



Regular meeting of the Fremont County Library System Board of Directors held on November 1, 2017 at 9:30 a.m. at Fremont County Library – Dubois, 202 North 1<sup>st</sup> Street, Dubois, WY.

Carol Steidley, Chair, called the meeting to order at 9:34 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.

**1. Approval of Agenda** – Heather asked to add a presentation to the agenda; a video on school student dropout issues. **Heather Morrison** moved to approve the agenda as amended; **Jane Lynn** seconded. The motion was approved unanimously.

**2. Presentations** – Heather showed a video on children and school dropout statistics. She noted that these issues relates to the literacy advocacy in our libraries.

**3. Approval of Consent Agenda**

**Minutes** – Regular Meeting, September 27, 2017

**Record of Financial Statements**

General Fund – Statements as of September 30, 2017

Donation Register

Cash Flow Projection

**Approval of Bills**

Purchase Orders **None**

Check Numbers: **24132 - 24192** written on the Operating Account

Exceptions: **None**

Payroll: **24143 – 24154**

Direct Deposit: **101701 – 101727**

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

**4. Reports Roundtable** – Sharon asked Janette if she has any thoughts about the decline in program attendance for library programs. Janette replied that the program budget has been reduced dramatically over the past couple of years; in addition, the staff are reassessing the types of programs that are offered. Carol noted that there will be more information on the retention of email as the county reviews the issue. Carol stated that the charts on staffing included in Janette’s report were very helpful. Janette noted that she is working to bring more lighting to the Riverton Library with the help of JR Oakley. In addition, relocating the shelving in the main area of the library should provide a better line of sight. Sharon asked about the website update. Janette replied that she is looking to

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outsource the design of the website, because it didn't work out for our staff to do it. She does think once the website is redesigned our employees can maintain it. Janette noted that the look of the card catalog connected to the website can be changed and she will be working with the Library Managers to determine what changes will be beneficial. This will take some time. Sharon suggested having a board retreat before the budget process begins.

## 5. Policy Review

- A. Social Media Policy – Carol noted that the Board has worked on a social media policy in previous meetings. Jodi Darrough has approved this policy. Jane stated that she would like to vote on the policy at the next meeting.
- B. Media Policy – Carol noted that Jodi Darrough has approved the Media Policy. Heather suggested adding the phrase “or Board designated representative” every time the term “library executive director” is used. Heather also noted a phrase that needs to be eliminated on page 2, bullet number 1 at the end. This will be voted on at the next meeting.

## 6. Action Items

### Unfinished Business:

- A. Riverton Drainage Update – The project will be done once sod is laid in the spring.

### New Business:

- A. FCLS 2018 Board Meeting Schedule – **Heather Morrison** moved to approve the FCLS 2018 Board Meeting Schedule as presented; **Sharon Mensing** seconded. The motion was approved unanimously.
- B. NSF Fee – Rebecca reviewed the procedure for handling NSF checks. Jane suggested that the library system not accept checks from patrons. **Sharon Mensing** moved to assess patrons the NSF charge back fee that is levied on the Library's account by Wyoming Community Bank; **Jane Lynn** seconded. The motion was approved with **Jane Lynn** dissenting.
- C. Signing Agreements – Janette noted that this is the same motion that has been used with previous directors. **Jane Lynn** moved to authorize, Janette McMahon, the Library Executive Director to sign agreements and contracts on behalf of the Library if the agreement does not require a budgetary transfer, lies within the financial parameters of the Board approved budget, does not exceed the approved spending limits and is not a Memorandum of Understanding (MOU); **Heather Morrison** seconded. The motion was approved unanimously.
- D. Business Coordinator Job Description – Sharon suggested removing the bullet point on preparing the agenda. **Heather Morrison** moved to approve the Business Coordinator job description as amended; **Sharon Mensing** seconded. The motion was approved unanimously.

### Correspondence:


- A. WSL Outrider Newsletter – this is available online through the WSL website.

**Other Business** – Carol noted that after the December board meeting there will be county training for the Library board members and a board retreat.

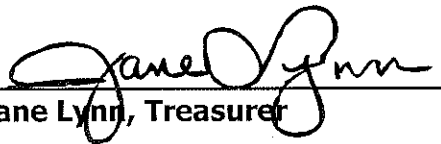
Carol declared the meeting adjourned at 11:12 a.m.

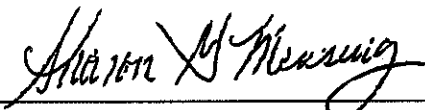
**Upcoming Calendar:**

Next regular board meeting – Wednesday, December 6, 2017 in Riverton, 9:30 a.m.

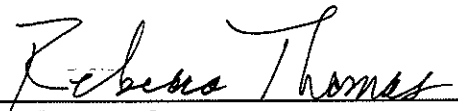
  
Carol Steidley, Chair

  
Heather Morrison, Vice-Chair

  
Jane Lynn, Treasurer

  
Sharon Mensing, Member

absent  
Vacant, Member

  
Rebecca Thomas  
Recording Secretary