



Regular meeting of the Fremont County Library System Board of Directors held on February 3, 2016 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 9:30 a.m.

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

1. Approval of Agenda – Don Newton moved to approve the agenda as presented; **Carol Steidley** 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 – Unanticipated Revenue/Budget Hearing, January 6, 2016; Regular Meeting, January 6, 2016

Record of Financial Statements

General Fund – Statements as of December 31, 2015

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4492**

Check Numbers: **22616 - 22681** written on the Operating Account

Exceptions: **None**

Payroll: **22622 – 22631**

Direct Deposit: **11601 – 11637**

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

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

4. Reports Roundtable – Gloria noted over 90 people attended the Yoga sit in at the Riverton Library. Don thanked JoAnn for the 3 budgets. Treva commented that the Dubois Library has been conducting an adult coloring program and Gloria is going to start it in the Riverton Library. JoAnn noted that the libraries will be handing out coloring books as prizes for the adult participants in the upcoming summer reading program. Jenny reviewed the number and location of hits to the library website and is learning more about the information she can get from Google analytics. The library system had 3,239 hits since January 17. The majority of the hits came from the Riverton area. Jenny added that she has created a tech survey for completion by library

staff to identify areas of training that are needed. JoAnn commented that the reason for this survey is because patrons are asking for technical assistance more and more as a service from library staff. Jenny reviewed the offer of Adobe Cloud software and the potential training opportunities offered through Lynda.com for patrons. Jenny is planning to write a grant to fund the first year of the subscription service to Lynda.com, which will cost \$7,000. Any Fremont County Library card holder would have access to the training videos offered on Lynda.com. Jenny added that once the training module is completed, the patron would receive a certificate of completion. The hope is once the community sees the value of the Lynda.com service the subscription cost could be carried by several county employers (school districts, Central Wyoming College, etc.) JoAnn noted that the library serves as a bridge for the digital divide for people on the lower end of the socioeconomic scale.

JoAnn reviewed the top 25 circulating items from each library and noted that the majority are DVDs; there was only one book on each list. JoAnn added that 157 new library cards were issued by the library system in January. In 2015 1,864 new cards were issued. This statistic will be added to the stat sheets that is included in the board meeting packets each month. JoAnn also distributed a revised brochure for patrons that describes the various services offered by the libraries and showed the attendees a rough draft of the summer reading program brochure. Rebecca noted that the library will be upgrading to Caselle Connect in a couple of weeks and the data will now be stored on the cloud. The county's upgrade has been postponed because of issues that Caselle is resolving. The library will have access to a couple of additional modules that will be advantageous for library use. Carol noted that she likes to hear the discussion from all the managers and through that discussion believes that our libraries are keeping current with the times. JoAnn commented that Tom offered the Dubois maintenance position to Don Dailey and he starts work tomorrow. Don added that he has a friend who attended the Met Opera performance last weekend and thought it was fabulous. JoAnn noted that Cache has submitted an estimate of \$2,800 for repairing and painting the plaster walls and repairing wood baseboards in the Carnegie. The Lander Library Friends Association needs to agree to fund the rest of these expenditures through the challenge for charities money and their own funds. The group will vote on this issue at their meeting on Saturday.

- 5. Policy Review – Family Medical Leave Act (FMLA) – 1st Reading –** Rebecca noted that the reason for the change is to align the library's policy with the county's revised policy. The board members made a slight language change to the proposed policy for clarity. **Judy Johnson** moved to approve the revised Family Medical Leave Act Policy as amended on first reading; **Carol Steidley** seconded. The motion was approved unanimously.

6. Action Items

Unfinished Business:

- A.** Riverton Roof/Drainage Update – Rebecca noted the mandatory pre-bid meeting for contractors is Thursday, February 25 at 2pm. The board members suggested that Tom copy Linda on email correspondence about the drainage project.
- B.** Riverton Library Community Room Project – Gloria noted that she is still waiting for the bid for the counter change from the contractor. The sound mixer for the room has been ordered.

