

Regular meeting of the Fremont County Library System Board of Directors held on May 2, 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 9:36 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 absent – excused.

1. Approval of Agenda – Heather Morrison 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, April 4, 2018

Record of Financial Statements

General Fund – Statements as of March 31, 2018

Donation Register

Cash Flow Projection

Approval of Bills

Purchase Orders **4546**

Check Numbers: **24523 - 24585** written on the Operating Account

Exceptions: **None**

Payroll: **24528 – 24536**

Direct Deposit: **41801 – 41828**

Transfer from WYOStar: **\$100,000**

Heather Morrison 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 time management study for staff is ending this week. Janette reviewed the PLA intern grant that the library system was awarded for this summer. She has received 10 applicants for the program and they all fit the requirements of the grant. Each applicant will be interviewed. The budget presentation in front of the commissioners went well. Janette noted that the sound mixer from the Riverton Community Room was stolen sometime within the past 10 days.

5. Policy Review

- A. Meeting Room Policy – The consensus of the board members was to make some small changes to the policy, but the changes did not alter the essence of the policy. **Jane Lynn** moved to approve the revised Meeting Room Policy as amended; **Terry Hafner** seconded. The motion was approved unanimously.
- B. DVD Reconditioning Policy – The group asked to add “per visit” to the second to last sentence. **Heather Morrison** moved to approve the revised DVD Reconditioning Policy as amended; **Jane Lynn** seconded. The motion was approved unanimously.
- C. Equipment Use Policy – **Jane Lynn** moved to delete the Equipment Use Policy; **Heather Morrison** seconded. The motion was approved unanimously.

6. Action Items

Unfinished Business:

- A. Riverton Drainage Update – Janette noted that there are some warranty items that need attention to complete the project.

New Business:

- A. Waive fines for HS Graduates – Terry noted that he is concerned that the library system does not charge enough for fines on books. Janette replied that issue is covered under the Circulation Policy. That policy will come before the Board, but it will take several months to work on the revision. Janette reviewed the library system’s Food for Fines and School Supplies for Fines programs held each year. **Heather Morrison** moved to approve waiving overdue fines for 2018 Fremont County high school graduates in May and June 2018; **Jane Lynn** seconded. The motion was approved unanimously.
- B. PLA Intern MOU – The grant amount to pay the intern is \$3,500. The intern is paid \$10/hour for a maximum of 35 hours per week. The consensus of the board members was that this is a worthwhile grant. **Heather Morrison** moved to approve the PLA Intern MOU 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 – None

Carol declared the meeting adjourned at 10:40 a.m.

Upcoming Calendar:


Next regular board meeting – Wednesday, June 6, 2018 in Riverton, 9:30 a.m.



Carol Steidley, Chair



Heather Morrison, Vice-Chair



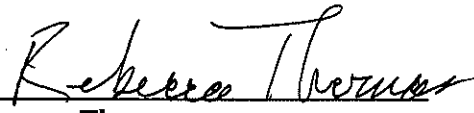
Jane Lynn, Treasurer



Terry Hafner, Member

absent

Sharon Mensing, Member



Rebecca Thomas
Recording Secretary