



# FREMONT COUNTY Libraries

Engaging Minds • Enriching Lives

Regular meeting of the Fremont County Library System Board of Directors held on February 7, 2018 at 9:30 a.m. at Fremont County Library – Riverton, 1330 West Park Avenue, Riverton, WY.

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

**Board Members Present:** Carol Steidley, Jane Lynn, Terry Hafner, and Heather Morrison. Sharon Mensing was 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) and Daniel Bendtsen, reporter with the Riverton Ranger.

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

**2. Public Hearing – Circulation Policy** – There were no public comments on this policy. Janette noted that no comments from the public were received within the last 45 days. **Heather Morrison** moved to approve the revised Circulation Policy as presented; **Terry Hafner** seconded. The motion was approved unanimously.

**3. Approval of Consent Agenda**

**Minutes – Unanticipated Revenue Hearing, January 10, 2018;  
Regular Meeting, January 10, 2018**

**Record of Financial Statements**

General Fund – Statements as of December 31, 2017  
Donation Register  
Cash Flow Projection

**Approval of Bills**

Purchase Orders **4543 – revised, 4544**  
Check Numbers: **24332 - 24391** written on the Operating Account  
Exceptions: **None**  
Payroll: **24339 – 24350**  
Direct Deposit: **11801 – 11829**  
Transfer from WYOStar: **\$100,000**

**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.

**4. Reports Roundtable** – Ray Price joined the meeting. Janette noted that Sharon has had a health issue and will be attending via phone over the next few months. She is available via email. Janette reviewed the FCL Foundation grants that were recently approved and the training Fremont Counseling provided to the Riverton Library staff in January. The training

Page 1 of 3

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covered topics on dealing with patrons and employees' own mental health and was funded by the FCL Foundation also. This training will be conducted for the rest of the library staff in March. The county library newsletter has been distributed via email and Janette has received positive feedback on it. Janette stated she would like to offer the small office on the second floor of the Lander Library to the support organizations (Foundation and Friends). It is currently used for storage. The fire alarm panel has been repaired in the Riverton Library. The library was closed for one day for the repair. Janette will ask permission from the county commissioners to replace a full time library assistant II in the Lander Library who has resigned effective next week. The Lander Library part-time position that was vacated has been filled. The full time YA Lead Librarian position in Riverton is in the interview process. Ray Charles updated the Board on the LLFA activities and distributed a newsletter.

## 5. Policy Review

- A. Tuition Reimbursement Policy – Carol suggested spending more time reviewing this policy. The consensus was to bring the policy back in the next regular meeting.

## 6. Action Items

### Unfinished Business:

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

### New Business:

- A. Job Descriptions – Janette reviewed the job descriptions for the board members. There were some minor grammatical and form corrections.
  - a. Library Aide – **Jane Lynn** moved to approve the Library Aide job description as presented; **Heather Morrison** seconded. The motion was approved unanimously.
  - b. Library Assistant I – Janette noted that this is a new position. **Heather Morrison** moved to approve the Library Assistant I job description as presented; **Terry Hafner** seconded. The motion was approved unanimously.
  - c. Library Assistant II as assigned to Adult department – **Jane Lynn** moved to approve the Library Assistant II as assigned to Adult department job description as presented; **Terry Hafner** seconded. The motion was approved unanimously.
  - d. Library Assistant II as assigned to YA department – **Terry Hafner** moved to approve the Library Assistant II as assigned to YA department job description as presented; **Heather Morrison** seconded. The motion was approved unanimously.
  - e. Library Assistant II as assigned to Children's department – **Heather Morrison** moved to approve the Library Assistant II as assigned to Children's department job description as presented; **Jane Lynn** seconded. The motion was approved unanimously.
  - f. Library Assistant II as assigned to Interlibrary Loan – **Heather Morrison** moved to approve the Library Assistant II as assigned to Interlibrary Loan job description as presented; **Jane Lynn** seconded. The motion was approved unanimously.

- g. Library Assistant II as assigned to Marketing – **Terry Hafner** moved to approve the Library Assistant II as assigned to Marketing job description as presented; **Heather Morrison** seconded. The motion was approved unanimously.
- h. Custodian/Maintenance/Security – **Terry Hafner** moved to approve the Custodian/Maintenance/Security job description as presented; **Jane Lynn** seconded. The motion was approved unanimously.

**7. Correspondence:**

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

**Other Business** – Janette noted that she will be attending the Legislative Reception on February 22 and 23. Terry will be attending as well. Janette invited any other interested board members to attend. The library budget has enough to cover these expenses.

Carol declared the meeting adjourned at 10:21 a.m.

**Upcoming Calendar:**

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

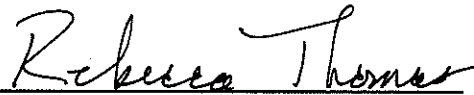
  
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Carol Steidley, Chair

  
\_\_\_\_\_  
Heather Morrison, Vice-Chair

  
\_\_\_\_\_  
Jane Lynn, Treasurer

  
\_\_\_\_\_  
Terry Hafner, Member

absent  
\_\_\_\_\_  
Sharon Mensing, Member

  
\_\_\_\_\_  
Rebecca Thomas  
Recording Secretary