



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

Nancy Wright, Chair, called the meeting to order at 9:35 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, Jenny Wills and Commissioner Ray Price. Also present Jodi Darrrough, deputy county attorney; Ray Charles, President Lander Library Friends Association (LLFA); several library staff members from the Lander and Riverton libraries; Daniel Bendtsen, staff writer for the Lander Journal.

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

2. **Presentations – Anita Marple – 5 year service recognition** – Tina presented Anita with a gift card and 5-year service recognition certificate. Anita noted that she is privileged to work in a career where the impact of what you do is far-reaching into the lives of children and the community as a whole. Linda Willenbrecht commented that Anita is very creative and talented. She is great with children patrons both young and old.

3. **Approval of Consent Agenda**

Minutes – Regular Meeting, October 5, 2016

Record of Financial Statements

General Fund – Statements as of September 30, 2016

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4513**

Check Numbers: 23326 - 23386 written on the Operating Account

Exceptions: **None**

Payroll: **23337 – 23345**

Direct Deposit: **101601 – 101634**

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

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

4. **Reports Roundtable** – Treva noted that she was extremely pleased with the pumpkin carving contest; there were about 15 pumpkins from the Boys & Girls Club. Jenny

commented that she received 9 new computers instead of the 7 she originally planned because of the savings from purchasing in bulk. The majority of the computers will go to Riverton. Jenny has been unable to purchase any refurbished computers because neither UW nor CWC are getting rid of their old computers. Tina noted that the murder mystery program brought in 60 people and the game & fish program on bats had over 80 people in attendance. Gloria distributed rack cards that emphasize the importance of libraries. Judy noted that the Dubois community is preparing for the total eclipse in 2017. JoAnn commented that the libraries will be preparing for the event as well. Tom noted that the library board may want to consider policies in regards to the parking of RVs at the library parking lots. Anna Smedts noted that she was asked by the Lander staff to discuss the recent article in the Lander Journal regarding the economic downturn. The article did not stress the value that the library system has on the community. The staff do not think that the self-checkout kiosks can replace staff members and dispute the notion that salaries for library staff are much higher than other county employees. JoAnn noted that the administrative staff salaries are low in the library system and the article was addressing specifically custodian/maintenance salaries. She agreed that libraries are very important in the community, and the need to get the word out to the community. Unfortunately the library services are not viewed as essential, such as police and fire, although the staff see the worth of library services on a daily basis.

5. Policy Review – None

6. Action Items

Unfinished Business:

- A. Riverton Roof/Drainage Update – Tom noted that the replacement interior lights have been installed. SDI is proposing to delay the concrete installation of the valley pans in the parking lot because asphalt plants are shutting down for the winter. This should be resolved in the next few days. The roof of the building is approaching completion. Tom believes the roof should be completed by November 11. Tom noted that SDI has submitted a couple of credits for plywood and exposed aggregate that were not used that totals roughly \$3,700.
- B. Food for Fines – JoAnn reviewed the opinion from Jodi regarding the library system collecting money for the food banks and the answer is no. JoAnn also contacted the food banks to see if they wanted the libraries to continue collecting food items, and the response was yes. The food banks will accept expired products up to one year. JoAnn noted that patrons are asking when the Food for Fines program will be held. She is recommending the Board approve the Food for Fines. **Don Newton** moved to approve the collection of non-perishable food products in lieu of patron fines from November 7, 2016 through January 7, 2017; **Carol Steidley** seconded. The motion was approved unanimously.

New Business:

- A. Personnel Request – Riverton – JoAnn reviewed the discussion at the commission meeting from October 18. The commissioners chose to approve the 2 part-time positions (24hr and 18hr), which provide 42 hours of staff time per week, rather than a 40 hour Library Assistant II position. The consensus among the board members was that the job description should have come to the Library Board before it went to the

commissioners. Rebecca commented that job descriptions have not been seen by the county commissioners in the past, but because of the current hiring freeze, the county commissioners are now involved in the process. The consensus of the Board was that they would like more communication from JoAnn. Gloria noted that she would prefer a Library Assistant II position rather than a Library Computer Technician. Judy commented that she believes it is within JoAnn's job description to create the staff organization that will best serve the library system. JoAnn emphasized that this reorganization allows the Library Assistant IIs to spend less time on the circulation desk and devote themselves to collection development and programming. The Board agreed that it would be useful to form a committee that will focus on the reorganization of library staff. JoAnn will head that committee. Commissioner Price left the meeting.

