



Special meeting of the Fremont County Library System Board of Directors held on November 17, 2016 at 12:00 p.m. at Fremont County Library – Lander, 451 North 2<sup>nd</sup> Street, Lander, WY.

Nancy Wright, called the meeting to order at 12:18pm.

**BOARD MEMBERS PRESENT:** Don Newton and Carol Steidley. Heather Morrison, Judy Johnson and Nancy Wright attended via telephone conference. Also present Jenny Wills, Rebecca Thomas, Tina Jayroe and Commissioner Ray Price. Gloria Brodle, Tom Norwood and Treva Higgins attended via telephone conference.

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

**2. Action Items**

**New Business:**

**A.** Riverton Staff Hiring – Nancy noted that the commissioners asked her to call an emergency meeting and not wait until the next board meeting to take action on these important personnel items. Nancy requested approval for the Computer Library Technician job description as amended. Carol noted that she did not vote against the job description, but was concerned that there is a need for this type of position in each branch. Nancy replied that the plan was to incorporate a Computer Library Technician in Lander when there is turnover in the staff. **Judy Johnson** moved to approve the Computer Library Technician job description as presented; **Don Newton** seconded. Gloria suggested that the word “will” be changed to “may” in the eighth bullet point under Duties and Responsibilities. Judy and Don agreed to the word change. **Judy Johnson** moved to approve the Computer Library Technician job description as amended; **Don Newton** seconded. The motion was approved with **Heather Morrison** dissenting.

Judy expressed concerns that new people should be hired for this position and the other vacancies. She does want to re-hire former employees who recently resigned. Rebecca reviewed the separation from service form that is used by managers when employees leave the library system that contains box that designates whether the employee is eligible for re-hire.

**B.** Appoint Interim Director – Nancy commented that the county commissioners emphasized the need to appoint an interim director. Nancy spoke with Jeannette Woodward and she is willing to serve as interim director until the end of April. She will work part-time (approximately 4 hours/day); she understands that it will be a longer day if she travels to Dubois. **Don Newton** moved to hire Jeannette Woodward to serve as the part-time interim director; **Judy**

**Johnson** seconded. The motion was approved unanimously. Commissioner Ray Price left the meeting.

**C.** Riverton Library Manager hiring process – Nancy noted that since Jeannette has been appointed the interim director, Nancy thinks Jeannette should take the lead on this hiring process. Treva commented that she intends to apply for the position.

**D.** Library Director hiring process – Nancy noted that Jeannette has agreed to help with this process. The consensus among the board members was to start the advertising for the library director position. Nancy and Rebecca reviewed the past director search processes. The board members decided to defer any decision on creating a search committee until the next regular board meeting scheduled for Wednesday, December 7, 2016.

The meeting was adjourned at 1:15 pm.

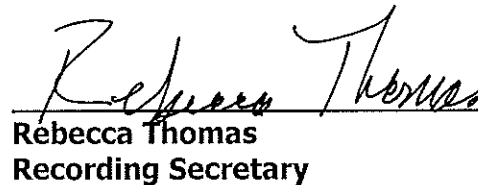
  
Nancy Wright, Chair

  
Judy Johnson, Vice-Chair

  
Carol Steidley, Treasurer

  
Heather Morrison, Member

  
Don Newton, Member

  
Rebecca Thomas  
Recording Secretary