



Approved Minutes

Regular meeting of the Fremont County Library System Board of Directors held on October 3, 2018 at 9:30 a.m. at Fremont County Library – Dubois, WY 82513.

Carol Steidley, Co- Chair, called the meeting to order at 9:33 a.m.

Board Members Present: Carol Steidley, Jane Lynn, Molly Herber and Terry Hafner. Heather Morrison-absent. Also present Janette McMahon, Library Director and Commissioner Ray Price.

- 1. Approval of Agenda –Terry Hafner** moved **Jane Lynn** seconded. The motion was approved unanimously.
- 2. Presentations:** Janette shared the certification given by PLA/IMLS for Intern Grant Participation.

3. Approval of Consent Agenda

Minutes – October 3, 2018

Record of Financial Statements

General Fund –as of September 28, 2018

Donation Register

Cash Flow Projection

Approval of Bills

Check Numbers: **24870** - **24954** written on the Operating Account

Exceptions: 24823, 24899

Payroll: \$122, 575

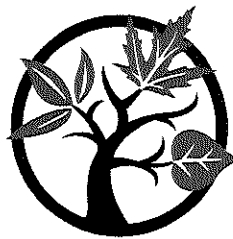
Direct Deposit:

Transfer from WYOStar: 0

Cash Reserve-\$50,000

Jane Lynn moved to approve the consent agenda; **Terry Hafner** seconded. The motion was approved unanimously.

- 4. Library Reports and Statistics** – Janette gave an update on the work with the Treasurer's office in reference to financial report. Janette gave an update on the PLA trip to Chicago. Numbers for foot traffic are down a bit. Audio downloads are up and a discussion of wait lists. Janette continues to work with the Business Office processes and working with County offices. Janette met with the City Manager of Riverton to discuss our concerns. She also is working with staff to be sure internal processes work correctly when dealing with patrons and police officers. Information on Supply Ordering and change in process. Discussion of the continued changes and evaluation of the Business Office Position. Update on the previous Internet Issues. Riverton's online Story time and Move and Groove are doing very well.



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5. Policy Review- NONE

6. Unfinished Business:

- A. Riverton Drainage Update –Warranty work continues.

New Business:

- A. New board member Molly Herber was welcomed.
- B. Discussion was held of the new Evaluation forms. The new format is less negative and allows for discussion between management and staff. Evaluation forms were approved: Evaluation of Staff by Managers, Evaluation of Managers by Staff, Evaluation of Director by Managers, Evaluation of Manager by Director. Director evaluation by the Board will be a combination of the two formats. A new version of the Director Evaluation by the Board will come back to the Board in November.
- C. Approval of FCLS Board Meeting Calendar- Motion **Jane Lynn, Terry Haffner**-seconded. Approved unanimously.
- D. Approval of FCLS Closures/Paid Holidays- Discussion of closed days and use of those days. Taken back off were the extra days, except for the addition of Martin Luther King Day. Information given for the Columbus Day Training. Motion **Jane Lynn** Seconded **Terry Haffner** . Approved unanimously.
- E. Discussion was held concerning Business Coordinator Position. Janette gave a recommendation to take to the County Commissioners. Recommendation as follows:

After two months of evaluation and having outside evaluation done, I have come to the conclusion we do not need a full time staff person in this position. I also looked at what would best benefit the Library System in regards to total staffing, budget and System stability.

The following is my recommended option, covering all duties of the position.

1. County Office takes over AP, Payroll and Fixed Assets (working with the Director).
2. Director would retain all HR, Board duties and work with the Treasurer's Office on AR.
3. 18 Hour Position-Library Aide would file, fill in across the system, and work with supplies.

Cost Breakdown:

Total Cost Budgeted for Business Coordinator Position \$77,379

Costs paid out for Business Coordinator FY 18/19 \$13,293.57

Total Left \$64,085.43

18 hour Library Aide (Under Admin, Nov-June) \$6,538 (Cost for 19/20 FY \$10,624.07)

Total \$57,547.43

As the money is budgeted I would like to use savings for one time expenditures, this is the only way to find the money in the Library budget. Also the technology projects would be paid for and not have to be asked for through Capital Revolving in FY



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19/20 OR 20/21. Thus all would be a savings in the 19/20 budget and into the 20/21.

Lander Facility Costs- \$8,667 Total \$40,789.00

Riverton Lighting Project-\$4,135.00

Technology Replacements- \$27,987.00

Total Savings \$16,758.43

There may be a portion of the savings that will be transferred to Julie Freese's office for compensation in this fiscal year.)

Motion **Molly Herber** Seconded **Terry Hafner**. Approved unanimously.

7. Correspondence:

- A. WSL Outrider Newsletter – this is available online through the WSL website.
- B. FCLS Newsletter available online. Showed the Newsletter using the new paper.
- C. Board was given updated contact sheet for FCLS/County information sheets. One correction to Molly Herber's email.

Other Business –

Upcoming Calendar:

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

absent

Heather Morrison, Chair

Carol Steidley

Carol Steidley, Vice-Chair

Jane Lynn

Jane Lynn, Treasurer

Molly Herber

Molly Herber, Member

Terry Hafner

Terry Haffner, Member

[Signature]

Recording Secretary