



## Approved Minutes

Regular meeting of the Fremont County Library System Board of Trustees held August 3, 2022 at 9:30 a.m. in person at the Riverton Branch Library with Zoom availability.

In Attendance: Board Members, Perry Cook, Sherry Shelley, John Angst, Carrie Johnson. Anita Marple (Library Director), Shari Haskins (Assistant Director), Jodi Darrough (Deputy County Attorney), Julie Freese (County Clerk), Jim Anderson (County Treasurer) and Kirbie Despain.

**1. Approval of Agenda:** Perry Cook called the meeting to order at 9:31 a.m. Perry discussed adding to the agenda 7c which would be discussing the 2 system verification. Also, under new business add B which will talk about County email system issues.

**Perry moves to approve the agenda with the added 7c and B under new business. Carrie Johnson seconded. All in favor. Motion Passes.**

**2. Library Board Training:** Deputy County Attorney Jodi Darrough and County Clerk Julie Freese went over training and basic information about what is involved with being on the Library Board and what is expected. Jodi Darrough will hand out packets to the Library Board. County Treasurer Jim Anderson went over the budget, finances, and incoming revenues etc. Just a broad scope of everything that is involved with the Library budget and pertaining to Square. Jim showed revenue and went over budget and expenditures.

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

A. Regular Board minutes- July Meeting

B. Record of Financial Statements and Actions

- Wyoming Community Bank: \$235,746.82 (7/30/22)
- Capital Investment Fund: \$13,597.46 (7/10/22)
- Tax Distribution July: \$29,220.69 (7/11/22/)
- ALA Library Covid Relief Fund Grant award of \$20,000 received 7/19/22.
- Cash Reserve: (no separate FCLS Cash Reserve in FY 22-23) We received \$200,000 from the Fremont County Cash Reserve Fund.

C. Approval of Bills and Signatures

**Carrie Johnson moves to approve the consent agenda. Sherry Shelley seconded; all in favor. The motion passes.**

**4. Correspondence-** None

**5. Public Comment-** No public comment. Perry Cook went over how public comments work and how the board is being proactive.

### **6. Reports Round Table**

A. Commissioner Update: Jennifer McCarty was not in attendance. She did email Anita before the meeting to let the board know she would not be able to attend. Perry stated that to be more proactive as a Board, members could attend Commissioner meetings to be more informed.

B. Director and Assistant Director Reports: Perry stated that she loves getting the reports and seeing everything that is happening within the library. Shari

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wanted to emphasize Sandi Husa retiring after 18 years at the Library. She stated that they plan to promote in-house and then open fill the vacated library position. Anita is on the 8/9 Commissioner agenda to present the rehire request.

### **7. Unfinished Business:**

A. Board Member handbook questions: Carrie had these questions pertaining to the Board member handbook:

- When do audits occur? Anita stated right after the fiscal year.
- When the Friends' Boards meet, and when does the Fremont County Library Foundation meet? Anita and Shari will email all the different dates.
- What is the difference between the Foundation and the Friends Groups? The Friends groups raise money to help support the particular Library in their community with things that our normal tax revenue does not cover. The Fremont County Library Foundation supports continued growth and enhancement in the library system.
- When an employee leaves the job, do they have an exit interview or form? Anita stated that yes, they do offer that to staff who are leaving.
- What happens with banned books? Perry stated that Anita and the board have been proactive with the issues that come up with people wanting to ban books.
- Why isn't secretary position mentioned in the list of officers in the by-laws? Perry stated that it was missed when the document was updated. Anita will update and email the updated version.
- Does the library system use the McMurray Grant? Shari and Anita stated that not so much as a whole library system, but staff have received multiple Individual Grants over the years.

B. FCLS FY21/22 Annual Report: Anita sent out the report to the Library board via email and also handed it out in person to those in attendance. This report will be available on the website and at each library. The Special Revenue Fund is getting great support from the Foundation and also the Friends of the Library groups. Shari and Anita are always looking for grants for library programs and also collection development. Last year the libraries did 589 programs. These are staff programs and they had 11,000 in attendance. Anita said this was really great to see and was proud of the Fremont County Library staff. The report also Included four-year circulation trends. Average number of visitors per hour has not changed very much. It was really nice to see, especially pre-pandemic and post-pandemic.

Anita will present the annual report to the County Commissioners at the 8/23 Commissioner meeting.

C. 2-Signature Verification: The question was raised at the July meeting about the need for two board signatures on checks. Anita reported that it is required in Wyoming Statute 15-1-125. Anita wanted to know if the board had received an email from Wyoming Community Bank regarding the new signature card. Carrie has already turned hers in. John has received his email but Perry and Sherry have not.



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### **8. New Business:**

#### A. Policy Review Schedule:

- Scheduled for the November board meeting is the policy and procedure for photo and video surveillance; Anita will be presenting.
- The Code of Conduct policy has been approved. The procedure for handling patron behavior violations of the Patron Code of Conduct Policy is being reviewed by Deputy County Attorney Jodi Darrough.
- The Meeting Room Policy is a top priority for the September meeting to discuss.
- Library Policy Manual- Anita submitted the policy manual to Local Government Liability Pool in March. She asked Mary Augustin of LGLP to review the policy manual and flag anything she thought needed to be addressed. There were some minor wording things. She had a recommendation about our Exit Interview Policy and removing that library staff can request an exit interview with the board.

B. County Email System Issues: Perry stated that her email was having issues. Perry would like a sheet on how to use the program where she can have it set up to where she can just email the board. Also a system for how to set up files in the email. Perry is hoping that Kevin could potentially help with that.

C. Public Comment Policy: Perry recommended adding the policy to the back of the agenda so the public would know what is expected.

### **9. Election of Board Officers:**

Chair runs the meeting. Vice chair takes over if the chair is gone. Secretary usually used to be a staff member but with limited staff the board has added in the Secretary for the board to fill with a board member. The following slate was proposed:

Perry Cook- Chair  
Kristen McClelland- Vice Chair  
Carrie Johnson- Secretary position.  
John Angst- Treasurer position

**Carrie Johnson moves that Perry Cook serve as Chair, Kristen McClelland as Vice Chair, Carrie Johnson as Secretary, and John Angst as Treasurer. Sherry Shelley seconded. John Angst recommended that the nominations be closed. Sherry seconded. All in favor. Motion passes.**

### **10. Agenda Building and Action Items:**

We will read the procedure for dealing with patron code of conduct issues when it has been reviewed by Deputy County Attorney Jodi Darrough. Also for September the board will go over Meeting Room Policy.

In next month's agenda John Angst would like to add initiative for helping the Reservation and how to help get library cards and improve buildings. Exploring outside means to increase usage of our libraries to underrepresented to those in Fremont County.

### **Perry Cook adjourned the meeting at 12:10 pm.**

Next Meeting: Wednesday September 7, 2022 at 9:30 am in person and via Zoom meeting.