C. 2016-2017 budget discussion – JoAnn reviewed the 3 budgets in the packet. The county commissioners requested 3 budgets from each department by February 12. The first budget is flat and results in a 1.1% reduction; the second budget results in a 4% reduction and the third budget is a reduction of nearly 7%. The second budget eliminates all substitute librarians in the Lander and Dubois departments. It also reduces all part-time employees who work 24 hours/week or more by 4 hours/week. The third budget includes a furlough day each month for full time employees. JoAnn noted that the furlough day is not popular with anyone, including the commissioners. JoAnn commented that the circulation receipt printers have been working well in Lander. This added technology will allow patrons to pick up their holds on a shelf and use the self-checkout stations. This allows staff to focus on patron needs and streamlines our procedures. JoAnn is hoping that the Friends groups and the Foundation can help fill the gaps in the reduced program budgets. She has not made reductions in the collection budgets and does not plan on cutting library operating hours. JoAnn is also planning to use the analytics data to help the library schedule staff more efficiently. JoAnn emphasized that these are draft budgets and is waiting for the county's response as an indicator on where the library needs to go from here. JoAnn is also planning to utilize the library volunteers where appropriate to help bridge gaps.

New Business:

- A. Accepting credit/debit cards from patrons – JoAnn reviewed the results of the patron survey regarding payment option of credit/debit cards; 189 patrons were asked and 142 responded that they would use their credit/debit card as a payment option. Lander will be the initial testing library. Jenny noted that the chip readers will cost \$50 each and we will order 1 for each library. Rebecca added there is a 2.75% fee from the Square Stand for card payments. This fee will need to be included in the budget going forward. **Carol Steidley** moved to approve accepting credit/debit card payments for any and all charges listed on the library's Fee Schedule; **Nancy Wright** seconded. The motion was approved unanimously.
- B. Revised Fee Schedule – Rebecca noted that the lost card fee had inadvertently been left off the fee schedule and she also listed the meeting room fee. **Judy Johnson** moved to approve the revised Fee Schedule as presented; **Carol Steidley** seconded. The motion was approved unanimously.
- C. Change in April Board meeting date – Rebecca noted that JoAnn, Jenny and Tina will all be attending Public Library Association conference in Denver in early April and would miss the April 6 board meeting. Rebecca asked the board members if they would like to change the April board meeting date. **Don Newton** moved to reschedule the April monthly board meeting from April 6 to March 30 in Lander. **Judy Johnson** seconded. The motion was approved unanimously. Don noted that he will not be in attendance at the March 30 meeting because he will be out of town. Rebecca noted that the library board will need to adopt the FY16-17 budget to send to the county at that meeting. There will also be an agenda item for the library board's contractor recommendation to the county commission for the Riverton roof and drainage project.

Correspondence – FCL Foundation Simple Summary. JoAnn noted that the Foundation is reviving the leaf campaign for the trees in each library. Each leaf is \$500. The group discussed the state's endowment challenge program and the grant procedure for the Foundation.

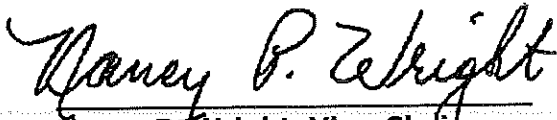
Other Business – None

Linda declared the meeting adjourned at 11:45 a.m.

Upcoming Calendar:


Next regular board meeting – Wednesday, March 2, 2016 in Dubois, 9:30 a.m.

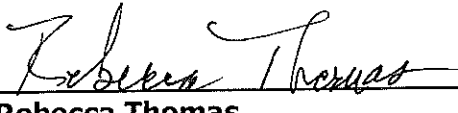

Linda Bibout, Chair


Nancy P. Wright, Vice-Chair


Don Newton, Treasurer


Judy Johnson, Member


Carol Steidley, Member


Rebecca Thomas
Recording Secretary