



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

Carol Steidley called the meeting to order at 9:40 am.

BOARD MEMBERS PRESENT: Carol Steidley. Nancy Wright and Linda Bebout attended via telephone conference. Judy Johnson and Don Newton were absent – excused. Also present JoAnn Collins, Rebecca Thomas, Jenny Wills and Tina Jayroe; Gloria Brodle, Tom Norwood and Treva Higgins attended via telephone conference. Commissioner Ray Price was absent - excused. Also present Jeff Young; Kurt Dubbe attended via telephone conference.

1. **Approval of Agenda** – Carol asked if there were any changes to the agenda. There were none. **Nancy Wright** moved to approve the agenda as presented; **Linda Bebout** seconded. The motion was approved unanimously. The Board skipped to Item "A" under Unfinished Business.

2. **Presentations – None**

3. **Approval of Consent Agenda**

Minutes – Regular Board Meeting, March 2, 2106

Record of Financial Statements

General Fund – Statements as of **February 29, 2016**

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **None**

Check Numbers: **22766** - **22835** written on the Operating Account

Exceptions: **21789, 21856, 22344**

Payroll: **22774 – 22783**

Direct Deposit: **31601 – 31638**

Transfer from WYOSTar: **\$100,000**

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

4. **Reports Roundtable & Library Statistics** – Tina noted that Lander is going through a large weeding project. JoAnn reviewed the statistics; physical material circulation is up 10.5% in February over last year, E-Circulation has increased nearly 25% from a year ago, 192 new library cards were issued in February. She thinks the physical material circulation increase may be due in part to the Traveling Libraries collection. Jenny noted that we will be moving managers' operating systems to Windows 10. We need to upgrade by July 28 or we will have to pay for the update. Most of the staff computers cannot be upgraded because they are old and do not have drivers that will be compatible with Windows 10. Sirsi works with Windows 10, but Bibliotheca is

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currently not compatible with Windows 10. Bibliotheca is supposed to have a patch for Windows 10 sometime in the summer. Rebecca noted that credit card customer payments have been working well and it should be rolled out to Riverton and Dubois in April. Tom stated the tractor in Dubois is out of commission with a transmission problem. Treva noted that she has been dealing with a lot of staff illnesses recently making staffing the library challenging. Nancy commented that she appreciates all of the hard work Kurt, Jeff and Tom have put in on the Riverton roof and drainage project and will be at the commission meeting on Tuesday.

- 5. Policy Review – Family Medical Leave – 3rd and final reading – Linda Bebout** moved to approve the revised Family Medical Leave policy on 3rd and final reading; **Nancy Wright** seconded. Linda read the policy into the minutes:

Family Medical Leave Act

Employees who have been employed by the Fremont County Library System for at least one year and for at least 1250 hours over the previous 12 months are entitled to 12 weeks of unpaid leave under the Family Medical Leave Act (FMLA).

If the need for leave under FMLA is foreseeable, the employee must try to schedule treatment so as not to unduly disrupt the operations of the Fremont County Library System, and the employee must provide 30 days' notice to the Department Head and/or Supervisor. If the need for leave is unforeseeable, the employee must notify the Department Head and/or Supervisor as soon as possible.

FMLA leave shall be taken concurrently with all accrued leave. Leave shall be deemed FMLA leave for eligible employees by the employer, pursuant to federal laws and regulations. The FMLA determination shall be made by the employer, rather than at the employee's discretion. The FMLA leave shall be calculated using the onset date of the employee's leave, and spanning twelve months from that date.

The Fremont County Library System will continue to pay health benefits while the employee is on leave. The employee must, however, continue to pay his/her share of the premiums while on unpaid leave (if the employee is required to pay premiums).

Please see the FCLS administrative office for further information.

The motion was approved unanimously.

