

Regular meeting of the Fremont County Library System Board of Directors held on October 5, 2016 at 9:30 a.m. at Fremont County Library – Dubois, 202 First Street, Dubois, WY.

Nancy Wright, Chair, called the meeting to order at 9:36 a.m.

Board Members Present: Don Newton, Nancy Wright, Judy Johnson, Carol Steidley and Heather Morrison. Also present JoAnn Collins, Rebecca Thomas, Tom Norwood, Treva Higgins, Gloria Brodle, Tina Jayroe and Jenny Wills. Commissioner Ray Price was delayed. Also present Shari Haskins, staff member of Riverton Library.

- 1. Approval of Agenda – Carol Steidley** moved to approve the agenda as presented; **Judy Johnson** seconded. The motion was approved unanimously.
- 2. Presentations – Public Hearing 3rd Reading – Circulation Policy** – JoAnn noted that the library system did not receive any written comments from the public on this policy. JoAnn reviewed the changes with this policy. Carol asked if there are additional changes that need to be made with the addition of Overdrive availability to Fremont County Library System patrons; JoAnn replied no. Judy read the amended portion of the Circulation Policy into the minutes:

HOW DO I GET A LIBRARY CARD?

Regular Card: Fremont County residents **age 16 and over** can get a regular card by presenting a valid driver's license or photo ID issued by a state or federal authority. If the current local mailing address is **NOT** on the photo ID an additional proof of a *local mailing address** is required, for example:

- A piece of mail delivered to the resident's mailing address within the last 30 days
- A pay stub issued within the last 30 days that includes the applicant's mailing address
- Rental or lease contract

A regular card expires two years from the date of issue.

***A local mailing address may be a valid local area P.O. Box**

Temporary Card: Applicants who have a valid driver's license or photo ID issued by a state or federal authority, but who cannot provide proof of a current local mailing address will receive a temporary card and can borrow a maximum of two items at a time. A temporary card expires six months from the date of issue. A temporary card will be converted to a regular card when proof of a current local mailing address is provided.

Children's and Youth Card: Parent/s or legal guardian/s must first fill out the **Parent/Legal Guardian Permission card** and verify the local Fremont County mailing address of their minor child before a card will be issued.

Business/Nonprofit Borrower's Card: Businesses and nonprofit organizations located within Fremont County are eligible for a public library business/nonprofit borrower's card.

- In order to receive a business/nonprofit borrower's card, a brief letter of request on company letterhead must be submitted along with the **completed application form**. The authorized person who signs the application form must show identification and his/her name will be added to the record alongside the name of the business. Persons authorized to sign for the business card must be the owner, manager, or fiscal officer and will be considered the custodian of the card.
- One card will be issued to the business/nonprofit. The business/nonprofit will be responsible for all materials borrowed.
- If the business/nonprofit has a change of address or phone number, or the card is lost, the library must be notified immediately.
- All regulations of the Fremont County Library System apply to the business/nonprofit borrower's card
- Business/nonprofit Borrower's Cards are valid for two years. Cards will be renewed pending confirmation of business/nonprofit's name, address, and contact person.

All Library cards are issued free and can be used in ANY county within Wyoming. The Fremont County Library System will adhere to the state's WYLD card borrowing policy.

Commissioner Price joined the meeting. Don asked about minors getting a library card without a parent signing for the card. JoAnn reviewed the library managers' reasons behind lowering the age from 18 to 16, and the Board was in agreement that the library system is taking a calculated risk without having a parent's signature. The consensus of the Board was to re-word the first sentence for clarification (see highlighted area).

Carol Steidley moved to adopt the Circulation Policy on 3rd and final reading; **Judy Johnson** seconded. The motion carried unanimously.

