



FREMONT COUNTY Libraries

Engaging Minds • Enriching Lives

Regular meeting of the Fremont County Library System Board of Directors held on February 1, 2017 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 9:36 a.m.

Board Members Present: Don Newton, Nancy Wright, Carol Steidley and Heather Morrison. Also present Jeannette Woodward and Rebecca Thomas. Commissioner Ray Price was delayed. Also present Gloria Brodle, Library Manager, Riverton Branch; Ray Charles, President Lander Library Friends Association (LLFA); several library staff members from the Riverton Library; Daniel Bendtsen, reporter for the Riverton Ranger. Treva Higgins, Library Manager, Dubois Branch attended via conference phone.

- 1. Approval of Agenda – Heather Morrison** moved to approve the agenda as presented; **Carol Steidley** seconded. The motion was approved unanimously.
- 2. Presentations – Farewell Gloria** – Nancy reviewed her friendship with Gloria and noted her management style is respectful and creative. She is polite and informative. The Riverton Friends of the Library will have a reception on Friday for Gloria at the library.

3. Approval of Consent Agenda

Minutes –Regular Meeting, January 4, 2017

Record of Financial Statements

General Fund – Statements as of December 31, 2016

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4519, 4520, 4521, 4522**

Check Numbers: **23526 - 23582** written on the Operating Account

Exceptions: **None**

Payroll: **23535 – 23544**

Direct Deposit: **11701 – 11733**

Transfer from WYOSTar: **\$150,000**

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

- 4. Reports Roundtable** – Jeannette distributed her monthly report. She noted that the March board meeting will be her last meeting. She reviewed her conversation with Kurt about the Carnegie building. Kurt serves on the state review board for historical register. In its current state, the building would be eligible for the historic register. If the building

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was placed on the register, it would not hinder the library's ability to make modifications to the building, and the designation is helpful in attracting tourists.

Commissioner Price joined the meeting.

Jeannette reviewed the draft budget that she distributed to the board members and the changes she has made: adding program money and restoring hours to part-time employees who were cut in the last budget. Nancy asked Commissioner Price if the budget needs to be cut. He replied that the Commission has not received projections from the Assessor or the Treasurer and as such has not made a decision on budgets, and thinks the library needs to budget for what is needed. Jodi had a suggested change to the Conflict Resolution Policy. The Board discussed having a records retention policy and will delegate that to the new director.

5. Policy Review

- A. Local History – Jeannette noted that she revised the policy from the January meeting and moved specifics into a procedure. Nancy asked Shari to review the process she and Gloria use to determine items in the local history collection in Riverton. Don suggested that "rare" should be added to the policy title; Nancy agreed. **Carol Steidley** moved to approve the Local History policy on first reading with the suggested title changes; **Don Newton** seconded. The motion was approved unanimously.
- B. Conflict Resolution – Jeannette noted that Jodi changed some of the language in this policy. Jodi opined that she did not see the need for the policy. Jeannette's opinion is that this policy will help retain good staff members. Nancy commented that the Board wants this policy. Carol asked if Jeannette thinks most conflicts will be resolved by step number 2. **Don Newton** moved to approve the revised Conflict Resolution policy on first reading; **Carol Steidley** seconded. The motion was approved unanimously.
- C. Social Media – Jeannette noted that the changes to this policy are the ones that Heather made at the January meeting. **Don Newton** moved to approve the Social Media policy on first reading as amended; **Carol Steidley** seconded. The motion was approved unanimously.
- D. Board and Director Responsibilities – Jeannette noted that Jodi thinks this is a good policy to clarify the Board and director responsibilities. The group discussed the third bullet point and decided to eliminate the top section. **Carol Steidley** moved to approve the Board and Director Responsibilities policy on first reading as amended; **Don Newton** seconded. The motion was approved unanimously.

6. Action Items

Unfinished Business:

- A. Riverton Roof/Drainage Update – Not much happening on this project.
- B. Search Committees – Jeannette commented that there were not a lot of applications for the Library Manager position, but had 3 people were interviewed twice. References are being checked and that should be the deciding factor. Jeannette reviewed the possibility of a program called "grow your own librarian", which involves financially supporting employees as they work towards their MLS degrees. Rebecca noted that the

Wyoming State Library offered a SWIM grant program a few years ago that offered people an opportunity to get a MLS degree in exchange for a time commitment once the degree was completed. Commissioner Price noted that a good manager can manage a variety of different organizations. Jeannette replied that libraries need someone with library perspective.

Jeannette reviewed the progress on the library director position. They are calling 8 applicants for phone interviews. Carol Cooper is a community representative from Riverton and Ray Charles has consented to be the community representative from Lander. **Nancy Wright** moved to appoint Carol Cooper, Ray Charles and Michelle Burdick to the director search committee; **Heather Morrison** seconded. The motion was approved unanimously.

- C. Job Description – **Heather Morrison** moved to approve the revised Library Director Job description as amended; **Don Newton** seconded. The motion was approved unanimously.

Don Newton and Commissioner Ray Price left the meeting.

- D. Used Copiers – Rebecca noted that the County decided not to purchase the library's used copiers. **Carol Steidley** moved to approve advertising the 2 used copiers to the general public for sale; **Nancy Wright** seconded. The motion was approved unanimously.

New Business:

- A. Library Staffing – Rebecca reviewed the organizational chart and the Board discussed the staffing of the libraries. The consensus of the board members was to include the organizational chart that is in the board packet to the county commissioners, when Jeannette goes to request the 2 full time positions (one Library Assistant II and one Lead Librarian) for the Riverton Library.
- B. Executive Session – Exit Interview – **Carol Steidley** moved to adjourn to executive session for an exit interview; **Heather Morrison** seconded. The motion was approved unanimously. **Heather Morrison** moved to return to public session; **Carol Steidley** seconded. The motion was approved unanimously.

Correspondence:

- A. WSL Outrider Newsletter

Other Business –

Nancy declared the meeting adjourned at 12:38 p.m.

Upcoming Calendar:

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

Nancy P. Wright
Nancy P. Wright, Chair

Carol Steidley
Carol Steidley, Treasurer

Don Newton
Don Newton, Member

Vacant position
Vice-Chair

Heather Morrison
Heather Morrison, Member

Rebecca Thomas
Rebecca Thomas
Recording Secretary