



Regular meeting of the Fremont County Library System Board of Directors held on March 7, 2018 at 9:30 a.m. at Fremont County Library – Dubois, 202 North First Street, Dubois, WY.

Carol Steidley, Chair, called the meeting to order at 9:39 a.m.

Board Members Present: Carol Steidley, Jane Lynn and Terry Hafner. Sharon Mensing attended via conference phone. Heather Morrison was delayed. Also present Janette McMahon and Rebecca Thomas. Commissioner Ray Price was absent – excused. Also present Treva Higgins, Manager Dubois Library and Kathy Gettelman, Lead Librarian.

- 1. Approval of Agenda – Terry Hafner** moved to approve the agenda as presented; **Jane Lynn** seconded. The motion was approved unanimously.
- 2. Presentations – Kathy Gettelman, 5-year service recognition –** Treva presented Kathy with a certificate and noted that Kathy is the Children’s librarian and the families love having her here at the library. Kathy commented that she loves her work at the library.

3. Approval of Consent Agenda

Minutes – Regular Meeting, February 7, 2018
Record of Financial Statements

General Fund – Statements as of January 31, 2018
Donation Register
Cash Flow Projection

Approval of Bills

Purchase Orders **4545**
Check Numbers: **24392 - 24455** written on the Operating Account
Exceptions: **24410**
Payroll: **24400 – 24413**
Direct Deposit: **21801 – 21827**

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

- 4. Reports Roundtable –** Janette noted that all vacant positions in Lander and Riverton have been filled except for the part-time adult position in Riverton. The re-hiring of this position was approved by the commissioners yesterday. The young adult lead librarian will start tomorrow in Riverton. Jane, Terry and Janette attended the Legislative Reception in Cheyenne at the end of February. The Riverton rewiring project will begin March 12 and although there will be some workers in the building, any disruption to patrons should be minimal. Janette reminded the board members that she and the 3 branch managers will be

gone to Public Library Association (PLA) conference in the end of March for about a week the costs for attending this conference are being funded by the Fremont County Library Foundation.

Heather joined the meeting. Terry expressed concern about the fact that not one legislator attended the reception that was put on by the Wyoming State Library (WSL). Jane noted that she learned a lot from talking with the staff from the WSL. Carol expressed her appreciation that Janette, Jane and Terry attended the reception.

5. Policy Review

- A. Tuition Reimbursement Policy – Janette recommended deleting this policy and starting from scratch. She has incorporated this policy into the Continuing Education Policy. Discussion moved to the Continuing Education Policy. **Heather Morrison** moved to delete the Tuition Reimbursement Policy; **Jane Lynn** seconded. The motion was approved unanimously.
- B. Continuing Education Policy – Carol noted that she likes that this policy covers all kinds of education. The consensus was to remove the last 2 bullets under “Education Opportunities” and change the title to “Professional Development Policy”. The group discussed the need for a statement on budget conditions on funding the professional memberships for the staff. Carol noted that this policy needs more study and will come back at the next board 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 – **Jane Lynn** moved to adjourn to executive session for personnel; **Heather Morrison** seconded. The motion was approved with Sharon Mensing and Carol Steidley abstaining. **Heather Morrison** moved to return to public session; **Jane Lynn** seconded. The motion was approved unanimously.

The Board discussed the hiring freeze and the process for re-hiring. The board members made some additions and changes to the job descriptions.

- a. Facilities Manager – **Jane Lynn** moved to approve the Facilities Manager job description as amended; **Terry Hafner** seconded. The motion was approved unanimously.
 - b. Library Branch Manager – **Jane Lynn** moved to approve the Library Branch Manager job description as amended; **Terry Hafner** seconded. The motion was approved unanimously.
 - c. Lead Librarian – **Jane Lynn** moved to approve the Lead Librarian job description as amended; **Terry Hafner** seconded. The motion was approved unanimously.
- B. Pay Scale 2017_2018 – Janette reviewed the changes to the pay scale; specifically, removing the Department Head position, adding Library Assistant I position and the combining Maintenance/Custodian and Maintenance/Security. **Jane Lynn** moved to

approve the 2017_2018 Pay Scale as presented; **Terry Hafner** seconded. The motion was approved unanimously.

- C. Transfer Cisco Switch to County – Janette reviewed the memo included in the board packet regarding this switch and the proposal to transfer it to the county. The switch is on the library’s fixed asset list. **Heather Morrison** moved to approve transferring the incompatible Cisco switch to the county; **Terry Hafner** seconded. The motion was approved unanimously.
- D. Draft Budget FY18-19 – Janette reviewed the proposed budget line item increases and decreases as compared to the current year’s budget. Janette reviewed the five-year plan she will submit to the county in the budget packet. **Terry Hafner** moved to approve the FY18-19 budget as presented; **Jane Lynn** seconded. The motion was approved unanimously.
- E. Time Management Study – Janette noted that she likes doing these surveys with staff. The purpose is to understand how the staff spends their work time. All staff will complete the survey.

7. Correspondence:

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

Other Business – None

Carol declared the meeting adjourned at 11:38 a.m.

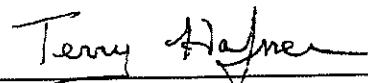
Upcoming Calendar:

Next regular board meeting – Wednesday, April 4, 2018 in Lander, 9:30 a.m.

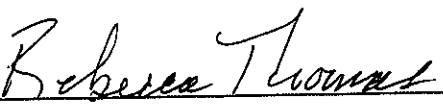

Carol Steidley, Chair


Heather Morrison, Vice-Chair


Jane Lynn, Treasurer


Terry Hafner, Member


Sharon Mensing, Member


Rebecca Thomas
Recording Secretary