



Regular meeting of the Fremont County Library System Board of Directors held on June 29, 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 9:41 am.

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

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

2. Presentations – None

3. Approval of Consent Agenda

Minutes – Regular Board Meeting, June 1, 2016

Record of Financial Statements

General Fund – Statements as of **May 31, 2016**

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4501, 4502, 4503, 4504, 4505, 4506, 4507, 4508**

Check Numbers: **23029** - **23119** written on the Operating Account

Exceptions: **None**

Payroll: **23037 – 23046**

Direct Deposit: **61601 – 61638**

Transfer from WYOSTar: **\$180,000**

Retired Assets

Nancy Wright moved to approve the consent agenda as presented; **Linda Bebout** seconded. The motion was approved unanimously. Rebecca noted that there were no retired assets since the last list was presented to the Board in January. Linda asked Rebecca to file the financial reports.

4. Reports Roundtable & Library Statistics – Nancy noted that she had the opportunity to see the roof work and is amazed. Treva commented that she is moving things around in anticipation of receiving the new computer workstations. The children’s summer reading program has had close to 40 children for every event in Dubois. Gloria highlighted that her children’s department won a \$2,500 credit through TEI Landmark (an audiobook vendor). July is very busy with music

on the lawn, Chalk the Walk and summer reading. Jenny noted that with the approval of the purchase order for computers she will be able to purchase new computers. Most of them will go to Riverton for patron use. Jenny reviewed the progress on the transition to the new phone system and the issues we have encountered with the phone transfer in Dubois. JoAnn discussed the issue of lunch breaks for library staff and the Fremont County Library Foundation funding request. Judy noted that she made a presentation to the Kiwanis on the library and it was well received. Linda commented that she was not reappointed to the Board, and wished all of the staff well in the future. The group thanked Linda for her service.

- 5. Policy Review – Circulation Policy – 1st Reading** – JoAnn commented that she worked with the library managers and the library staff to revise the portion of the Circulation Policy that deals with obtaining a library card. She reviewed the changes to the policy and the reasons behind the proposed changes. **Nancy Wright** moved to approve the revised Circulation Policy as presented on 1st reading; **Judy Johnson** seconded. The motion was approved unanimously.

6. Action Items

Unfinished Business:

- A.** Riverton Roof/Drainage Update – Tom noted that there has been a lot of activity. He passed around photographs of the fascia on the west exterior of the building and reviewed the damage in this area, which is where Tom expected to find the most damage. Tom expects a change order will be required to repair the damage to the rotted soffit. Tom reviewed the drainage portion on the back side of the staff parking and the revised plan to this area will also require a change order. The last change is to install exposed aggregate where gray concrete was planned to be installed. Tom is planning to combine all of these changes into one change order request that will need to go before the county commissioners. The roofers are currently working on the flat roof portion of the building.
- B.** Riverton Library Community Room – Gloria noted that she has finished the spending for the Community Room project and any remaining funds will be combined with Riverton's general donation fund.
- C.** 2016-2017 budget discussion – The county commissioners adopted the new fiscal year budget yesterday. Rebecca asked if the board members would like to change the special board meeting for budget adoption from July 20 to July 13. Rebecca will make sure there will be a quorum for the 20th and if there are problems, she will see if the 13th will work. She will communicate with the board members via email.

New Business:

- A.** Customer service improvement – JoAnn noted that she included in her budget message to the county commissioners that she planned to conduct a customer needs and satisfaction assessment. She passed around a comment card that patrons can fill out and completed cards will go to the library managers. In addition, there is an online survey available for the public to complete. The survey will run for 2 weeks once every quarter for the next year. So far the surveys have mentioned staying open later on Fridays, opening on Sundays and asking for computers and tablets for checkout. Overall, the comments have been very positive. The questions may be modified slightly depending on the feedback JoAnn receives. The group discussed ways to reach out to people who do not currently use the library.

Correspondence:

- A. Wyoming Outrider – Nancy noted that she enjoys reading the publication. She wondered if the Friends members could attend some webinars that are pertinent to Friends groups at the library. Jenny replied that we can accommodate this request easily in any of the libraries for the Friends groups.

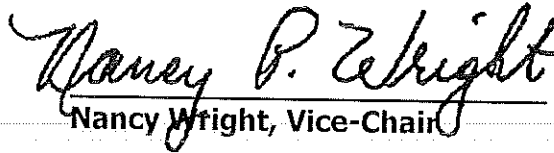
Other Business: None

Adjournment (no vote) – The meeting was adjourned at 11:35 am.

Next meeting – Wednesday, July 13 or 20, 9:30am budget adoption via telephone conference in Lander.



Linda Bibout, Chair



Nancy Wright, Vice-Chair

absent

Don Newton, Treasurer



Judy Johnson, Member

absent

Carol Steidley, Member



Rebecca Thomas
Recording Secretary