



Regular meeting of the Fremont County Library System Board of Directors held on June 7, 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 9:32 a.m.

**Board Members Present:** Don Newton, Nancy Wright, Carol Steidley, Heather Morrison and Jane Lynn. Also present Janette McMahon and Rebecca Thomas. Commissioner Ray Price was delayed. Also present Daniel Bendtsen, reporter for the Riverton Ranger.

**1. Approval of Agenda** – Don asked to add item “E, Executive Session for personnel” under New Business. **Heather Morrison** moved to approve the agenda as amended; **Carol Steidley** seconded. The motion was approved unanimously.

**2. Presentations – None**

**3. Approval of Consent Agenda**

**Minutes** –Regular Meeting, May 3, 2017

**Record of Financial Statements**

General Fund – Statements as of April 30, 2017

Donation Register

Cash Flow Projection

**Approval of Bills**

Purchase Orders **4528, 4529**

Check Numbers: **23807 - 23893** written on the Operating Account

Exceptions: **None**

Payroll: **23822 – 23833**

Direct Deposit: **51701 – 51731**

Transfer **to** WYOSTar: Tax revenue received in excess of **\$120,000**

**Carol Steidley** moved to approve the consent agenda as amended; **Don Newton** seconded. The motion was approved unanimously. Rebecca noted that she will create a check so Jenny can purchase the computers before the end of the fiscal year. Nancy, as chair, asked Rebecca to file the financial statements.

Ray Price joined the meeting.

**4. Reports & Library Statistics** – Janette noted that she has visited all of the Community Libraries except Hudson. She pointed out that the Overdrive statistics have improved and there will be another push around the Christmas holidays. She is working on the Wyoming Community Foundation Grant, but has decided not to submit the grant by the June 15 deadline because she wants more information on how the grant will work. Nancy noted that

she is concerned about staff having to walk the grounds to maintain the security of our patrons. Janette replied that it is not uncommon for staff to walk the grounds. The consensus of the Board was to discuss the situation with the Riverton Police Department to see if they can increase their presence around the library.

## 5. Policy Review

- A. Need for 3 readings of policies – Nancy noted that the Board does not need to have three readings unless it is a policy that effects patrons.

## 6. Action Items

### Unfinished Business:

- A. Riverton Roof/Drainage Update – Janette noted that Tom has been in contact with her and she is happy with the progress.

### New Business:

- A. Operating hours Sunday, August 20 for Lander and Riverton Libraries – Janette noted that the Riverton and Lander libraries would like to be open on Sunday to continue providing information on the eclipse to the public. **Don Newton** moved to open the Riverton and Lander Libraries to the public on Sunday, August 20 from 12-4pm; **Carol Steidley** seconded. The motion was approved unanimously.
- B. Director Plan – Janette noted that this is a draft and does not require action today. Nancy asked Janette to add a review of the current strategic plan to her plan.
- C. Fax Services – Janette noted that the FAX service through ShoreTel is not confidential and the costs for the hard lines have been removed from the FY 17-18 budget. There are other businesses in each community that provide the service for about the same cost. If the Board does not vote to discontinue the FAX service, next year's budget needs to be modified to add the cost of the FAX lines. Janette's recommendation was to discontinue the service. **Jane Lynn** moved to discontinue offering FAX services to the public starting July 1, 2017; **Carol Steidley** seconded. The motion was approved unanimously.
- D. Budget 17-18 – Nancy noted that everyone should have received the email from Julie Freese that has requested the Library to cut an additional \$150,000. The library is scheduled to meet with the commissioners on Tuesday, June 13, 2017 at 10am. Jane asked Commissioner Price if the library is being asked to cut more than other departments; he replied no. The overall proposed county budget is \$2 million short and the commissioners are planning to cut around \$1 million from the budgets. Janette reviewed the PowerPoint presentation she has prepared for the county meeting with the group. The consensus of the Board was that it will be a good presentation for the commissioners. Nancy encouraged all board members to attend the commission meeting.

Ray Price left the meeting.

- E. Executive Session – Personnel – **Don Newton** moved to adjourn to executive session for personnel; **Jane Lynn** seconded. The motion as approved unanimously. **Don**

**Newton** moved to return to public session; **Jane Lynn** seconded. The motion was approved unanimously.

**Correspondence:**

- A. Revised Board-Staff Contact Sheet
- B. WSL Outrider Newsletter

**Other Business** – Rebecca noted that Jenny has received the invoice from the University of Wyoming for the computers. **Nancy Wright** moved to approve check #23894 to the University of Wyoming in the amount of \$4,900 for the used computers; **Don Newton** seconded. The motion was approved unanimously.

Nancy declared the meeting adjourned at 11:15 p.m.

**Upcoming Calendar:**

Next regular board meeting – Wednesday, June 28, 2017 in Lander, 9:30 a.m.

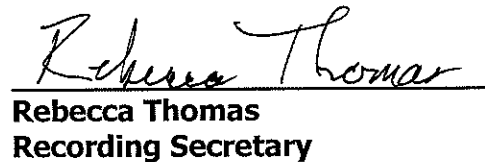
  
Nancy P. Wright, Chair

  
Carol Steidley, Treasurer

  
Jane Lynn, Member

  
Heather Morrison, Member

  
Don Newton, Member

  
Rebecca Thomas  
Recording Secretary