6. Action Items

Unfinished Business:

- A.** Riverton Roof/Drainage Update – Kurt noted that one bid was submitted by SDI. They have complied with the conditions for the bid submittal and he believes it is a qualified bid. Kurt noted that SDI performed the renovation on the Carnegie building in 2012 and he was pleased with their work. Kurt and Tom are concerned with the low bid for the roof portion, but SDI submitted a complete schedule of values. Kurt is in favor of recommending a contract with SDI. Tom and Jeff agreed. Jeff noted that he did not speak to Dennis Selley of SDI, but did talk with a couple of the subcontractors that would be involved in the site drainage part of the bid and is satisfied that they understand the scope of the project. Rebecca stated that the Library System is on the county commission agenda on April 5 at 10:30 for consideration of awarding the contract for this project. Kurt reiterated the urgency of moving ahead with the project especially since the building is experiencing numerous leaks. **Linda Bebout** moved to accept the bid from SDI and present it to the county commissioners for their consideration; **Nancy Wright** seconded. Linda noted with all of the noticeable leaks, there is likely

structural damage to the building. Nancy agreed. Kurt noted that it is important to keep within the scope of the project as it is currently defined and still be frugal when regarding costs. Linda voiced her concern with the plain gray concrete that has been proposed by SDI. Jeff replied that the coloring and stamping of the concrete language has already been added to the bid documents, but Dennis said he has not seen it yet. This issue will be handled in the pre-bid construction conference. Jeff asked if we have a list of SDI subcontractors; Kurt and Tom replied no. Kurt noted that the list of subcontractors is not usually revealed until after a contract is awarded. Carol asked what will happen with any money left over. Rebecca replied that any decision will be made by the county commission regarding money that is left in the budget. Kurt added that any remaining budget could be directed toward repairing and/or replacing any damaged interior finishes from the leaking roof that has occurred over the years. The motion was approved unanimously.

JoAnn stated that she is concerned about patron safety during the project and asked if the Board wanted to consider closing the library for the duration of the project. Kurt replied that although this issue was included in the bid documents, the reality may present some physical challenges. Because this is a public building, the safety of the public must be of the utmost concern especially when it concerns the egress of the public from the building in case of an emergency. It is not just the front entrance that is of concern, but all exits from the building must be accessible. Kurt noted that we have to be mindful of the legal ramifications of maintaining safe access and egress from the library and discuss these possibilities with the contractor. There may be limited times when the facility may need to be closed and Kurt urged the library board to err on the side of caution; demolition would be most likely be the most hazardous time of the project construction. Tom agreed and added that additional closures may be needed during the concrete work of the project. JoAnn asked how long the demolition should take. Kurt replied that he estimates it should take about 2-3 weeks. Kurt noted that this discussion would take place at the pre-bid construction meeting currently scheduled for April 19. JoAnn stated that there will need to be a continuing discussion regarding options for delivering summer reading programming in Riverton as the project proceeds.

Kurt and Jeff left the meeting. The Board continued with the agenda moving to item "3".

- B.** Riverton Library Community Room – Gloria received a \$5,000 bid for replacing the countertop in the kitchen area. Gloria thinks that it would be wiser to spend the money to upgrade other items in the kitchen (replace the flooring, remove the dishwasher and replace the refrigerator). Gloria explored the possibility of "painting" the countertop with a contractor, but he did not think it would hold up well. Carol commented that she noticed the carpet installer came to the clean up some threads on the carpet in the Community Room. Gloria replied that he commented that it was not unusual to have this issue and would return if needed. He wants the library to be happy with the carpet.

The Board skipped down to item "A" under New Business.

- C.** 2016-2017 budget discussion – Carol asked about the possibility the county would offer incentives for early retirement. JoAnn replied the county looked at the possibility, but did not find it generated the savings the county needs. JoAnn emphasized that the county could come back to the library system and ask for additional cuts. The priority in this budget is to maintain the current library operating hours, provide the public with materials and preserve

