act (FMLA) – information –** Rebecca reviewed the memo included in the board packet. The county is looking into possible changes to its FMLA policy. The

library may need to make changes to its policy to insure that its policy matches the county's policy. Don noted that the state does not require employees to take accumulated leave while on FMLA.

## 6. Action Items

### Unfinished Business:

- A. Riverton Roof/Drainage Update – Tom reviewed his report including the timeline now that the project needs to be rebid. He asked the board members if they agreed with the timeline; the consensus was that it looks good. Tom is attempting to talk with the architect to find out what the additional costs might be incurred since the project needs to be re-advertised. Linda commented that she is concerned that the budget might not be adequate because the figures were put together almost 2 years ago. Tom replied that the money we have is the money we have and will work with contractors to accomplish what is possible within the approved budget for the project. Don commented that the bids will be fixed and then the contractor will propose change orders to deal with any issues that arise during the project.
- B. Riverton Library Community Room Project – Rebecca commented that Gloria continues to receive donations for the Community Room. She is getting assistance from the theater department at Central Wyoming College (CWC) to insure her measurements for the stage drapes are accurate. The "Spaghetti Western" dinner theater is Gloria's final fundraiser for this project and Rebecca feels certain that Gloria will have enough funds to replace the stage drapes and replace the countertops in the kitchen area.

### New Business:

- A. Technology equipment new service agreement – Jenny noted that the library submitted a request to the Capital Revolving Fund for new wireless access points and switches, but with the decreasing revenues at the county, it was not funded. Pine Cove has some lightly used equipment that would replace library equipment that is at least 6 years old. The library would double the number of access points, and this will eliminate the wireless dead zones that currently exist. In addition, it will make it easier for the Pine Cove staff to service our equipment through our service agreement. The rental for the equipment will be \$400/month and the agreement can be terminated at any time. If any of the rental equipment fails, Pine Cove will replace it with equipment that is comparable to the original rental equipment. This is a patch until the library can purchase new equipment. Jenny is planning to use any of her budget that is left at the end of the fiscal year to purchase new equipment. Rebecca noted that there were some service agreements that were invoiced less than was budgeted. These savings will provide the budget to cover this expense. If the service agreement budget looks like it will experience a deficit, Jenny is prepared to use some of her technology budget to cover the shortfall. **Judy Johnson** moved to approve the Pine Cove service agreement for 1 - 24 port switch, 1 chassis-based switch and 12 wireless access points including configuration and installation for a monthly fee of \$400; **Nancy Wright** seconded. The motion was approved unanimously. JoAnn commented that this equipment will boost the connectivity for patrons, which will make their experience in the library a positive one.

B. Open Riverton Library for After Hours Haunted House – **Carol Steidley** moved to open the Riverton Library on Friday, October 23<sup>rd</sup> from 6-9pm for a Haunted House; **Don Newton** seconded. The motion was approved unanimously.

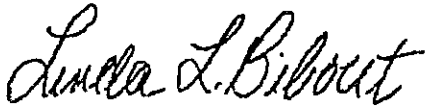
**Correspondence** – Linda noted that the News to Use newsletter has some excellent references.

**Other Business – None**

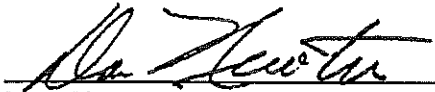
Linda declared the meeting adjourned at 10:55 a.m.

**Upcoming Calendar:**

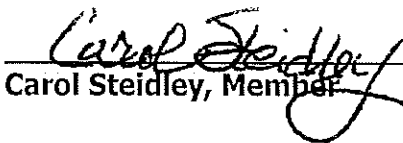

Next regular board meeting – Wednesday, October 7, 2015 in Dubois, 9:30 a.m.



Linda Bibout, Chair

  
Nancy P. Wright, Vice-Chair

Don Newton, Treasurer

  
Judy Johnson, Member  
Carol Steidley, Member  
Rebecca Thomas  
Recording Secretary