

Regular meeting of the Fremont County Library System Board of Directors held on January 6, 2016 at 9:30 a.m. at Fremont County Library – Lander, 451 North 2nd Street, Lander, WY.

Linda Bebout, chair, called the meeting to order at 9:47 am.

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

1. **Approval of Agenda** – Linda 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 – None**

3. **Approval of Consent Agenda**

Minutes – Regular Board Meeting, December 2, 2105

Record of Financial Statements

General Fund – Statements as of November 30, 2015

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4491, 4489 (revised)**

Check Numbers: **22524** - **22615** written on the Operating Account

Exceptions: **None**

Payroll: **22538 – 22550**

Direct Deposit: **121501 – 121537**

Transfer from WYOStar: **\$200,000**

Retired Assets

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

4. **Reports Roundtable & Library Statistics** – Don asked Jenny about the ReBoot program. Jenny replied that the program was successful in Dubois and the Lander program will occur this week. Riverton’s program will be held later in January. Jenny stated that she completed the inventory for the system and highlighted the retired assets document that is part of the consent agenda. Jenny noted that the server migration has helped resolve many of the issues in Riverton; Gloria agreed. Treva noted that they have increased the movie showings at the Dubois Library and attendance has slowly increased as well. Judy asked about the outreach to Warm Valley Lodge and the High Country Senior Center. Treva replied that Lisa helps people with computer

issues and brings library materials to Warm Valley Lodge. In addition, she brings books to the Senior Center and brings library laptops to conduct programs.

Rebecca noted that the county has been working to find ways to save on expenses and Caselle (accounting software used by the county and the library) has rolled out an upgrade. After considering the costs, the county and the library agreed that it was mutually beneficial to merge the two software licenses together. This will save the library over \$4,100 annually in service agreements cost. The county will upgrade in January and the library will upgrade after February 1. By migrating and joining the county, the library system will have access to more software modules such as human resources and timekeeping. This will result in an increase in services for library employees. This newly upgraded software will be hosted on the cloud and that is where the data will be stored. This will allow Rebecca to have access to the library's financial information as long as she has internet access. Linda asked if other offline boards will be a part of this migration. Rebecca replied that the other offline boards are already a part of the county's Caselle license. Gloria noted that Tom was able to install the stage drapes on his own and they look great. Judy asked Gloria about her book clubs. Gloria replied that the book clubs are led mostly by volunteers and she leads one. They also have a book club sponsored by the Wyoming Humanities Council. Ray Charles commented that he distributed a summary of the LLFA fundraising and donation results for 2015. He noted that the Challenge for Charities has been a boon to the organization's fundraising. Ray Price thanked everyone involved in working on the upcoming budget.

JoAnn noted that the money raised by the LLFA through the Challenger for Charities is funding the stage floor installation in the Carnegie room. She has hired Tina Jayroe for the Lander Library manager position and she will start at the library in early February. JoAnn noted that the library system forgave \$2,439 worth of fines during the November and December Food for Fines program. Riverton had the largest amount forgiven (\$1,766) and donated 897 food items to the local Food Bank. About 550 patrons took advantage of the program. JoAnn noted that Tom, Treva and she have researched outsourcing the maintenance duties in Dubois, but it is very difficult to find someone and it does not appear to be cost effective; therefore, the library has started advertising to fill the part-time maintenance position. JoAnn commented that the statistics demonstrate that more patrons are using library services. Judy asked JoAnn about the Summer Reading Program. JoAnn replied the system will be more cohesive in the upcoming 2016 program and they decided to remove the prizes associated with the program and use the money to offer more programming for patrons. In addition, the Community Libraries will also participate in the Summer Reading Program for the first time; only Shoshoni has had Summer Reading programs in the past. Jenny reviewed the new Wi-Fi statistics and reviewed the new data available through the routers. JoAnn added that the data can help to refine how the libraries are staffed because we can determine when the busiest times in the libraries occur. It will assist us in running the libraries more efficiently. Don asked if there is a new state librarian. JoAnn replied the state has initiated a hiring freeze and are not currently searching for a state librarian. Jamie Marcus is the interim state librarian, but is not interested in the position as a permanent job.

5. Policy Review – None

6. Action Items

Unfinished Business:

- A.** Riverton Roof/Drainage Update – The group reviewed the timeline for the project and detailed what would happen at each date.

- B. Riverton Library Community Room – Gloria noted that there is enough money to replace the counters in the kitchenette. Gloria commented that some donations continue to come in for this project. If the cost for the countertops does not consume all of the remaining donation money, there are a few other projects for that room. The discussion turned to ways to make it easy for patrons to make donations to the library.
- C. 2016-2017 budget discussion – JoAnn noted that she and Rebecca met with the County Commission and other county department heads yesterday to discuss budget cost savings. The group discussed various options for budget savings including efficiency in bulk purchases and reducing positions by not re-hiring when employees resign. JoAnn is hoping to have more details and specifics by the February board meeting.

New Business:

- A. Accepting credit/debit cards from patrons – JoAnn noted that she put out a survey for patrons to determine if there is interest by patrons to use debit and/or credit cards to pay fines or printing costs, etc. It appears that there is interest among patrons for this type of payment option. Rebecca discussed the details of accepting credit/debit cards. The cost to accept these types of payments is 2.75% of the amount received; the fee reduces the amount that is deposited into the library's account. There is no charge per transaction, which removes an incentive to establish a minimum amount for card payments. Jenny commented that the routers that we have at the library will provide a secure environment for the library to accept credit/debit cards. This will come back on the next meeting's agenda when JoAnn will have the final figures from the surveys.
- B. Legislative reception in Cheyenne – Rebecca noted that this item is on the agenda to determine if any board members are interested in attending this event and trustee training (if it is offered). Due to the current fiscal picture, the Wyoming State Library may decide not to offer any training. The reception is scheduled for the evening of February 11. If training is offered, it would require 2 nights stay at a local hotel. Don noted that he attended two of these and thought they were good. The reception gives you the opportunity to meet legislators as well as the governor. Judy, Carol, Nancy and Linda expressed an interest in attending if trustee training is offered. Linda noted that she would stay with family in Windsor, Colorado and would not require accommodations.


Correspondence: None

Other Business: Nancy noted that she will not be able to attend the February meeting because she will be out of town.

Adjournment (no vote) – The meeting was adjourned at 11:20 am.

Next meeting – Wednesday, February 3, 9:30am, in Riverton.


Linda Bibout, Chair


Nancy Wright, Vice-Chair



Don Newton, Treasurer



Judy Johnson, Member



Carol Steidley, Member



Rebecca Thomas
Recording Secretary