



Regular meeting of the Fremont County Library System Board of Directors held on January 10, 2018 at 9:30 a.m. at Fremont County Library – Lander, 451 North Second Street, Lander, WY.

Carol Steidley, Chair, called the meeting to order at 9:35 a.m.

Board Members Present: Carol Steidley, Jane Lynn and Terry Hafner. Sharon Mensing and Heather Morrison were absent – excused. Also present Janette McMahon and Rebecca Thomas. Commissioner Ray Price was delayed. Also present Ray Charles, President of the Lander Library Friends Association (LLFA).

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

2. Welcome Terry Hafner/Oath of Office – Carol administered the oath of office for Terry.

3. Approval of Consent Agenda

Minutes –Regular Meeting, December 6, 2017

Record of Financial Statements

General Fund – Statements as of November 30, 2017

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4543**

Check Numbers: **24260 - 24331** written on the Operating Account

Exceptions: **None**

Payroll: **24269 – 24280**

Direct Deposit: **121701 – 121727**

Janette reviewed the purchase order for computer software that will upgrade all computers to the Windows 10 operating system as well as upgrading some computers to MS Office 16.

Terry Hafner 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.

Reports Roundtable – Janette highlighted the work accomplished on the staff work day on December 26. She noted that she is coordinating with Central Wyoming College (CWC) regarding possible internships. This could help develop the skill sets of the local workforce that we need for library applicants, but is beneficial to other employers in the county. Terry asked if the interns work for free; Janette replied they will be paid based on the CWC model, but it will not come out of the library budget. Janette distributed a draft of the new countywide library newsletter to the board members.

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Ray Price joined the meeting.

Carol invited Ray Charles to report to the Library Board on LLFA activities. He distributed a report that he uses when speaking at other organizations about the Friends. He highlighted the LLFA fundraising efforts as well as the money given to the Lander Library. Ray emphasized that in previous years the donations to the library have been used to support infrastructure renovations to the Carnegie Room. However due to recent budget reductions, this year the donations are for basic library expenses (collections, programs and furniture) and that will probably continue into next fiscal year. Carol noted that the library system appreciates all the LLFA organization does for the library system. Janette added that it is appreciated that the LLFA is supporting basic library expenses.

4. Policy Review

- A. Employee Records Policy – Janette noted that there are just some small changes to the policy. **Jane Lynn** moved to approve the revised Employee Records Policy as presented; **Terry Hafner** seconded. The motion was approved unanimously.
- B. Tuition Reimbursement Policy – Janette noted that there was just a small change that was needed to refer to the budget availability for this policy. Terry commented that he has concerns about current staff turnover rates and questions whether the library will see a benefit from this policy. Rebecca stated that since the policy has been put into effect, no employee has requested tuition reimbursement. Jane suggested that any monies should be used for general staff development instead of just one employee. Carol suggested that the library board reconsider the policy as a whole. It will be on the next regular meeting agenda.

5. Action Items

Unfinished Business:

- A. Riverton Drainage Update – The library is waiting for the spring thaw to complete the project.

New Business:

- A. Riverton Fire Alarm Update – Janette reviewed the problems with the Riverton fire alarm system. She presented the commissioners with the enclosed proposal at their meeting yesterday and they have approved the fire alarm repair funded through the Capital Revolving Fund. The annual payments will be about \$1,200 and there is \$600 available this year for the half year payment. **Jane Lynn** moved to approve the fire alarm repair funded through the county's Capital Revolving Fund; **Terry Hafner** seconded. The motion was approved unanimously. Janette noted that the library should be closed for one or two days for this repair, but she will notify the board members when it is scheduled. The library will work with local media to get out public service announcements when the closing is scheduled.
- B. Riverton wiring project – Janette noted that the county has budgeted money this fiscal year for technology infrastructure. Jenny is working with Traveling Computers and Kevin Shultz (IT for the county) to update the wiring in the Riverton Library, which is badly needed. The cost of the contractor (Traveling Computers) will be paid by the county and the library system will be responsible for the cost of the

actual wire, terminating plates and any switches. Janette will provide more information as she receives it.

6. Correspondence:


- A. WSL Outrider Newsletter – this is available online through the WSL website.
- B. Board-Staff contact sheet – revised.

Other Business – None

Carol declared the meeting adjourned at 10:25 a.m.

Upcoming Calendar:

Next regular board meeting – Wednesday, February 7, 2018 in Riverton, 9:30 a.m.



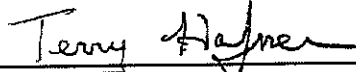
Carol Steidley, Chair

absent

Heather Morrison, Vice-Chair



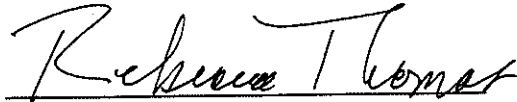
Jane Lynn, Treasurer



Terry Hafner, Member

absent

Sharon Mensing, Member



Rebecca Thomas
Recording Secretary