



## Approved Minutes

Regular meeting of the Fremont County Library System Board of Directors held on November 7, 2018 at 9:30 a.m. at Fremont County Library – Lander, WY 82513.

Carol Steidley, Co- Chair, called the meeting to order at 9:37 a.m.

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

- 1. Approval of Agenda –Terry Hafner** moved seconded **Molly Herber**. The motion was approved unanimously with one change, tabling of C (Met Opera Marketing) under New Business until next meeting.
- 2. Presentations:** Ray Charles gave an update for the Lander Friends of the Library. Successful fundraising year. Friends will be having a retreat the following Saturday.

### **3. Approval of Consent Agenda**

**Minutes** – October 3, 2018

Record of Financial Statements

General Fund

Approval of Bills

Check Numbers: **24955– 25012, 25016-25021**written on the  
Operating Account

Exceptions: 24966, 24947

Payroll: 118,132.98

Transfer from WYOStar: 0

Cash Reserve Transfer: 0

**Terry Hafner** moved to approve the consent agenda with one correction; **Molly Herber** seconded. The motion was approved unanimously.

- 4. Library Reports and Statistics** – Janette gave an update on the work with the County Clerk’s Office. Janette gave an update of the wireless and Internet connection issues/usage and new equipment. We currently top out our Internet connection and the issues connected with topping it out. Patron usage is extremely high. A discussion of foot traffic being down and what we are doing about it. A short discussion of how we do our statistics and where they come from. Board was given an update from the Director’s Retreat and the database lawsuit concerning Ebsco. System was very busy with programming. Discussion of assistance provided in the computer lab. With the lack of staff, no one on one assistance is available. Terry Hafner requested all reports be uniform.

- 5. Policy Review- NONE**



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### 6. Unfinished Business:

- A. Riverton Drainage Update –Warranty work continues.
- B. Discussion of Director’s Evaluation Form. Continued to work on the form. Changes to format were made. Form will be back to the next meeting.

### New Business:

- A. Discussion of Mini Grant-Libraries Connecting You to Coverage award, \$300.
- B. Update on the Business Coordinator position and when changes will happen. Payroll and AP will begin to shift this next month. Timesheets will be changing and matching the County. PAFs will be changing to the Voucher. Discussion of other changes with the way the information will look for the Board.
- C. Met Opera Marketing-tabled until the December meeting
- D. United for Libraries discussion. Janette gave an explanation of United for Libraries and recommended for the Board to belong. It is a subsidiary of ALA specifically for Library Boards. \$80 for membership for the entire board. Motion by **Molly Herber, Terry Hafner** seconded.
- E. Strategic Planning-discussion was held on what will be happening in the upcoming months. Booklets were handed out to give an overview of the process.

### 7. Correspondence:

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

### Other Business –

### Upcoming Calendar:

Next regular board meeting – Wednesday, December 5, 2018 in Riverton, 9:30 a.m.

Meeting Adjourned 11:01am

*absent*

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 Heather Morrison, Chair

*Carol Steidley*

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 Carol Steidley, Vice-Chair

*Jane Lynn*

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

*absent*

\_\_\_\_\_  
 Molly Herber, Member



FREMONT COUNTY

**Libraries**

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Terry Hafner, Member

Recording Secretary