



Regular meeting of the Fremont County Library System Board of Directors held on May 4, 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 9:33 a.m.

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

1. Approval of Agenda – Nancy Wright moved to approve the agenda as presented; **Judy Johnson** seconded. Linda asked if there were any additions to the agenda; there were none. The motion was approved unanimously.

2. Presentations – Linda noted that she received a notification of recognition from National Library Workers' Day about Shari Haskins as teen librarian at the Riverton Library.

3. Approval of Consent Agenda

Minutes – Regular Meeting, March 30, 2016

Record of Financial Statements

General Fund – Statements as of March 31, 2016

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders ~~4494~~ **(VOID), 4495, 4496**

Check Numbers: 22836 - 22940 written on the Operating Account

Exceptions: **None**

Payroll: **22854 – 22862**

Direct Deposit: **41601 – 41638**

Transfer from WYOSTar **\$200,000**

Carol Steidley 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 – Don thanked everyone for their work on the budget. Gloria noted that they are looking forward to the roof project and have notified their neighbors of the upcoming construction. JoAnn noted that she attended the directors' retreat last week. Jamie, the interim state librarian, stated that there should be an update on the status of the state librarian position in the next couple of weeks. The Wyoming State Library (WSL) is facing a minimum 10% reduction in their budget. The majority of the cuts will come from discontinuing databases. The Mango Languages database will cease to be supported by the

WSL at the end of this month. Across the state public libraries are experiencing budget cuts from 5% to 40%. JoAnn stated that the library's budget hearing was held last week in front of the county commissioners. The county has not asked for additional cuts from the library, so far. Fremont County circulation numbers have increased 10% from last year. Other public libraries across the state have experienced declines in their circulation numbers except in the area of eBooks. JoAnn passed around a booklet that will be used to promote the upcoming summer reading program for all ages.

Jenny noted that she is working to keep the self-checkout kiosks going, but they are having issues. She is also working with Bibliotheca on the new self-checkout kiosks to insure they will be within the budget that the commissioners approved. Judy asked about Overdrive; JoAnn replied that she is reviewing the possibility of joining the consortium of libraries in the state that have Overdrive. The cost of joining would have to come from the existing collection budgets. Commissioner Price noted that the overwhelming majority of reports that the commission received through the budget hearings was that employees preferred contributing more to their retirement accounts rather than take a furlough day. Tina noted that attendance at the last Earth Day film series was over 60 people. It has become a very popular program over the last few years. Treva commented that she will not be in attendance at the June 1 meeting. Linda asked Commissioner Price if the county has looked at an outside agency for providing health insurance; Commissioner Price yes, but it was quite a while ago. Carol commented that she thinks the Lucky Day exhibits are very attractive and have heard that a lot of people are interested in the materials.

5. Policy Review – None

6. Action Items

Unfinished Business:

- A.** Riverton Roof/Drainage Update – Tom noted that the Methodist Church corrected the notation in the agreement letter on the staging area for the roof project. As it turns out, the parking lot is not library property, but belongs to the Methodist Church. The library has a 99 year lease for the parking lot area with the Methodist Church. JoAnn commented that the letter of agreement for the staging area has been signed by her and the Trustee Chair for the Methodist Church. Tom distributed a picture of the aerial view of the property that shows where the property lines are and reviewed the area for the board members. The church is concerned that the basketball goal would be unavailable for children during the project. Jodi finished her memo on the SDI contract and Rebecca will make the changes to the contract per Jodi's recommendations today. JoAnn distributed copies of Jodi's memo. The contract should be ready for signatures from the contractor and the commissioners by next week.
 - a. Request for additional funds for Dubbe Moulder Architects – Tom provided tables showing the write-offs the architect has taken so far on this project. Tom emphasized that he is asking for additional funds, not Dubbe Moulder. After much discussion regarding the signed contract with the architect, the consensus among the board members was to proceed with the project under the original contract with the architect. The Board declined to take any further action.
- B.** Riverton Library Community Room Project – Gloria noted she does not have an update.
- C.** 2016-2017 Budget Discussion – Rebecca noted that the anticipated increase in property insurance did not materialize and that will mean we do not need to increase the budget by

\$3,000. JoAnn commented that the self-checkout kiosks approved by the county commissioners will help to provide service to patrons. The new ones will be more user friendly and have additional features. Tom commented that building improvements have been cut by 50% and his other budgeted accounts have been cut by 22%. Commissioner Price replied that the commission is aware that budgets have been cut severely and will be open to revisiting with departments on urgent issues that arise over the fiscal year. Commissioner Price noted that the commission will be working on the budget next week. The commission is planning to phase-in increases to employee retirement contributions over the next few years as a cost cutting measure. Tom noted that he cancelled pine tree spraying this year in Dubois and Riverton along with the automatic door service for all 3 libraries; this amounts to \$1,650 in savings. He does not support spending additional funds for relocating electrical and data at the Dubois Library because it will cost roughly \$1,500. Treva noted that she has about \$200 from her budget to contribute to that expense. Treva and Jenny reviewed the issues with the current data and electrical availability for the patron computers for the board members. All of the computers are running off of one electrical outlet and one data run to the server. JoAnn noted that for the long term it makes sense to add the electrical and data wiring for the computers and an investment in the future use of the library. Commissioner Price agreed that this is a necessary expenditure that makes sense.

New Business:

- A. Mileage Reimbursement – The board members agreed with the previous action and declined to take any further action.

Commissioner Price left the meeting.

- B. Executive Session – **Nancy Wright** moved to adjourn to executive session for the purpose of personnel; **Carol Steidley** seconded. The motion was approved unanimously. **Don Newton** moved to return to public session; **Carol Steidley** seconded. The motion was approved unanimously.

Correspondence:

- A. Wyoming State Library Outrider – Rebecca noted this is available through the WSL website.

Other Business – None

Linda declared the meeting adjourned at 1:00 p.m.

Upcoming Calendar:

Next regular board meeting – Wednesday, June 1, 2016 in Riverton, 9:30 a.m.


Linda Bibout, Chair


Nancy P. Wright, Vice-Chair


Don Newton, Treasurer


Judy Johnson, Member

Carol Steidley
Carol Steidley, Member

Rebecca Thomas
Rebecca Thomas
Recording Secretary