



FREMONT COUNTY Libraries

Engaging Minds • Enriching Lives

Regular meeting of the Fremont County Library System Board of Directors held on March 1, 2017 at 9:30 a.m. at Fremont County Library – Dubois, 202 First Street, Dubois, WY.

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

Board Members Present: Don Newton, Nancy Wright, Jane Lynn and Carol Steidley. Heather Morrison was delayed. Also present Jeannette Woodward and Rebecca Thomas. Commissioner Ray Price was absent – excused. Also present Treva Higgins, Shari Haskins, Sandi Husa and Jenny Wills.

Nancy welcomed Jane Lynn to the Library Board and the visitors. She also thanked Jeannette for agreeing to take on the interim director position.

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

2. Presentations – None

3. Approval of Consent Agenda

Minutes – Special Meeting, November 10, 2016; Regular Meeting, February 1, 2017; Special Meeting, February 21, 2017

Record of Financial Statements

General Fund – Statements as of January 31, 2017

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4523, 4524**

Check Numbers: **23589 - 23647** written on the Operating Account

Exceptions: **None**

Payroll: **23598 – 23609**

Direct Deposit: **21701 – 21734**

Transfer from WYOSTar **\$200,000**

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

4. **Reports Roundtable** – Jeannette noted that she has spoken with John Angst, President of the FCL Foundation, and is planning to meet with him and Gene Dehnert regarding Foundation grants.

Heather Morrison joined the meeting.

She is going to speak with them about having the Foundation fund new computers as well as staff training and travel. The next Foundation meeting is Thursday, March 9. The Wyoming Library Association has decided to have a live conference this fall.

5. **Policy Review –**

- A. Local History – 2nd reading – **Jane Lynn** moved to approve the Local History Policy on 2nd reading as presented; **Carol Steidley** seconded. The motion was approved unanimously.
- B. Conflict Resolution – 2nd reading – Jane Lynn asked about if there is a paper trail for this process. Nancy replied that the county has a form, but not the library. Nancy reviewed the library and county processes for Jane. The consensus among the board members was to add the phrase “in the following order, if at all possible” to the first sentence. **Heather Morrison** moved to approve the Conflict Resolution Policy on 2nd reading as amended; **Don Newton** seconded. The motion was approved unanimously.
- C. Board and Director Responsibilities – 2nd reading – Nancy noted that the Board was asked to create this policy from the county commissioners. Heather noted that she has a problem with bullet point number 3, because the director is sometimes the problem. The Board discussed the language and the history in the library system. The consensus was to replace “interfere” in the 3rd bullet point with “intervene”. **Don Newton** moved to approve the Board and Director Responsibilities Policy on 2nd reading as amended; **Carol Steidley** seconded. The motion was approved with **Heather Morrison** voting against the motion.

6. **Action Items**

Unfinished Business:

- A. Riverton Roof/Drainage Update – Nancy noted that Tom has requested a change order in the amount of \$4,740 to cover the cost of fixing a leak in the elevator shaft. Kurt Dubbe has agreed. The change order is under \$5,000 and will not have to go to the full commission if Ray Price agreed. The Board agreed with Tom’s request.
- B. Director Search Committee – Carol noted that they have created a schedule for the candidate interviews, but it has not been finalized yet. The Board will provide the candidates with a question to use as the basis of their presentation to the community that addresses how the libraries in Fremont County serve the needs of its local communities.

New Business:

- A. FY 2017-2018 Budget – Nancy noted that she does not think Budget A will suffice, because it is not close to a 10% cut. Nancy noted that she does not share the opinion that the libraries and the services provided as “non-essential”. Don agreed highlighting the downturn in the local and state economy. Nancy requested each board member to

contact a county commissioner to plead the library's case. Shari noted that the recently hired Library Aide who works in the Children's department has resigned effective March 31. Shari commented that the library is at critical mass in terms of staffing. The group reviewed the cuts to staffing, operating hours, patron services and different budget line items on Budget A and Budget B. **Don Newton** moved to submit FY 17-18 Budget A as presented to the county; **Jane Lynn** seconded. The motion was approved with **Heather Morrison** abstaining.

- B. Executive Session for Personnel – Don Newton** moved to adjourn to executive session for personnel; **Carol Steidley** seconded. The motion was approved unanimously. **Don Newton** moved to return to public session; **Heather Morrison** seconded. The motion was approved unanimously.
- C. Operating Hours –Don Newton** moved to modify the operating hours of the Lander and Riverton libraries Monday – Thursday 10am – 7pm; Friday and Saturday 10am-4pm beginning April 1; **Jane Lynn** seconded. The consensus of the Board was to request that the managers not schedule staff for work before 9:00 am. The motion was approved unanimously. **Nancy Wright** moved to modify the operating hours of the Dubois Library as follows: Tuesday – Thursday 10am-7pm; Friday and Saturday 10am – 5pm starting April 1; **Carol Steidley** seconded. The motion was approved unanimously.

Correspondence:

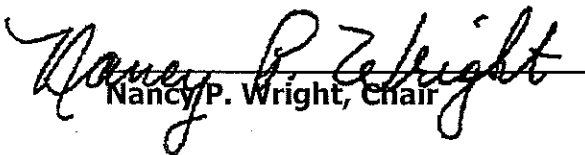
- A. Board-Staff Contact sheet – revised
- B. WSL Outrider Newsletter

Other Business – The Board discussed the meeting room procedures.

Nancy declared the meeting adjourned at 1:25 p.m.

Upcoming Calendar:

Next regular board meeting – Wednesday, April 5, 2017 in Lander, 9:30 a.m.


Nancy P. Wright, Chair


Carol Steidley, Treasurer


Jane Lynn, Member


Heather Morrison, Member


Don Newton, Member


Rebecca Thomas
Recording Secretary