



Regular meeting of the Fremont County Library System Board of Directors held on December 6, 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 9:36 a.m.

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

**1. Approval of Agenda – Sharon Mensing** moved to approve the agenda as presented; **Jane Lynn** seconded. The motion was approved unanimously.

**2. Presentations – None**

**3. Approval of Consent Agenda**

**Minutes** –Regular Meeting, November 1, 2017

**Record of Financial Statements**

General Fund – Statements as of October 31, 2017

Donation Register

Cash Flow Projection

**Approval of Bills**

Purchase Orders **4541, 4542**

Check Numbers: **24193 - 24259** written on the Operating Account

Exceptions: **None**

Payroll: **24207 – 24218**

Direct Deposit: **111701 – 111727**

Transfer *to* WYOStar: Tax revenue income received over **\$80,000**

Transfer **\$50,000** to Fremont County Treasurer for cash reserve repayment

**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** – Janette noted that the shelving in Riverton is being lowered to the same height as the adult shelving in the Lander Library to help with the lighting in the library as well as for safety reasons. Janette added that the top shelves were never used for collections because they were too hard to reach. Sharon commented that she enjoys the individual library reports and is impressed with all of the on-going activities. Carol agreed. The weeding and cleaning up of the catalog has been completed in Lander and Dubois. Riverton is still working on it, but should have it completed soon. A major upgrade

is taking place at the Wyoming State Library which is affecting patron service. It should be completed by the end of the week.

Heather Morrison joined the meeting. Heather asked about the Born to Read program; Janette replied this program is a Friends project. Janette noted that the circulation numbers are up a little in October, which she attributes to new displays of materials. The libraries are focusing on customer experience.

## 5. Policy Review

- A. Social Media Policy – Jane asked why this policy is needed. Janette replied that a structure is needed as guidance for staff in this area and this policy has been advocated by the library managers. Heather noted that there have been issues with staff posts in the past and this policy provides governance. Carol suggested some slight rewording to the policy without affecting the content of the policy. **Heather Morrison** moved to adopt the Social Media Policy as amended; **Sharon Mensing** seconded. The motion was approved unanimously.
- B. Media Policy – Jane asked why this policy is needed. Janette replied that this policy helps provide protection to the staff when public ask questions about library actions. The library managers have requested this policy. Heather suggested some slight rewording to the policy without affecting the content of the policy. **Heather Morrison** moved to adopt the Media Policy as amended; **Sharon Mensing** seconded. The motion was approved unanimously.
- C. Circulation Policy – revised – Janette noted that the library managers want to remove the highlighted portion of the policy. **Heather Morrison** moved to put the revised Circulation Policy out for public comment; **Sharon Mensing** seconded. The motion was approved unanimously.

## 6. Action Items

### Unfinished Business:

- A. Riverton Roof/Drainage Update – Janette noted that changes made outside an emergency exit have made improvements so that ice does not build up. The project is on hold until the spring weather makes the final work possible.

### New Business:

- A. FCLS 2018 Closures/Holidays – Janette reviewed the holidays and facility closures. **Jane Lynn** moved to approve the FCLS 2018 Facility Closures and Employee Holidays as presented; **Sharon Mensing** seconded. The motion was approved unanimously.
- B. Technology Coordinator job description – Janette reviewed the changes to the job description. Carol suggested rewording a portion of the job description without affecting the content. **Sharon Mensing** moved to approve the Technology Coordinator job description as amended; **Heather Morrison** seconded. The motion was approved unanimously.
- C. FCL Foundation revised by-laws – Janette stated the FCL Foundation has been working on their by-laws and she has been involved in the process. They have

approved revised by-laws which includes up to 25% of their allowable money to supplement general library use line items.

**Correspondence:**

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


**Other Business** – Heather commented that in reviewing the financial documents she noted that Lander has received significantly more donations than the other libraries. Janette replied that the Challenge for Charities is partly responsible through the Lander Library Friends Association. Janette is hoping to foster increased communication between the 3 Friends groups in the future. Heather reminded everyone that she will not be able to attend the January meeting.

Carol declared the meeting adjourned at 10:35 a.m.

**Upcoming Calendar:**

Next regular board meeting – Wednesday, January 10, 2018 in Lander, 9:30 a.m.

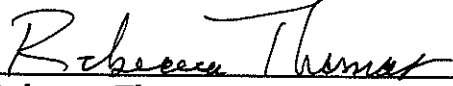
  
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Carol Steidley, Chair

  
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Heather Morrison, Vice-Chair

  
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Jane Lynn, Treasurer

  
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Sharon Mensing, Member

absent  
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Vacant, Member

  
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Rebecca Thomas  
Recording Secretary