



Regular meeting of the Fremont County Library System Board of Directors held on November 4, 2015 at 9:30 a.m. at Fremont County Library – Lander, 451 North 2nd Street, Lander, WY.

Nancy Wright, vice-chair, called the meeting to order at 9:35 am.

BOARD MEMBERS PRESENT: Carol Steidley, Judy Johnson, and Nancy Wright. Linda Bebout and Don Newton were absent - excused. Also present JoAnn Collins, Rebecca Thomas, Gloria Brodle, Tom Norwood, Treva Higgins, Jenny Wills and Linda Willenbrecht. Commissioner Ray Price was delayed. Also present Ray Charles of the Lander Library Friends Association (LLFA) and several members of the Lander Library staff.

- 1. Approval of Agenda** – Nancy asked if there were any changes to the agenda. There were none. **Carol Steidley** moved to approve the agenda as presented; **Judy Johnson** seconded. The motion was approved unanimously.
- 2. Presentations – Terry Dunn – 10 year service recognition
Julie Baehr – 20 year service recognition**

Linda noted that Julie’s twins were 2 or 3 when Julie started at the Library and now they are grown. Terry commented that she started work at the Riverton Library when she joined the library system, but moved to the Lander Library in 2008. Linda noted that both of them were with the Lander Library when the library moved into the smaller temporary location while the expansion construction took place. Nancy thanked both for their many years of service to the Library. Terry and Julie both remarked how much they enjoy their jobs and working with a great staff.

3. Approval of Consent Agenda

Minutes – Regular Board Meeting, October 7, 2105

Record of Financial Statements

General Fund – Statements as of September 30, 2015
Donation Register
Cash Flow Projection

Approval of Bills

Purchase Orders **4483, 4484, 4485, 4486, 4487, 4488**
Check Numbers: **22359** - **22447** written on the Operating Account
Exceptions: **None**
Payroll: **22368 – 22377**
Direct Deposit: **101501 – 101540**
Transfer from WYOStar: **\$70,000**

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

4. Reports Roundtable & Library Statistics – Commissioner Ray Price joined the meeting. Gloria noted that she is very close to ordering the stage drapes. Jenny suggested that Gloria have a drapery steamer available when the drapes arrive. Judy asked if the cost of the drapes is being paid out of Friends donations. Gloria replied that the library held several fundraisers specifically for the remodel of the Community Room and these drapes are being paid for with the money from these fundraisers. JoAnn distributed samples of the system signage regarding library closures and the Food for Fines program that will be displayed at all of the libraries going forward. She added that she interviewed 2 internal candidates for the Lander Manager position, but decided to open the position up in the search for a librarian, someone with a Masters of Library Science degree. She believes a librarian will help develop various aspects of public service, such as collection development, technology, circulation policy and website design. JoAnn thanked Linda for her fabulous work as the interim manager, but JoAnn has decided to take on the duties of the acting branch manager until someone is hired. JoAnn thinks the experience will give her valuable insight into what the library staff does and will assist her in the selection process. In addition, this experience will help JoAnn as she evaluates what system wide changes are needed. Nancy asked JoAnn if she had received any outside applicants when the job was first advertised. JoAnn replied that there were less than a handful, and none of them were applicants she would have considered interviewing. The library system will be placing more ads in various job sites online going forward including ALA. JoAnn noted that she discussed Overdrive on her recent orientation at the Wyoming State Library (WSL). After much discussion there seems to be some confusion regarding Overdrive access from other county library systems within the state. Carol noted that she likes the template for the reports that JoAnn created.

