

FREMONT COUNTY Libraries

Engaging Minds • Enriching Lives

Regular meeting of the Fremont County Library System Board of Directors held on August 3, 2016 at 9:30 a.m. at Fremont County Library – Dubois, 202 1st Street, Dubois, WY.

Carol Steidley, called the meeting to order at 9:36 a.m.

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

1. Approval of Agenda –Judy Johnson moved to approve the agenda as presented; **Carol Steidley** seconded. The motion was approved unanimously.

2. Election of Officers/Oath of Office – Judy Johnson nominated Nancy Wright for the position of Chair, Judy Johnson for position of Vice-Chair and Carol Steidley for the position of Treasurer; **Heather Morrison** seconded. The nominations were approved unanimously. Judy administered the oath of office to Carol and Heather. Judy took over as chair.

3. Approval of Consent Agenda

Minutes – Unanticipated Revenue/Budget Hearing, June 29, 2016; Regular Meeting, June 29, 2016; Special Meeting, July 13, 2016

Record of Financial Statements

General Fund – Statements as of June 30, 2016

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4511**

Check Numbers: **23142 - 23195** written on the Operating Account

Exceptions: **None**

Payroll: **23146 – 23153**

Direct Deposit: **71601 – 71637**

Transfer from WYOSTar **\$140,000**

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

4. Reports Roundtable – Heather appreciated the information in the board packet. Tina noted that Anita Marple completed her ALA support staff certification, which involves taking several courses online over a couple of years. Rebecca commented that the new phone system should be initiated on August 15, and we anticipate that the transition will proceed smoothly. There will be a directory selection that will be more user friendly. JoAnn noted that the self-checkout kiosks are

on order and called attention to the increasing circulation statistics. She thanked the library managers for their hard work in weeding and collection development, which she knows has contributed to the increasing circulation statistics. Another contributing factor is the declining local economy. If the Board approves the contract with Overdrive, eBooks will be available to Fremont County Library patrons starting September 1, but patrons can continue to download eBooks via the state's 3M collection. Treva commented that she is excited about the computer workstations and the reorganization of materials in the library. Tom noted there was another bat (third one) in the Riverton Library. He is hoping the roof construction will plug the access point(s) for them, and they will not see any more bats in the building.

5. Policy Review

- a. Circulation Policy – JoAnn reviewed the small grammatical change from the first reading and how the Business/Nonprofit card will work. **Carol Steidley** moved to approve the revised Circulation Policy on 2nd Reading; **Judy Johnson** seconded. The motion was approved unanimously. Rebecca noted that this policy will be available for public comment for 45 days, so the final reading will occur at the October board meeting.
- b. Cell Phone Policy – This policy is not needed since the reimbursement is no longer available in the budget. **Carol Steidley** moved to delete the Cell Phone Reimbursement Policy from the policy manual; **Judy Johnson** seconded. The motion was approved unanimously.

6. Action Items

Unfinished Business:

- A. Riverton Roof/Drainage Update – Tom noted that Dennis does not expect the roof tear off will take place until the week of August 22 and the plan has been to have the structural engineer inspect the building to assess any structural damage to the building from the leaking roof. Tom has received a quote from the structural engineer for the service and that it will not exceed \$1,500. The consensus of the Board was that this expense is needed and Commissioner Price agreed.

New Business:

- A. Depositories of Library funds – **Judy Johnson** moved to use WYOSTAR, Wyoming Community Bank and the Bank of Jackson Hole as the depositories of funds for the Fremont County Library System; **Carol Steidley** seconded. The motion was approved unanimously.
- B. Authorization to Pay Recurring Bills – **Carol Steidley** moved to authorize the Business Manager to pay utilities, dues & subscriptions, collection development, insurance, telephone, and current standing service agreements within the adopted budget; **Judy Johnson** seconded. The motion was approved unanimously.
- C. Personnel reorganization in Lander– JoAnn noted that a 26-hour/week Library Assistant II resigned last week. JoAnn commented that she brought this proposal before the county commission yesterday. The Library Aide position will be non-benefited because it is less than 20 hours/week. This is an entry level position with reduced duties compared to the Library Assistant II and also has a pay rate less than a Library Assistant II. The county commissioners approved the new 18-hour/week Library Aide position and the restoration of 8

hours to 2 part-time Library Assistant II's. The commissioners referred the self-checkout kiosk to the Capital Revolving Committee. JoAnn reviewed the difference in duties between the Library Aide position, and the Library Assistant II. **Carol Steidley** moved to approve the hiring of a Library Aide at 18 hours/week and restoring 8 hours to the Library Assistant II part-time positions (4 hours each) at the Lander Library; **Judy Johnson** seconded. The motion was approved unanimously. **Carol Steidley** moved to approve the Library Aide job description as presented; **Judy Johnson** seconded. The motion was approved unanimously. **Carol Steidley** moved to approve the Pay Scale FY 16-17 as presented; **Judy Johnson** seconded. The motion was approved unanimously.

- D. Overdrive contract approval – JoAnn reviewed the Overdrive contract and patron access to the consortium collection. Jodi reviewed the contract and did not have any changes. JoAnn noted that since the contract starts on September 1, the \$9,000 cost will be pro-rated to \$7,500 through June 30, 2017. JoAnn commented that \$6,000 of the \$7,500 cost is for ordering content (titles). **Carol Steidley** moved to approve the Overdrive contract as presented; **Judy Johnson** seconded. The motion was approved unanimously.
- E. August 31 meeting reschedule – **Carol Steidley** move to reschedule the next library board meeting from August 31 to September 7; **Judy Johnson** seconded. The motion was approved unanimously. The meeting will be held in Riverton and will start at 9:30am.

Correspondence

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

Other Business – None

Judy declared the meeting adjourned at 10:40 a.m.

Upcoming Calendar:

Next regular board meeting – Wednesday, September 7, 2015 in Riverton, 9:30 a.m.

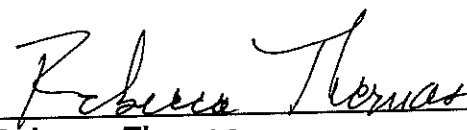
absent
Nancy P. Wright, Chair


Judy Johnson, Vice-Chair


Carol Steidley, Treasurer


Heather Morrison, Member

absent
Don Newton, Member


Rebecca Thomas
Recording Secretary