



Regular meeting of the Fremont County Library System Board of Directors held on August 31, 2017 at 9:30 a.m. at Fremont County Library – Riverton, 1330 West Park Ave., Riverton, WY.

Carol Steidley, Chair, called the meeting to order at 9:30 a.m.

Board Members Present: Carol Steidley, Jane Lynn, Sharon Mensing and Heather Morrison. Also present Rebecca Thomas and Janette McMahon. Commissioner Ray Price was absent – excused.

Carol welcomed Sharon to the Board and told her how glad everyone is that she has decided to join the Board.

- 1. Approval of Agenda – Heather Morrison** moved to approve the agenda as presented; **Jane Lynn** seconded. The motion was approved unanimously.
- 2. Oath of Office/Welcome Sharon Mensing** – Carol administered the oath of office to new board member Sharon Mensing.

3. Approval of Consent Agenda

Minutes –Regular Meeting, July 26, 2017

Record of Financial Statements

General Fund – Statements as of July 31, 2017

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **None**

Check Numbers: **24012 - 24074** written on the Operating Account

Exceptions: **None**

Payroll: **24026 – 24037**

Direct Deposit: **81701 – 81727**

Sharon Mensing moved to approve the consent agenda as presented; **Jane Lynn** seconded. The motion was approved unanimously. Janette drew attention to the last unemployment check and the movie licensing check. The 2 checks issued to Janice Kranz were part of a Rec Board grant for Jeffrey City that will be reimbursed to Fremont County Library System, but that grant has ended. Janette thanked the managers for holding back on spending because the library cash flow is very tight. Rebecca reviewed the normal process for receiving revenues from the county. Carol, as chair, asked Rebecca to file the financial statements.

- 4. Reports Roundtable** – Janette and Anna Smedts attended the WLA conference in Sheridan recently. There are some assistive technologies that we will be incorporating in the libraries to accommodate patrons who have difficulties, for example, with poor eyesight.

The staff will be going through an in-house training on October 9. The library is closed to the public, but staff are working. The staff will get training on problem patron situations from the police department. It is the same training given to banks and schools. Janette will also discuss the budget situation with the staff as well as demonstrate the new website to the staff. Janette will conduct a readers' advisory training, which teaches staff to help patrons choose a new book. In addition, the staff will be cleaning up the catalogue, and Janette's hoping it will be complete by the end of the year. This should reduce our cost of the catalogue from the Wyoming State Library. One of the goals is to standardize all FCL materials so all items look the same. Dubois will be processing the materials for Riverton and there will be changes coming to the processing that Baker & Taylor has been doing for the library system. After the cataloging is completed, the library system will conduct a full inventory. Jane asked about the fundraiser that Jenny mentioned in her report. Janette replied this is a fundraiser idea that would run through the Foundation, but after getting some of the details, she thinks it is best to put the idea on the back burner for now. Janette is working on job descriptions and staff reorganization and that will be coming before the Board in the coming meetings. The new website will be available for the Board to review at the next meeting.

5. Policy Review - None

6. Action Items

Unfinished Business:

- A. Riverton Roof/Drainage Update – SDI is still working on its bids for the last drainage issue.

New Business:

- A. Reschedule October 4 Board Meeting – **Heather Morrison** moved to reschedule the October 4 board meeting to Wednesday, September 27 at 9:30 in Dubois; **Jane Lynn** seconded. The motion was approved unanimously. **Jane Lynn** moved to hold the September 27 in Lander and the November 1 in Dubois; **Sharon Mensing** seconded. The motion was approved unanimously.

Correspondence:

- A. WSL Outrider Newsletter – this is available online through the WSL website.
- B. Certified FY 17-18 County Budget
- C. Board-Staff Contact sheet FY 17-18

Other Business – None

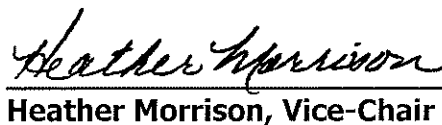
Carol declared the meeting adjourned at 10:32 a.m.

Upcoming Calendar:


Next regular board meeting – Wednesday, September 27, 2017 in Lander, 9:30 a.m.



Carol Steidley, Chair



Heather Morrison, Vice-Chair


Jane Lynn, Treasurer


Sharon Mensing, Member

absent
Vacant, Member


Rebecca Thomas
Recording Secretary