

# Approved Minutes



Regular meeting of the Fremont County Library System Board of Directors held on June 27, 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 9:45 a.m.

**Board Members Present:** Carol Steidley, Jane Lynn and Terry Hafner. Heather Morrison and Sharon Mensing attended via telephone conference. Also present Janette McMahon and Rebecca Thomas. Commissioner Ray Price was absent – excused.

**1. Approval of Agenda** – Janette asked to add item “B” under New Business “July Board Meeting”. **Jane Lynn** moved to approve the agenda as amended; **Terry Hafner** seconded. The motion was approved unanimously.

**2. Presentations – None**

**3. Approval of Consent Agenda**

**Minutes** –Regular Meeting, June 6, 2018

**Record of Financial Statements**

General Fund – Statements as of May 31, 2018

Donation Register

Cash Flow Projection

**Approval of Bills**

Purchase Orders **4549 – 4554**

Check Numbers: **24665 - 24727** written on the Operating Account

Exceptions: **None**

Payroll: **24668 – 24676**

Direct Deposit: **61801 – 61829**

2017-2018 Retired Assets

**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** – Janette noted that staff is very busy with summer reading programs. Janette traveled to Washington D.C. with Gabby for workshops for the PLA summer intern program. Janette reviewed the budget discussions the commissioners have had over the past few weeks including the pay raises for all benefited employees. Jane has been reappointed to a full 3-year term. Jim Ring (Custodian-Maintenance-Security) has retired and Tom is interviewing for his replacement.

Amy Andersen (member of the public) joined the meeting.

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## 5. Policy Review – None

## 6. Action Items

### Unfinished Business:

- A. Riverton Drainage Update – Janette noted that the repair work to the parking lot is being planned for August once most of the summer programming is completed.
- B. Budget FY 18-19 – Janette noted that she covered this earlier in the reports section. During the budget process the commissioners did not make any cuts to the library's proposed budget.

### New Business:

- A. School Supplies for Fines – Janette noted that patrons must bring in new packages of school supplies that are sent to the Food Banks for distribution to needy children. **Terry Hafner** moved to approve waiving overdue fines if patrons bring in school supplies from July 16, 2018 through August 31, 2018; **Jane Lynn** seconded. The motion was approved unanimously.
- B. July Board Meeting – Janette asked the board members about scheduling a special meeting for budget adoption and approving timely bills. Carol suggested Wednesday, July 18 at 9:30am. **Jane Lynn** moved to approve holding a special meeting on Wednesday, July 18 at 9:30am in Lander for the purpose of approving the budget and approving bills; **Terry Hafner** seconded. The motion was approved unanimously.

## 7. Correspondence:

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

**Other Business** – Terry asked to be put on the August 1 agenda to discuss library fines. Heather noted that she will need to call into the August board meeting.

Carol declared the meeting adjourned at 10:05 a.m.

## Upcoming Calendar:

Next regular board meeting – Wednesday, August 1, 2018 in Dubois, 9:30 a.m.

Carol Steidley, Chair

Heather Morrison, Vice-Chair

Jane Lynn, Treasurer

Terry Hafner, Member

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FREMONT COUNTY  
**Libraries**  
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*absent*

**Sharon Mensing, Member**

  
**Recording Secretary**

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Unanticipated Revenue/Budget Hearing, Fremont County Library System Board of Directors held on June 27, 2018 at 9:30 a.m. at the Fremont County Library – Lander, 451 North 2<sup>nd</sup> Street, Lander, WY.

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

**BOARD MEMBERS PRESENT:** Carol Steidley, Jane Lynn and Terry Hafner. Sharon Mensing and Heather Morrison attended via telephone conference. Also present Janette McMahon, Rebecca Thomas. Commissioner Ray Price was absent – excused.

- 1. Approval of the Agenda – Jane Lynn** moved to approve the agenda as presented; **Terry Hafner** seconded. The motion was approved unanimously.
- 2. Approval of Designated Unanticipated Revenues and Expenditures –** Janette reviewed the unanticipated revenues and associated expenditures. **Jane Lynn** moved to approve the designated unanticipated revenues and expenditures as presented; **Terry Hafner** seconded. The motion was approved unanimously.
- 3. Budget Transfers –** Janette reviewed the budget transfers that were approved by the commissioners 2 weeks ago. **Jane Lynn** moved to approve the budget transfers as presented; **Terry Hafner** seconded. The motion was approved unanimously.
- 4. Adjournment –** Carol declared the meeting adjourned at 9:44a.m.

Carol Steidley, Chair

Heather Morrison, Vice-Chair

Jane Lynn, Treasurer

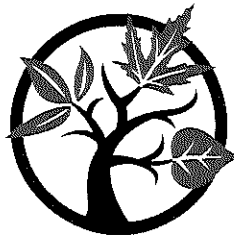
Terry Hafner, Member

absent

Sharon Mensing, Member

Recording Secretary

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Special meeting of the Fremont County Library System Board of Directors held on July 18, 2018 at 9:30 a.m. at Fremont County Library – Lander, 451 North 2<sup>nd</sup> Street, Lander, WY.

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

**BOARD MEMBERS PRESENT:** Jane Lynn, Carol Steidley and Terry Hafner. Heather Morrison attended via telephone conference. Sharon Mensing was absent – excused. Also present Janette McMahon, Rebecca Thomas and Commissioner Ray Price.

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

**2. Adopt the FY 18-19 Budget – Jane Lynn** moved to adopt the fiscal year 2018 – 2019 budget as presented; **Terry Hafner** seconded. The motion was approved unanimously.

**3. Approval of Consent Agenda**  
**Approval of Bills**

Purchase Orders: **4555, 4556, 4557**

Check Numbers: **24728 - 24748** written on the Operating Account

Exceptions: **None**

Janette reviewed the purchase orders. **Jane Lynn** moved to approve the consent agenda as presented; **Terry Hafner** seconded. The motion was approved unanimously.

**1. Financial Issues –** Janette discussed the recent water leak at the Lander Library. There was no damage to any of the collection materials. She has discussed the issue with the county commissioners. She is working with the property insurer and getting estimates for the repairs. The deductible is \$5,000. Janette is estimating the total cost will be between \$10,000 and \$15,000. There will be more information at the next board meeting.

**Upcoming Calendar:**

Next meeting – Wednesday, August 1, 2018, 9:30am in Dubois

The meeting was adjourned at 9:50am.

Carol Steidley, Chair

Jane Lynn, Treasurer

Heather Morrison, Vice-Chair

Terry Hafner, Member

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absent  
Sharon Mensing, Member



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