3. Approval of Consent Agenda

Minutes – Regular Meeting, September 7, 2016

Record of Financial Statements

General Fund – Statements as of August 31, 2016

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **None**

Check Numbers: **23260 - 23325** written on the Operating Account

Exceptions: **None**

Payroll: **23268 – 23276**

Direct Deposit: **91601 – 91636**

Transfer from WYOStar **\$160,000**

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

4. Reports Roundtable – Judy asked about Overdrive. Jenny will make a link to Overdrive on the website for patron access and has distributed fact sheets to the library staff to help with any issues. Rebecca commented that the auditors have visited the library and she

thinks everything went very well. Jenny discussed the issues with maintaining a local phone number in Dubois. She will have the DTE phone number ported to Union Cellular and it will eliminate the long distance charges the library is currently incurring. Gloria noted that Aubry Ellis resigned and she is concerned about health and safety issues in staffing the building at the current operating hours. Commissioner Price discussed the hiring freeze situation in the county. Tom noted he is concerned about not being able to hire replacements. Tina commented that she has noticed that her staff members are starting to make small mistakes.

5. Policy Review – None

6. Action Items

Unfinished Business:

- A. Riverton Roof/Drainage Update – Nancy noted that there are still leaks happening in the Riverton Library. Tom replied that the metal has been partially installed, but some flashing has not been installed which probably accounts for the leaks. Once the project is finished the leaks should stop. SDI will replace the damaged ceiling tiles due to new leaks.

New Business:

- A. Personnel Request – Riverton – JoAnn reviewed the discussion at the commission meeting yesterday. The county commissioners tabled the Riverton custodian/maintenance position until next week and asked JoAnn to provide them with the job description. Earlier in their meeting the commissioners had a discussion about refilling maintenance and separate custodian positions at the detention center, which influenced the discussion surrounding the library request. Commissioner Price left the meeting. Nancy commented that she will attend the commission meeting next week. Tom reviewed the custodian/maintenance staffing at all of the library buildings. JoAnn noted that because the commissioners did not approve the restoration of the 4 hours to the 2 current part-time library staff members she feels the commission is more concerned about the coming budget year. **Don Newton** moved to approve hiring a 32-hour Library Assistant II; **Judy Johnson** seconded. The motion was approved unanimously. **Judy Johnson** moved to hire a maintenance/custodian employee per county commission approval; **Don Newton** seconded. The motion was approved unanimously.
- B. Sandra Hussa – Pay Request – JoAnn noted that Sandra has stepped in to the role until a new person is hired. **Nancy Wright** moved to increase Sandra Hussa's pay rate to \$16/hour for her work as interim Children's Department Head until a new employee is hired for the position and it is retroactive to September 1; **Carol Steidley** seconded. The motion was approved unanimously.
- C. Food for Fines – JoAnn reviewed the Food for Fines program that has been historically conducted through the library system. **Carol Steidley** moved to approve the collection of non-perishable food products in lieu of patron fines for the months of November and December 2016. Gloria asked Shari Haskins to speak to the Board about concerns the Food Banks in Lander and Riverton have expressed to Shari. Shari proposed that the library system could be more helpful to the Food Banks by collecting money instead of

food items for them. Jenny commented that the Food for Fines program does have a benefit for those patrons that do not have the money to pay their fines. JoAnn noted that this program fits into the time of year and it does help our patrons. The motion died for lack second. The Board decided it would like to revisit this item and the possibility of collecting money for the Food Banks at the November meeting.

- D.** Executive Session for Personnel – **Don Newton** moved to adjourn to executive session for personnel; **Judy Johnson** seconded. The motion was approved unanimously. **Heather Morrison** moved to return to public session; **Judy Johnson** seconded. The motion was approved unanimously.

Correspondence:

- A. WSL Outrider Newsletter

Other Business – Nancy noted that the Board will conduct an evaluation for JoAnn November and would like the managers' to complete the form connected to the director's evaluation.

Nancy declared the meeting adjourned at 1:24 p.m.

Upcoming Calendar:

Next regular board meeting – Wednesday, November 2, 2016 in Lander, 9:30 a.m.

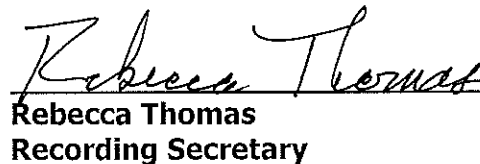

Nancy P. Wright, Chair


Judy Johnson, Vice-Chair


Carol Steidley, Treasurer


Heather Morrison, Member


Don Newton, Member


Rebecca Thomas
Recording Secretary