

Regular meeting of the Fremont County Library System Board of Directors held on December 7, 2016 at 9:30 a.m. at Fremont County Library – Riverton, 1330 West Park Ave., Riverton, WY.

Nancy Wright, Chair, called the meeting to order at 9:32 a.m.

Board Members Present: Don Newton, Nancy Wright, Judy Johnson, Carol Steidley and Heather Morrison. Also present Jeannette Woodward, Rebecca Thomas, Tom Norwood, Treva Higgins, Gloria Brodle, Tina Jayroe and Jenny Wills. Commissioner Ray Price was delayed. Also present Ray Charles, President Lander Library Friends Association (LLFA); several library staff members from the Riverton Library; Daniel Bendtsen, reporter for the Riverton Ranger.

Nancy welcomed all visitors and especially Jeannette Woodward to the board meeting and noted that it is the 75th anniversary of Pearl Harbor.

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

2. Presentations – Fanny Apodaca – 10 year service recognition – Gloria noted that Fanny has been working with the library for 10 years and originally worked in the Children's department. In 2015 she shifted to the adult department. She handles the Interlibrary Loans for the building.

3. Approval of Consent Agenda

Minutes – Unanticipated Revenue Hearing, November 2, 2016; Regular Meeting, November 2, 2016; Special Meeting, November 17, 2016.

Record of Financial Statements

General Fund – Statements as of October 31, 2016
Donation Register
Cash Flow Projection

Approval of Bills

Purchase Orders
Check Numbers: **23387 - 23457** written on the Operating Account
Exceptions: **None**
Payroll: **23402 – 23410**
Direct Deposit: **111601 – 111633**
Transfer **to** WYOSTar: Tax revenue income received over **\$50,000**

Rebecca added purchase order 4514 to Dell in the amount of \$1,600 for a laptop for the Lander Library that will be paid for by the LLFA. **Carol Steidley** moved to approve the consent agenda as amended; **Heather Morrison** seconded. The motion was approved unanimously. Nancy, as chair, asked Rebecca to file the financial statements.

4. Reports Roundtable – Commissioner Ray Price joined the meeting. Jeannette discussed the meeting that was held by the commissioners last week to discuss the next fiscal year budget. There are a lot of unknowns, but the projections do not look promising. She noted that she is researching social media policies in preparation for a policy for the library system. She distributed a sample of a social media policy for consideration. Jeannette commented that she would like to create a search committee of staff from all three libraries for the Riverton Library manager position. She also plans to review the library policies and bring those to the library board over the coming months. Specifically, she would like to propose a local history policy. Gloria noted that the coloring club will continue in December. She has hired Patty Bucy for the adult library aide position; the computer library technician position is still open as well as the children’s department head. Judy asked about how the content for Overdrive works. Treva noted that she is starting to purchase content for Overdrive and will continue to add titles over the coming months.

5. Policy Review – Gloria would like to change the wording in the children’s department head job description to remove the bachelor’s degree requirement. The consensus among the board members was to make modifications to the job description and approve it via email. The job advertisement will be changed as well.

6. Action Items

Unfinished Business:

- A.** Riverton Roof/Drainage Update – Tom noted the walk through is planned for Friday, December 9 at 11am, and emphasized that the project is not finished, but “substantially complete”. Don asked if a punch list will be created after the walk through; Tom replied yes.
- B.** Director Search – Nancy noted that she would like to create a committee with two board members and Jeannette to review applications for the director position. The process for reviewing applicants was discussed. Rebecca noted that the expenses for bringing in candidates comes from director salary savings and historically have not been over \$5,000. **Nancy Wright** moved to create the director search committee consisting of Jeannette, Heather and Carol; **Don Newton** seconded. The motion was approved unanimously. The committee members decided to meet and review the advertisement before it goes out.

New Business:

- A.** Traveling Libraries/Lucky Day grant – Jenny noted that she has collected the Lucky Day collection and these items will be separated into 5 different collections. Those items will be distributed to the 5 community libraries (Shoshoni, Hudson, Crowheart, Jeffrey City and Fort Washakie) and become part of their permanent collection. She noted that the collection has been very popular at the community libraries and the Dubois Library. Treva commented that patrons have been asking about the Lucky Day items. It has not been as popular in Lander or Riverton. Jenny reviewed the current status of the library in Jeffrey City. Jenny and Jeannette would like to write another Traveling Libraries \$20,000 grant that mirrors the first grant. The consensus of the board members was for Jenny and Jeannette to apply for the grant.

Correspondence:

A. WSL Outrider Newsletter

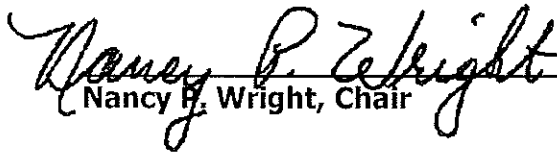
Other Business – Ray Charles noted that the LLFA submitted a letter to the editor in response to the article in the newspaper. In addition, the LLFA has sent staff appreciation to each of the library staffs in Lander, Riverton and Dubois.

Don and Judy noted they will not be able to attend the January board meeting.

Nancy declared the meeting adjourned at 11:04 a.m.

Upcoming Calendar:

Next regular board meeting – Wednesday, January 4, 2017 in Lander, 9:30 a.m.


Nancy B. Wright, Chair


Judy Johnson, Vice-Chair


Carol Steidley, Treasurer


Heather Morrison, Member


Don Newton, Member


Rebecca Thomas
Recording Secretary