Judy Johnson moved to approve the Riverton Library personnel request. The motion died for a lack of a second. Nancy commented that the Board will explore hiring a facilitator to help the committee on the reorganization. JoAnn does not think it is prudent to return to the commissioners to request approval for a 40 hour library assistant II, because it has already been denied and the Board agreed. Jenny suggested that the job description for the Library Computer Technician could be revised to suit everyone including having the library manager supervise this position. Jodi commented that it is permissible for the library board to approve the job description via email and then ratify their decision at the next board meeting. **Judy Johnson** moved to approve the hiring of an 18-hour/week Library Aide for the Riverton Library; **Carol Steidley** seconded. The motion was approved unanimously. **Judy Johnson** moved to approve the hiring of a 24-hour/week Library Computer Technician for the Riverton Library pending approval of the job description within the next 2 weeks; **Don Newton** seconded. The motion was approved unanimously.

- B. FCLS 2017 Board Meeting Schedule – Rebecca noted that this schedule is modeled after previous years. **Heather Morrison** moved to approve the FCLS 2017 Board Meeting Schedule as presented; **Carol Steidley** seconded. The motion was approved unanimously.
- C. FCLS 2017 Facilities Closures/Paid Employee Holidays – Rebecca noted that the county commissioners have not adopted the county holiday schedule yet, but if there are any discrepancies between the two holiday schedules, a revised schedule will come back before the Board. **Carol Steidley** moved to approve the FCLS 2017 Facilities Closures/Paid Employee Holidays as presented; **Judy Johnson** seconded. The motion was approved unanimously.
- D. Proposal to replace all copiers – Jenny reviewed the need to consider replacing the copiers. Most of the copiers in the library system are end of life and have no value on the fixed asset schedule. The copier customer representative brought the attached proposal to Jenny and Rebecca. The library would be able to lease 3 color copiers (one for each library), which would be in the adult departments, and 3 black and white copiers (one for the administration department, one for each Children's department in Lander and Riverton). The operating lease for the next three years would remain constant and is less than the current budget for copier service. The lease would increase in years 4 and 5. The 2 copiers that are only 3 years old would be sold. **Don Newton** moved to approve the five year operating lease contract with Capital Business

Systems for new copiers pending county attorney approval; **Judy Johnson** seconded. The motion was approved unanimously.

E. DTE contract – Jenny noted that DTE has created a new internet fee schedule that will be cheaper and provide faster service. **Carol Steidley** moved to approve the 3 year Dubois Telephone Contract for Standard Internet Connection at \$46.75/month; **Don Newton** seconded. The motion was approved unanimously.

F. Executive Session for personnel and potential litigation – **Don Newton** moved to adjourn to executive session for personnel and potential litigation; **Judy Johnson** seconded. The motion was approved unanimously. **Don Newton** moved to return to public session; **Judy Johnson** seconded. The motion was approved unanimously.

Correspondence:

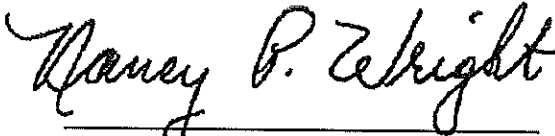
A. WSL Outrider Newsletter

Other Business – None

Nancy declared the meeting adjourned at 3:10 p.m.

Upcoming Calendar:


Next regular board meeting – Wednesday, December 7, 2016 in Riverton, 9:30 a.m.



Nancy P. Wright, Chair



Judy Johnson, Vice-Chair



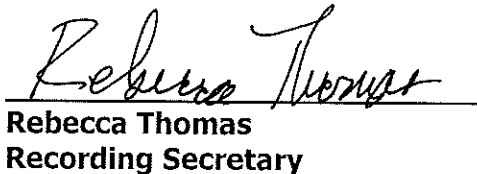
Carol Steidley, Treasurer



Heather Morrison, Member



Don Newton, Member



Rebecca Thomas
Recording Secretary