

Approved Minutes

Regular meeting of the Fremont County Library System Board of Trustees held July 6, 2022, 9:30 a.m. in person at the Lander Library with Zoom availability at the Riverton and Dubois libraries.

In attendance: Board members Kristen McClelland (KM--acting Chair & interim Treasurer), Sherry Shelley (SS), Carrie Johnson (CJ), and John Angst (JA); County Commissioner Jennifer McCarty (JM); Director Anita Marple (AM); Zoom attendees: Kirbie Despain and Riverton Library.

AGENDA

Call to Order & Welcome of visitors and board members: KM called to order at 9:41am.

Swearing in of New Board Members & introductions: In accordance with the by-laws, both returning and new board members recited the oath. The board members, commissioner, and director introduced themselves.

1. Approval of Agenda: JA moved, CJ second. Motion passed to approve agenda.

2. New member orientation: New board members received the binder containing the FCLS Board Member Handbook. AM will send KM's binder to the Riverton Library and will make sure Perry Cook receives her binder. AM provided a summary of the contents of the binder. KM explained some basic board processes. We agreed that new board members would take the next month to read through the contents and bring questions to the August meeting for board discussion. We also agreed to include a review of the Strategic Plan at the August meeting.

3. Approval of Consent Agenda

A. Regular board minutes—June meeting: CJ asked about an agenda item mentioned in the minutes. AM suggested an addition to the minutes to clarify that the agenda was amended.

B. Record of Financial Statements & Actions

- Wyoming Community Bank: \$ 332,948.35 (7/1/22)
- Capital Investment Fund: \$ 4,934.08 (6/10/22)
- Tax Distribution June 13, 2022: \$ 193,082.36
**This distribution marks the beginning of the new system of tax distributions created by S.F.60.
- Cash Reserve: (No separate FCLS Cash Reserve in FY22-23) We received \$200,000 from the Fremont County Cash Reserve Fund. The Library Director is working with the FC Treasurer on the repayment this amount to the FC Cash Reserve Fund.

C. Approval of Bills & Signatures: AM explained the notes on the invoice register in the Accounts Payable packet. We talked about the library system's restructuring in 2018 to eliminate the business manager position and migrate the accounts payable process to the county financial office.

3. Correspondence: None

4. Public Comment: None

5. Reports Roundtable

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A. Commissioner Update: JM welcomed the new board members, and indicated that she is representing the commissioners as liaison to this board. She shared that the commissioners were pleased with the new budget and how they were able to successfully navigate the county through the past few difficult budget years. This year they were able to replenish the county's cash reserve. Grant money related to Covid has been a significant help.

B. Director & Assistant Director Reports: From the reports, AM highlighted the need for additional staff to enable increasing open hours and the upcoming annual report in August. KM said that she is excited about the new website.

6. FY22/23 Budget: AM summarized the approved budgets by indicating the budget increase for the General Fund budget being due to insurance cost increases. The Special Revenue Fund is approximately \$30,000 higher with new grants and donations. JM congratulated us on our budget. AM asked JM to provide a summary to new board members of the purpose of Senate File 60 and the status of how the new distribution process was going. JM explained SF 60 and shared that so far the revenue distributions are going well. She communicated that the commissioners are tracking this closely and that it is concerning that SF 60 allows energy companies to defer tax payments for years if they want to. Sixty-eight percent of the county's budget is dependent on these mineral revenue distributions.

AM commented on the FY21/22 budget that we finished well. She said that year would not be officially closed out by the Treasurer's office until end of July or August.

7. Unfinished Business: None

8. New Business

A. Board member written signatures for county financial office: This was taken care of before the meeting was called to order. SS, CJ, and JA provided signature for addition to the financial office signature disc. This is needed for applying board signatures to checks.

B. ACTION NEEDED: Motion to approve all five board members for Wyoming Community Bank signature card.: KM moved and JA second the following motion which includes an amendment by CJ and second by SS:

"Move to include FCLS board members Kristen McClelland, Perry Cook, Sherry Shelley, John Angst, and Carrie Johnson on the Wyoming Community Bank account signature card. Jim Anderson, Anita Marple, and Shari Haskins will be included on account as people authorized to receive account information." Motion passed.

9. Agenda Building & Action Items: KM reviewed items from this meeting to include on the August agenda as well as items from the on-going Action Items list. Agenda items include board training with Julie Freese and Jodi Darrough (to be confirmed); policy review & planning; Strategic Plan review; questions on Board Member Handbook; verify the two-signature rule for signing library system checks; and the FY21-22 report.



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Next meeting: Wednesday, August 3, 9:30 am. We discussed the idea of returning to a rotating primary meeting location while continuing the Zoom option. The group was unanimously favorable to this idea. Next month will be at the Riverton Library and via Zoom.

Meeting adjourned: 11:08 am

**Library tour for board members after the meeting: JA, SS, and CJ toured the Lander Library with AM.

Fremont County Library System Board
Perry Cook, Vice-Chair/Acting Chair
Kristen McClelland, Interim Treasurer
John Angst, member

Sherry Shelley, member
Carrie Johnson, member