

# FREMONT COUNTY Libraries

Engaging Minds • Enriching Lives

Regular meeting of the Fremont County Library System Board of Directors held on December 2, 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 9:33 a.m.

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

**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 –**

- A.** Gloria Brodle – 30 year service recognition – JoAnn noted that she feels privileged to have worked with Gloria over the past 3 months, and Gloria has made JoAnn's transition much easier. Shari noted that she has worked with Gloria for 16 years and she is a wonderful manager because she respects and trusts her staff. Gloria commented that she has loved working for the library and is grateful for all of the opportunities working for the library system has offered her.
- B.** Kurt Dubbe – Riverton Roof and Drainage Project – Kurt joined the meeting via GoToMeeting. Kurt noted that he is open to the suggestion of moving up the bid process. The group discussed various date options. The consensus was to move the pre-bid meeting to February 25, the bid opening will be on March 24 and bid award on April 5. The Board decided to call a special meeting, Wednesday, March 30 at 9:30am at the Riverton Library for the purpose of discussing the bids and making a recommendation to the county commission for the Riverton Roof and Drainage project. Don suggested having JR Oakley attend the meeting and the board members agreed that Kurt should call in to that meeting also. Connectivity issues forced Kurt to join the meeting via telephone conference. Kurt noted that if the bid is awarded on April 5, the pre-construction conference would occur on April 19 and the commencement of work would be April 26. The completion of work date will remain November 4, 2016. Kurt will amend the schedule and send it to Tom for distribution to the group.

The discussion turned to the staging area and working with the Methodist Church. The consensus among the board members was that there is space on the library property to accommodate the contractor and the staging requirements and not to involve the Methodist Church. Kurt suggested contacting the fire department regarding emergency access requirements that need to be taken into account during construction. Tom asked about making changes to the bid documents to accommodate the changes for the drains

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that he has been discussing with Kurt. Kurt commented that most likely an addendum will be issued and the drains could be incorporated then, but it is more cost effective and efficient to incorporate the changes up front in the construction documents. The consensus was to incorporate the changes in the construction documents before the bidding process begins. Kurt will prepare a cost for the county commissioners for additional work because of the second bid process and the construction document reworking for the additional 2 drains. He is estimating the cost would be approximately \$4,000. Tom asked Kurt his opinion on a bid not to exceed amount and then an additional amount for contingency. Kurt suggested assigning a fixed allowance for unforeseen conditions. The consensus among the groups was that this was a good idea and Kurt suggested a figure of \$20,000; all agreed. Tom commented that the budget has a \$28,000 contingency and suggested that this \$20,000 for unforeseen repair would come from this budgeted item. Kurt and Tom would have to agree to the repairs that the contractor identifies for this item. The board members agreed. The advertisement would be the same as before with the date changes. The ads will be placed in the Casper Star Tribune and the Riverton Ranger. Commissioner Price agreed that the project should continue to go forward.

### **3. Approval of Consent Agenda**

**Minutes** – Regular Meeting, November 4, 2015

#### **Record of Financial Statements**

General Fund – Statements as of October 31, 2015

Donation Register

Cash Flow Projection

#### **Approval of Bills**

Purchase Orders **4489**

Check Numbers: 22448 - 22523 written on the Operating Account

Exceptions: **None**

Payroll: **22454 – 22464**

Direct Deposit: **111501 – 111539**

Transfer **to** WYOStar: Tax revenue income received over **\$150,000**

Transfer from the Bank of Jackson Hole: **\$10,000**

**Carol Steidley** 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.

Commissioner Price left the meeting.

**4. Reports Roundtable & Library Statistics** – Gloria noted that the stage drapes will probably ship this week. She also believes she has enough money to change out the countertops. Tom commented that the annual fire marshal inspection was conducted in Dubois last month and he only found one problem with an outdoor receptacle that has been fixed. Tom commented that Sam Barnes, custodian for the Dubois Library, has submitted his resignation; his last day will be December 18. Treva noted that the Dubois Library has collected 41 food items and forgave \$60.40 in fines for the month of November. JoAnn commented that she will have a figure for all three libraries for the Food for Fines program next month. Jenny noted that the LLFA has submitted a grant for \$1,500 in order to purchase a "STEAM (science, technology, engineering,

art and math) box" that will be akin to the Tech on the Go as a permanent fixture in the Lander YA department. The server migration went well. The Reboot program is scheduled for Lander and Riverton in January. The feedback from the Dubois attendees was very positive.

JoAnn noted that she has interviewed one candidate for the Lander manager position, but she was not the right person. She has two other applicants that she wants to interview. She has been doing fine as the acting manager for the Lander Library. JoAnn noted that the library statistics are looking positive and Rebecca added that next month Wi-Fi hit figures will appear in the pages. Nancy asked JoAnn about her experience with using credit card for patron payments. JoAnn replied that she has worked in library systems that took credit and debit cards. She noted that she was asked to investigate the possibility of taking cards and has been conducting some research on it. It is not a simple process to start taking cards for payments. There are third parties that will accept the card payments for the library system for a fee that is not terribly expensive, but patrons are limited to paying online. The county accepts credit cards for property tax payments, but the resident incurs the card fee. Jenny noted that the new routers that we currently use have security features that should secure patron credit cards. Rebecca commented that by contracting with a third party payer that would eliminate liability for the library system. JoAnn noted that she would like to offer it as a service for patrons.

