



Regular meeting of the Fremont County Library System Board of Directors held on January 4, 2017 at 9:30 a.m. at Fremont County Library – Lander, 451 North 2<sup>nd</sup> Street, Lander, WY.

Nancy Wright, Chair, called the meeting to order at 9:30 a.m.

**Board Members Present:** Nancy Wright, Carol Steidley, Judy Johnson and Heather Morrison. Don Newton was absent – excused. Also present Jeannette Woodward, Rebecca Thomas, Tom Norwood, Treva Higgins, Gloria Brodle, Tina Jayroe, Jenny Wills and Commissioner Ray Price. Also present Ray Charles, President Lander Library Friends Association (LLFA).

1. **Approval of Agenda** – Jeannette asked to add item “D, Copier Transfer” under New Business. **Judy Johnson** moved to approve the agenda as amended; **Carol Steidley** seconded. The motion was approved unanimously.
  
2. **Presentations – Organizational Changes** – Nancy stated that after much discussion with the county commissioners, attorneys and reviewing how other library boards conduct meetings, the library board has decided to change the attendance at the board meetings. The library managers, facilities manager and technology manager will no longer will be required to attend board meetings. If an issue comes to the Board and the director thinks the presence of a manager or managers would be beneficial to the discussion that person or persons would be invited to attend. Each manager may attend the meeting on their own time as public attendance. Each manager will still provide a report to the Board on a monthly basis. The managers started attending these meetings when the library system was without any director for a period of almost 2 years.
  
3. **Approval of Consent Agenda**
  - Minutes** – Regular Meeting, December 7, 2016
  - Record of Financial Statements**
    - General Fund – Statements as of November 30, 2016
    - Donation Register
    - Cash Flow Projection
  - Approval of Bills**
    - Purchase Orders **4516, 4517, 4518**
    - Check Numbers: **23458** - **23525** written on the Operating Account
    - Exceptions: **None**
    - Payroll: **23466 – 23474**
    - Direct Deposit: **121601 – 121633**
    - Transfer from WYOSTar **\$150,000**
    - Retired Assets

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

#### 4. Policy Review

- A. Local History** – Jeannette noted that there is not a Collection Development Policy and ideally the Local History Policy should be part of that policy. The policy manual contains a “Materials Acquisition and Maintenance Policy”, but there is no Collection Development Policy, which would create a standard for selecting materials. It is also helpful when defending challenges about library materials from the public. She would like to create Collection Development and Challenged Materials policies. Rebecca reviewed the need for separate policy and procedure manuals noting that the Board approves the policy manual and not the procedure manual. Judy questioned whether the Policy Manual contained language about abiding by the ALA non-censorship policy; Treva replied yes. Treva stated she thinks a Collection Policy would be an asset to the library system. Treva reviewed how she chooses materials for the Overdrive collection.

Dan Thomas joined the meeting.

Heather had some grammatical changes and the consensus of the board members was that a major rewrite of the policy is needed. This will come back at the next meeting as part of a Collection Development policy.

- B. Conflict Resolution** – Judy asked if Jodi had approved the revision to the policy; Jeannette replied no, but that this revision includes changes that were advocated by Jodi. Nancy emphasized that the Board needs Jodi’s input before the next meeting. The consensus of the Board was to defer first reading to the next meeting so Jodi has time to submit her input.
- C. Social Media** – Jeannette reviewed the policy. The consensus was that the policy needs to include a statement regarding posting photos of minor children. There were other details in the policy that the Board wanted to re-write. The group discussed the various social media accounts. The Board wants the managers to discuss which social media sites are appropriate for the library system in furthering its mission and come to an agreement on those sites. The consensus of the Board was to defer first reading to the next meeting since there were numerous edits suggested.

Ray Charles left the meeting.

#### 5. Action Items

##### New Business:

- A. Executive Session – Personnel** – **Judy Johnson** moved to adjourn to executive session for personnel; **Carol Steidley** seconded. The motion was approved unanimously. **Carol Steidley** moved to return to public session; **Judy Johnson** seconded. The motion was approved unanimously.

Dan Thomas left the meeting.

- B. Job Descriptions** – Jeannette noted that there are three job descriptions for approval. Carol and Jeannette made several changes to the library director job description, but did not modify the responsibilities. The board members added the authority of hiring library staff for the library manager. **Nancy Wright** moved to approve the Library Manager job description as modified, and Department Head job description as presented; **Carol Steidley** seconded. The motion was approved unanimously. The consensus among the board members was that the director job description needs more work. Jeannette will rewrite the library director job description and email it to board members for their approval. If the job description is approved via email, the action will be ratified by the Board at the February 1 meeting.
  
- C. Carnegie Renewal** – Jeannette reviewed the history surrounding the Carnegie renewal and asked the Board if they still want to consider putting the building on the national historic registry. The consensus among the board members that this is a worthwhile goal. The carpet replacement for the Carnegie is being funded via the LLFA Challenge for Charities money. Jeannette is concerned that carpet squares that were being considered as replacement carpet would appear too industrial. Tom noted that he consulted with Kurt about the carpet and his recommendation was to keep the carpet neutral and it will be fine. The attachment of the Carnegie building to the link probably jeopardizes the building’s historic designation most of all. The board asked for Jeannette to submit a purchase order for the carpet replacement for approval via email before the next board meeting.
  
- D. Copier Transfer** – Jenny and Rebecca noted that the county has expressed an interest in the 3 year old copiers that will be retired from the Library soon. The current depreciation value for each copier is just over \$1,000. **Judy Johnson** moved to approve the transfer of the 2 Lanier copiers that are 3 years old to the county for the cost of the current depreciation value; **Nancy Wright** seconded. The motion was approved unanimously.

**Unfinished Business:**

- A. Riverton Roof/Drainage Update** – The parking lot resurfacing will be completed in the spring. The roof has been designated “substantially complete”.
  
- B. Director Search** – Jeannette is concerned that we have not received many applicants for the library director, the department head or the library manager positions. Rebecca noted that the ad for the director job has just gone up on the ALA job site.

- 6. Reports Roundtable** – Jeannette discussed the pros and cons of the FAX public service. Rebecca noted that the FAX lines were incorporated into the cloud based phone system, but the staff has found it cumbersome to use. If the Board decides they want to continue the FAX service using hard phone lines, \$1,800 will need to be added to the budget. The consensus of the Board was to consider action for this at the next meeting in February.

**Correspondence:**


- A. WSL Outrider Newsletter

**Other Business – None**

Nancy declared the meeting adjourned at 1:33 p.m.

**Upcoming Calendar:**

Next regular board meeting – Wednesday, February 1, 2017 in Riverton, 9:30 a.m.

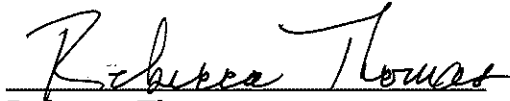
  
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Nancy P. Wright, Chair

  
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Judy Johnson, Vice-Chair

  
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Carol Steidley, Treasurer

  
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Heather Morrison, Member

absent  
\_\_\_\_\_  
Don Newton, Member

  
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Rebecca Thomas  
Recording Secretary