Jenny commented that the server migration will occur tomorrow and Friday. She is concerned that there will be some interruptions in service due to the logistics of reimaging and moving the servers. The problems will most likely be confined to Lander and Riverton, but Dubois might experience some problems too because it is connected to the main server in Lander. Jenny commented that the installation of the switches and wireless access points went very smoothly and patrons and staff experienced little to no access downtime. Tom noted that a young boy pulled the phone off the wall of the Riverton Library and it caused the fire alarm pull station to go off. The fire department showed up and there was some interruption in phone service at the Riverton Library. JoAnn asked Gloria to complete an incident report and emphasized that she needs to be notified of any incidents at any of the libraries right away. Treva noted that they had 10 entries for the pumpkin carving contest and 19 children and 3 adults attended the Halloween family movie. Two teenagers attended the scary movie Lisa showed. Treva commented that there are 6 people signed up for the ReBoot program and 2 alternates. Nancy asked when the ReBoot program will be held at Riverton; Jenny replied that they are waiting to evaluate how the program goes in Dubois first.

5. Policy Review – None

6. Action Items

Unfinished Business:

A. Riverton Roof/Drainage Update – Tom noted that he and JR contacted the contractors who had showed up for the contractor meeting in August for the bidding. Tom thinks (and JR agrees) that it would be less costly to keep the project as one project rather than splitting it into 2 projects (one for the roof and one for the drainage). Tom thinks that they have time to modify the treatment of the downspout on the west side of the building before they go to bid next time; JR agreed. The consensus among the board members was to have JoAnn, Tom

and Linda Bebout conduct a telephone conference with the architect and then have Kurt attend the December board meeting.

- B. Riverton Library Community Room – Gloria noted that she received a check for \$2,000 from Encana for the Community Room Project.

New Business:

- A. Board Retreat – JoAnn noted that she would like to have a discussion with the Board regarding their expectations of her as the director. Nancy commented that it appeared through email discussion that the consensus of the board members was to have the retreat in January and conduct a 3-month evaluation for JoAnn at that time. There was discussion regarding modifying the director evaluation document. In addition, the Board will plan to review the strategic plan at the retreat.
- B. FCLS 2016 Board Meeting Schedule – JoAnn noted that she would like to schedule the September board meeting on August 31, 2016 because she is planning a trip out of the country the first week of September. **Judy Johnson** moved to approve the FCLS 2016 Board Meeting Schedule as presented; **Carol Steidley** seconded. The motion was approved unanimously.
- C. FCLS 2016 Facilities Closure/Employee Holidays – Rebecca noted that the proposed holiday schedule mirrors the county’s adopted 2016 holidays. **Carol Steidley** moved to approve the FCLS 2016 Facilities Closure/Employee Holidays as presented; **Judy Johnson** seconded. The motion was approved unanimously.
- D. Board action on after hours events – JoAnn noted that she just wanted some clarification from the Board on this issue. The consensus of the board members was that any time a main library building is open after hours, the request needs to come before the Board for approval, but they do not need to approve use of meeting rooms after hours.
- E. Director authority to sign contracts – JoAnn asked the board members if they agreed with the parameters that the Board originally set up when Matt was the director. Rebecca reviewed the budgetary transfer process and noted that she is planning an unanticipated revenue/budget hearing for the January meeting.
- F. Supplemental pay for Linda Willenbrecht – JoAnn noted that Linda has been working as the interim manager for the past month and she also took on the duties in the spring. JoAnn is requesting \$300 supplemental pay for Linda for her service. **Judy Johnson** moved to pay Linda Willenbrecht \$300 in supplemental pay for her work as interim Lander Library Branch Manager; **Carol Steidley** seconded. The motion was approved unanimously.

Correspondence: None

Other Business: None

Adjournment (no vote) – The meeting was adjourned at 10:56 am.

Next meeting – Wednesday, December 2, 9:30am, in Riverton.

absent
Linda Bebout, Chair

Nancy P. Wright
Nancy Wright, Vice-Chair

absent
Don Newton, Treasurer

Judy Johnson
Judy Johnson, Member

Carol Steidley
Carol Steidley, Member

Rebecca Thomas
Rebecca Thomas
Recording Secretary