## **5. Policy Review – None**

## **6. Action Items**

### **Unfinished Business:**

- A.** Riverton Roof/Drainage Update – This was covered in the discussion with Kurt.
- B.** Riverton Library Community Room Project – Gloria noted she has nothing to add.

### **New Business:**

- A.** Carnegie Renovation contract – JoAnn noted that the LLFA received money from the Challenge for Charities and it will cover the cost of this contract. Rebecca commented that the contract is the boilerplate template supplied by Jodi Darrough. **Don Newton** moved to approve the contract with Fremont Hardwoods for floor work as presented; **Carol Steidley** seconded. The motion was approved unanimously.
- B.** 2016 – 2017 preliminary budget discussion – JoAnn reviewed the commission memo regarding the projected decrease in county valuation for the upcoming budget year. The county commissioners held a work session yesterday with department heads to brainstorm budget ideas considering the reduced revenue that will happen next budget cycle. The group discussed delaying capital improvement projects, and the commissioners addressed the Riverton Roof and Drainage project. The commissioners acknowledged that the consequence of not going ahead with the project would be the loss of over \$800,000 in grant money that would be difficult to qualify for in the future. JoAnn commented that by not doing the project the county will put at risk all of the assets (collection, technology, etc.) within the building and the safety of the library staff and patrons. The commissioners indicated that the project should proceed at this point in time.

In addition to capital projects, the group discussed various other options to deal with declining revenues, such as, outsourcing maintenance, early retirement for some long term employees, furlough days, a hiring freeze, increasing fees, writing more grants, highlighting the positive aspects of the county to attract businesses, reducing training and travel budgets and possible department restructuring. The commissioners did not want the county employees to feel negative, but wanted the group to be creative in their approach to restructuring and reorganizing to increase efficiencies. Rebecca added that another suggestion from the county was to defer expenditures in this fiscal year so that the fund balance carryover to the next fiscal year will be larger. JoAnn noted that she appreciated that the commissioners brought the department heads together so that everyone could participate in the process. The commissioners asked the department heads to invite suggestions for ways to cut from their staff and the offline board members. JoAnn is not planning cuts just yet, but is researching various options if the commissioners request budget proposals that are less than last year. The commissioners have scheduled another meeting with department heads and elected officials on Tuesday, December 29. JoAnn is hoping to have more information for the Library Board at the January 6 meeting.

Don noted that the library can garner goodwill by tightening its belt where it can. Jenny noted that the library system needs to be aware of its infrastructure needs; a phone system that reached end of life last year, the need for purchasing instead of renting wireless access points and switches. JoAnn commented that the county has retained a cash reserve of approximately \$7.5 million over the years. With the projected revenue, if the county adopted a budget next year that is the same as this year, they would have to use most of the cash reserve and by the next year, the cash reserve would be gone. JoAnn emphasized that library staff should not be worried that anyone's job, the library hours or our normal library operations are in jeopardy. She added that the library system has terrific support organizations in the Friends groups and Foundation that can help the system handle this downturn.

- C. Revised director evaluation form – Nancy noted that there is no draft of a revised evaluation form. The consensus of the board members is that the current evaluation form will not be used at the scheduled evaluation of JoAnn in January, but they may discuss some items on the evaluation. It will not be a formal evaluation; more of a conversation with JoAnn. JoAnn suggested that the board members discuss short and long term goals and objectives for her. The board members agreed that the retreat agenda should include a discussion about the budget, the strategic plan, the evaluation form and a discussion with JoAnn about short and long term goals and objectives.
- D. Riverton elevator repair proposal – Tom noted that the elevator has had problems over the past few months and has been inoperable for the past 2 weeks. Our elevator service contractor has recommended upgrading the detector edge on the elevator, because the current detector is failing. Rebecca noted that this contract follows the same format as a previously county attorney approved contract with Otis for the installation of a hands free phone in the Riverton elevator for emergencies. **Carol Steidley** moved to approve the contract with Otis Elevator as presented and Purchase Order 4990 in the amount of \$6,339.26; **Nancy Wright** seconded. The Board asked Tom to inquire about the warranty listed in the contract. The motion was approved unanimously.

**Correspondence –**

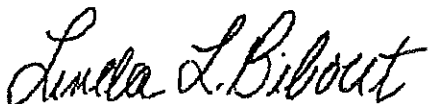
- A. Fremont County Library Foundation – Simple Summary
- B. Wyoming Library Boards: News to Use Newsletter

**Other Business – None**

Linda declared the meeting adjourned at 12:20 a.m.

**Upcoming Calendar:**

Next regular board meeting – Wednesday, January 6, 2016, 9:30 am in Lander with a Board retreat to follow. Lunch will be catered by The Middle Fork.



Linda Bibout, Chair



Nancy P. Wright, Vice-Chair



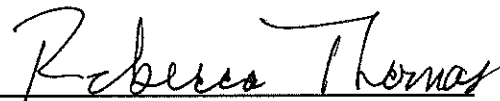
Don Newton, Treasurer

absent

Judy Johnson, Member



Carol Steidley, Member



Rebecca Thomas  
Recording Secretary