



Regular meeting of the Fremont County Library System Board of Directors held on March 2, 2016 at 9:30 a.m. at Fremont County Library – Dubois, 202 First Street, Dubois, WY.

Linda Bebout, Chair, called the meeting to order at 9:36 a.m.

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

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 – Regular Meeting, February 2, 2016

Record of Financial Statements

General Fund – Statements as of January 31, 2016

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4493**

Check Numbers: **22682** - **22765** written on the Operating Account

Exceptions: **None**

Payroll: **22691 – 22700**

Direct Deposit: **21601 – 21638**

Transfer from WYOSTar **\$80,000**

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 – JoAnn introduced Tina Jayroe, the new Lander Library manager, to the board members. The board members welcomed Tina to the library system. Treva noted that she is moving things around in the library, but is excited for the changes. There will be additional space in the Children’s area when Kathy moves her desk. Tina stated that she is meeting with staff members one-on-one to get a general feeling for the library. The one consistent comment from staff is the need for computer classes because of patron needs and wants. JoAnn noted that the library statistics continue to show strong growth

and use. She has ordered book bags as a thank you for our volunteers and will honor them during National Volunteer Week in April. Our volunteers include people who work shelving books, assisting with storytimes and reading to people at the assisted living centers. It also includes our volunteers who work in the Friends book sales and numbers about 75 people system wide. Judy asked about checking out pre-loaded eReaders to patrons. JoAnn replied that she has learned recently that this cannot be done with any devices that are Amazon related (i.e. Kindles) because they have proprietary protections. The devices can be used in the library, but cannot be pre-loaded and checked out to patrons. JoAnn will research the possibility of purchasing devices from a company, Findaway, when she attends PLA in April. Don asked about the possibility of adding Overdrive to eBook offerings to Fremont County Library patrons. JoAnn replied that she will discuss joining the consortium of a several Wyoming libraries when she attends the director's retreat in the end of April. She is committed to getting Fremont County into the group. Rebecca noted that the move of the library financials to the cloud has worked well. We are now under the county's license and no longer need to make payments for software support to Caselle. In addition, the Lander Library will start taking credit cards for payment in one week. We will collect payments in Lander for a month before rolling it out in Riverton and Dubois.

Ray distributed an annual report from the LLFA, which detailed their 2015 fundraising efforts and their goals for 2016. The LLFA raised and distributed almost \$19,000. He also emphasized that the Met Opera program is not funded via LLFA; the Lander Community Concert Association funds that program. Judy asked what is "bicycling for books". Ray replied that the LLFA funded the purchase of a bicycle and trailer that the library uses to bring honor books out into the community. Staff ride over to various festivals and the farmer's market to promote the library and its services. Don asked if the library will have a presence at the upcoming Winter Fair. Rebecca replied not this year. JoAnn noted that she wants to make sure the book bike is part of the 4th of July parade in Lander. Don added that he attended "The Magic Flute" opera performance and it was very well attended. He added that he is a member of an all-male book club. He contacted a Colorado author, Peter Heller, and he noted that a new book of his will be released this fall, *Celine*. He has used the library's website to make a purchase request to the Lander Library. Don noted that his daughter did a history day website project on Percy Fawcett. She was able to conduct a Skype interview with David Grann, the author who wrote *The Lost City of Z*, who writes for the *New Yorker*. JoAnn commented that Barbara Oakleaf has joined the Fremont County Library Foundation. Jenny noted that over the last month the system has had over 5,437 hits to the library website and 3,116 were from Riverton, 901 from Lander and 568 from Dubois; new users were 2,707. This just demonstrates the value of the library's website. Jenny and JoAnn agreed that it would be beneficial to have a professional help set up some standards for the library website and insure that it translates to mobile devices. Currently, it is not easy to navigate the website on smartphones. Tom noted that the boiler had some leaks, but the circulation pump has been fixed. There is a second boiler in the Lander facility that might develop issues soon. Linda noted that her son worked for media services and helped get the Met Opera live feed program started in 2000.

- 5. Policy Review – Family Medical Leave – 2nd Reading – Carol Steidley** moved to approve the revised Family Medical Leave policy on 2nd reading; **Judy Johnson** seconded. The motion was approved unanimously.

6. Action Items

Unfinished Business:

- A. Riverton Roof/Drainage Update – Tom noted that an electrician scheduled an appointment with him to review the roof. JoAnn commented that she received a better appreciation for the project at the mandatory bid meeting. Linda added that there were contractors from in county, out of county and out of state at the mandatory pre-bid meeting. Linda was encouraged by the attendance. The bid opening will be March 24. Tom noted that there were enough comments from roofers about the Sarnafil product that Kurt is taking another look at the product. Linda noted that there was discussion at the meeting from the contractors about the staging area for the project and asked the board members to discuss the options. After the discussion, Don suggested creating a short letter from the Director to the Methodist Church detailing the project and assurance that any damage to the parking lot will be repaired by the contractor. JoAnn will have Jodi Darrough review the letter and there will be a signature line for the Methodist Church. The board members agreed to use the church parking lot that is library property and the dirt area behind it.
- B. Riverton Library Community Room Project – Gloria noted that the sound mixer has been installed, but she has not heard from the countertop contractor. JoAnn suggested that she contact Cache Fross about the countertop.
- C. 2016-2017 Budget Discussion – JoAnn commented that at the county commissioners meeting yesterday they discussed the budget situation. At this point the commissioners are looking at the “bare bones” budgets that should not include furlough days for full time employees. However, the bare bones library budget did include a furlough day. She has had Rebecca revise the Budget 2 that was in the February board packet to make additional cuts to get closer to the bottom line decrease seen in the bare bones budget (Budget 3) but without including a furlough day. Most all budgets that could be cut, have been; including collection materials. The commissioners also want departments to save as much money as possible in the current fiscal year. JoAnn emphasized that the budget in this board packet is a draft. The commissioners have not specified a percentage drop for budgets. JoAnn is planning to send letters to the library support groups notifying them of the budget situation. JoAnn commented that she will work with the managers and discuss the pros and cons of the proposed cuts and come to a consensus on the budget. JoAnn stated that she does not plan on adjusting the operating hours of the libraries and will not adjust any more staffing. Depending on the position, if an employee resigns, the position may not be filled. Rebecca noted that the commissioners agreed to open up the Capital Revolving Fund to submissions for the FY 16-17. The library will submit a request to replace the phone system that reached end of life 3 years ago. The group discussed various accounts and the budget proposals in detail.

New Business: None

Correspondence – None

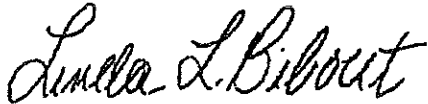
Other Business – Judy mentioned that the Dubois Friends of the Library have had some questions regarding the library meeting room fee. JoAnn will plan on attending the next Dubois Friends of the Library meeting to answer any questions and address their concerns.

Don commented that he will not be in attendance at the March 30 meeting.

Linda declared the meeting adjourned at 12:25 p.m.

Upcoming Calendar:

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



Linda L. Bibout
Linda Bibout, Chair

absent

Nancy P. Wright, Vice-Chair



Don Newton, Treasurer



Judy Johnson, Member



Carol Steidley, Member



Rebecca Thomas
Rebecca Thomas
Recording Secretary