staff positions (with the exception of the substitutes) and retain their health benefits. Most individual budgets have taken double digit percentage decreases with the exception of personnel. JoAnn noted that the Fremont County Library Foundation (FCLF) has agreed to fund all of the library programming (including the movie licensing) for the next fiscal year, which amounts to \$17,000. The FCLF will consider funding some collection materials. It has been a difficult process because over 75% of the budget is personnel costs. Rebecca reviewed the county's health plan and the various levels at which the county contributes on the employees' behalf relative to their status of part-time and full time. JoAnn reviewed the budget documents and discussed cuts that can still be made to various line items including the personnel portion of the budget. Nancy commented about her concerns regarding staff morale in the face of the budget cuts. JoAnn replied that in the current proposed budget, no one has been laid off. All permanent staff have jobs with benefits; the libraries will be able to conduct great programming thanks to the FCLF; we will be able to get a new phone system and if the commissioners approve the Capital Revolving request, we will have 3 new self-checkout kiosks. The materials budget is still at a healthy level; the library can continue to show movies thanks to the FCLF; the library offers free WiFi. The current economic situation forces the system to be more strategic as it considers how to offer services to the public. The board members discussed the cell phone reimbursement policy and there was agreement among the attendees that the Board should consider deleting the policy. The policy was first put into place in 2007 and much has changed in the area of cell phone service over the past 9 years. **Linda Bebout** moved to approve the proposed FY 16/17 budget, but exempt the Riverton maintenance staff from the personnel cuts until after the Riverton roofing project is complete; **Nancy Wright** seconded. After more discussion about the timeline for the Riverton roof project, and the possibility of using maintenance staff from the other facilities if needed in Riverton, Linda rescinded her motion and Nancy seconded that action. **Linda Bebout** moved to approve the proposed FY 16/17 budget of \$2,828,805 as presented; **Nancy Wright** seconded. The motion was approved unanimously.

New Business:

- A.** Capital Revolving request for FY 16-17 – JoAnn noted that she, Jenny and Rebecca presented the Capital Revolving request to the committee. The committee discussed the kiosks and asked a lot of good questions. In the end, the committee approved recommending the purchase of 3 self-checkout kiosks to the county commissioners for \$30,000. JoAnn is hoping to find other funding sources to pay for 2 more kiosks. The county commissioners will vote on the Capital Revolving requests next Tuesday. JoAnn reviewed the Capital Revolving process for the board members. Tina noted that self-checkouts are great for patron privacy. Linda asked what the lease payments to the county would be. Rebecca replied that the lease payments will be covered by a reduction in the service agreement cost since Bibliotheca is not supporting end of life kiosks. JoAnn discussed the email and text notifications available to customers when library items are due. **Linda Bebout** moved to approve the Capital Revolving Request for up to 5 self-checkout kiosks at a cost of \$48,925; **Nancy Wright** seconded. The motion was approved unanimously.

- B.** ShoreTel cloud phone system – JoAnn noted the Library System made a request to the Capital Revolving Fund in 2015 for a new phone system, but was turned down. Jenny commented that the current system is 3 years past end of life and in September of this year, there is no support for the system. If it died, it is dead. During the process of forming another request to the Capital Revolving Fund this year, Jenny discovered this ShoreTel cloud option. An on-site phone system where the library system purchases all of the hardware would cost \$36,000

and have an expected lifespan of 5-8 years. Jenny reviewed the ShoreTel cloud phone system and how the library system can absorb this cost into its budget. The annual cost will be \$12,060 and it will be reduced by about \$2,400 in 3 years. Dubois will not be effected because the Dubois telephone provider is also the internet provider. The internet connectivity cost would have been more if Dubois moved to the ShoreTel phone system. **Nancy Wright** moved to approve switching the applicable library phone services to ShoreTel with installation and costs to commence after July 1, 2016; **Linda Bebout** seconded. The motion was approved unanimously.

The Board skipped back to item "C" under Unfinished Business.

- C. Clerk of the Works designation – Tom noted that as the clerk of the works he wants to know if the Board wants him to print all emails related to the project. Linda replied she thinks he only needs to print out pertinent communications and trusts Tom's judgment on that matter.

Correspondence: Conflict of Interest

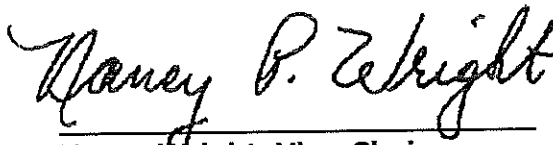
Other Business: None

Adjournment (no vote) – The meeting was adjourned at 12:35 pm.

Next meeting – Wednesday, May 4, 9:30am, in Dubois.



Linda Bebout, Chair



Nancy Wright, Vice-Chair

absent

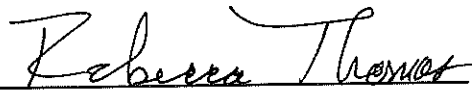
Don Newton, Treasurer

absent

Judy Johnson, Member



Carol Steidley, Member



Rebecca Thomas
Recording Secretary