



Regular meeting of the Fremont County Library System Board of Directors held on September 27, 2017 at 9:30 a.m. at Fremont County Library – Lander, 451 North 2nd Street, Lander, WY.

Carol Steidley, Chair, called the meeting to order at 9:32 a.m.

Board Members Present: Carol Steidley, Jane Lynn, Sharon Mensing and Heather Morrison. Also present Rebecca Thomas, Janette McMahon. Commissioner Ray Price was absent – excused. Also present Shari Haskins, Library Manager – Riverton Library and Daniel Bendtsen, reporter for the Riverton Ranger.

Carol welcomed the visitors to the meeting.

1. Approval of Agenda – Carol added “Veteran’s Day Issue” item “D” under New Business. **Jane Lynn** moved to approve the agenda as amended; **Heather Morrison** seconded. The motion was approved unanimously.

2. Presentations – None

3. Approval of Consent Agenda

Minutes – Regular Meeting, August 31, 2017

Record of Financial Statements

General Fund – Statements as of August 31, 2017

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4540**

Check Numbers: **24075 - 24131** written on the Operating Account

Exceptions: **None**

Payroll: **24088 – 24095**

Direct Deposit: **91701 – 91727**

Sharon asked if Rebecca could create a balance sheet comparison from the previous year to the current year; Rebecca replied yes. **Jane Lynn** moved to approve the consent agenda as presented; **Sharon Mensing** seconded. The motion was approved unanimously. Carol, as chair, asked Rebecca to file the financial statements.

4. Reports Roundtable – Janette noted that the librarians are working on the catalogue and it is keeping the staff very busy. The goal is to complete the process by the end of the year. The catalogue clean-up will provide efficiencies when patrons search for materials. She noted her orientation at the Wyoming State Library in early September was very valuable. The recent county department head meeting Janette attended covered their

FMLA procedure, but did not involve changes to their policy. Jane asked if the \$12,000 donation from the Lander Library Friends Association (LLFA) is used for Riverton or Dubois; Janette replied no, but each Library has its own Friends group. The \$12,000 came from the LLFA participation in the Challenge for Charities participation. Janette noted that the revamped website is not quite ready, which is why it was not on this meeting's agenda. It should be ready for the November 1 meeting. Janette is working towards centralized marketing and processing of materials so that the appearance of materials is consistent throughout the three buildings.

Janette noted that she asked Shari to attend the meeting to discuss her report. Shari stated that changes in the community have impacted the library. A new detox center opened a few blocks from the Library, an additional homeless shelter is also a few blocks away and there are low income apartments across the street from the library. The staff has to deal with intoxicated individuals on a daily basis in the library and/or on the grounds. Shari has discussed the situation with the Riverton Middle School Resource Officer (SRO), Cody Meyers. Unfortunately Cody cannot assist the library because they do not have the time or budget. Shari noted that the Riverton Police drive by, but it is not on a consistent basis. Shari thinks the staff need training to adequately deal with the issues. Jane stated that she thinks we need a full time security position at the Riverton Library. Janette noted that she has joined the county safety committee that is chaired by J.R. Oakley. There are furniture placement changes that can help alleviate some issues. J.R. will be visiting the Riverton Library and will advise about changes within the building that may help. All staff will be getting training from the Lander Police department on dealing with disruptive patrons at the all staff training on October 9. Janette emphasized that the Riverton Library is a safe place for patrons.

Janette noted that Rebecca created some bar graphs on the statistics to make it easier to identify trends and she would like feedback from the board members on this different presentation of the statistics. Overall, the board members like the graph presentation. Heather asked why Janette thinks the circulation numbers have dropped. Janette replied that she attributes it to the decrease in budget for collection purchases. The same can be attributed to the programming attendance. The decrease in programming budget and staff available to conduct programs has a direct effect on program attendance. Sharon asked Rebecca to include the collection expenditures on the circulation graph.

5. Policy Review - None

6. Action Items

Unfinished Business:

- A.** Riverton Drainage Update – The decision was made to not have SDI do the last bit of drainage work and it will be completed by the library maintenance staff. It should be completed in the next couple of weeks.

New Business:

- A.** FCL Foundation Grant – Approved – Janette reviewed the grant that she recently presented to the FCL Foundation and was approved by the Foundation Board. She believes the PLA conference is the best development for public librarians.

- B.** Gmail officially being used for library board communication – **Heather Morrison** moved to use Gmail for official Board communication; **Sharon Mensing** seconded. The motion was approved unanimously.
- C.** Closed public hours for staff work – Janette discussed the need for staff to have time to conduct library work that is uninterrupted by patron service in addition to the need for time for staff training. The staff hours from the closure day will be reallocated to other days during that work week, for example, staff will come in to work earlier and work longer hours on the work days. This will maintain the 40 hour work week. This change will not affect the budget. There are no additional employee paid holidays. **Heather Morrison** moved to approve closure of the library to the public on Wednesday, November 22 and Tuesday, December 26 to shift staff hours for staff work time and training; **Jane Lynn** seconded. The motion was approved unanimously.
- D.** Veteran’s Day issue – Janette noted that she would like to be closed on the day of Veteran’s Day, which occurs on a Saturday this year out of respect for any veterans. This will not create an additional employee paid holiday. **Heather Morrison** moved to close the libraries to the public on Saturday, November 11; **Jane Lynn** seconded. The motion was approved unanimously.
- E.** Seed Library Agreement – **Heather Morrison** moved to approve the Seed Library Cooperative Agreement as presented; **Jane Lynn** seconded. Sharon asked if there will be a lot of staff time involved; Janette replied no. Janette noted that the county attorney has reviewed and approved the agreement. The motion was approved unanimously.
- F.** Executive Session for Personnel – **Sharon Mensing** moved to adjourn to executive session for personnel; **Jane Lynn** seconded. The motion was approved unanimously. **Jane Lynn** moved to return to public session; **Heather Morrison** seconded. The motion was approved unanimously.

Correspondence:

- A.** WSL Outrider Newsletter – this is available online through the WSL website.
- B.** Board-Staff Contact Sheet – revised
- C.** Letter from the County Commissioners thanking the Library for the donation of the 2 used copiers.

Other Business – None

Carol declared the meeting adjourned at 11:25 a.m.


Upcoming Calendar:

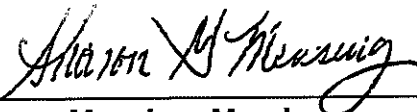
Next regular board meeting – Wednesday, November 1, 2017 in Dubois, 9:30 a.m.



Carol Steidley, Chair


Jane Lynn, Treasurer

absent
Vacant, Member


Heather Morrison, Vice-Chair


Sharon Mensing, Member


Rebecca Thomas
Recording Secretary