

# Fremont County Library System



Administration  
451 No. 2nd Street  
Lander, WY 82520  
307.332.1600  
Fax 307.332.1504

Regular meeting of the Fremont County Library System Board of Directors held on March 3, 2010 at 9:30 a.m. at Fremont County Library – Dubois, 202 1<sup>st</sup> Street, Dubois, WY.

Fremont County Library  
451 No. 2nd Street  
Lander, WY 82520  
307.332.5194  
Fax 307.332.3909

Brenda Allen, chair, called the meeting to order at 9:35 a.m.

**Board Members Present:** Barbara Gose, Dorothy Remy, Brenda Allen, Richard Cook and Kevin Tippets. Also present Jill Rourke, Tom Norwood, Rebecca Thomas, Barbara Oakleaf, Gloria Brodle and Paula Sabatka. Commissioner Dennis Christensen was absent – excused.

Riverton Branch Library  
1330 W. Park Street  
Riverton, WY 82501  
307.856.3556  
Fax 307.857.3722

**1. Approval of Agenda** – Brenda asked if there were any additions to the agenda. Brenda noted that the board members have board evaluation documents in their packets. Brenda would like the forms filled out to be turned in to Rebecca before the next meeting. **Dorothy Remy** moved to approve the agenda as amended; **Kevin Tippets** seconded. The motion was approved unanimously.

Dubois Branch Library  
P.O. Box 787  
202 1st Street  
Dubois, WY 82513  
(307) 55.2992  
Fax 307.455.2032

**2. Presentations** – Q&A session with Fremont County Library Foundation – Mary Wendel and Jay Frank of the Foundation were present. Jay noted that he felt that there may be a lack of communication between the two boards. He asked the Board to field some questions. Brenda asked Jay what he viewed the Foundations role as. He replied that the purpose of the Foundation is to raise an endowment and to provide funding for non-statutory items for the library system. He noted that the Foundation has a goal to raise \$300,000 to get a \$300,000 match from the state endowment fund. He noted that the Foundation has hired a fundraiser – Carol Chiddsey – to help achieve this goal. Jill asked what the Foundation sees as the library staff and board roles in this effort. Jay replied that it is standard to expect participation from the organization. Carol commented on this at the retreat. Jay noted that the library board members cannot legally solicit donations for the Foundation. The staff and board members can help by providing information about the system, or providing possible donor names. Barbara Gose asked about the Foundation's effort to increase their membership. Jay responded that currently there are 9 members and the Foundation is trying to increase the number of board members. Brenda reiterated what the Foundation needs from the library board members. They need names of possible donors and potential projects that would be funded through the endowment. Jay emphasized that the project needs to be substantial to appeal to big corporate donors. Barbara Oakleaf what the big projects that were put forth by those county foundations that have met the endowment challenge? Jill replied that the counties that have been successful either had an established foundation with a pool of donors to go to or had a 3 to 1 match from the state. Jill asked what the Foundation is doing to make itself known in the county. Jay replied that the Foundation is trying to get a banker and a lawyer as board members of the Foundation, but it is a struggle trying to get people to volunteer for the Foundation. Dorothy noted that the Friends groups seem to be vital and she

wonders if the local aspect is more appealing to volunteers than a countywide organization. Brenda noted that there is a time limit on the endowment challenge. It must be completed by June 30, 2013 and so far the Foundation has raised \$10,000 towards the \$300,000. Jay noted that the memorial walls will give the Foundation visibility. The walls will start construction once the Foundation receives at least 176 pledges of "memorial books" costing \$500 each countywide, which translates to \$88,000. Barbara Gose suggested looking for board members in the smaller communities as well as the larger municipalities. The Foundation will put up signs that will show the "future home of memorial walls" at each building to try and promote the Foundation walls and solicit donations at the same time. Kevin commented that the board members can support the Foundation by passing along opportunities to the Foundation and suggest possible donors and board members. Jill asked the Board if they want formal communication from the Foundation. Brenda replied that she feels the library board liaison should be bringing back information to the library board. Jay commented that if any board members have any questions feel free to pick up a phone and call a Foundation member.

### 3. Approval of Consent Agenda

**Approval of Minutes** – Regular Board Meeting, February 3, 2010

#### **Record of Financial Statements**

General Fund – Statements as of January 31, 2010

Donation Register

Cash Flow Projection

#### **Approval of Bills**

Purchase Orders **4300**

Check Numbers: **16156 - 16268** written on the Operating Account

Exceptions: **16068**

Payroll: **16158, 16162 – 16176**

Direct Deposit: **21001 – 21041**

Transfer from WYOStar **\$115,000**

#### **Expansion**

Finance Register

Warrants

Rebecca noted that she distributed an additional check register. **Richard Cook** moved to approve the consent agenda as amended; **Dorothy Remy** seconded. The motion was approved unanimously. Brenda, as chair, asked Rebecca to file the financial statements.

**4. Reports** – Jill asked the board members if they are happy with the strategic report. Dorothy replied that it was great. Jill asked if this strategic report could be submitted on a quarterly basis. Dorothy expressed concern that something could be missed if it is not compiled more often. Jill commented that she believes the manager reports are still important as well. The consensus of the board members was to have the strategic report submitted quarterly. Jill noted that Brenda asked if the trustee training will be available online, and Jill replied no. The state library is looking to create some trustee webinars. Barbara noted that Kevin Tippets will be playing the piano for the Lander night on March 6. In addition, the Lander Library has hired a new 24 hour librarian Star Ansbaugh. Gloria noted that she has hired a new substitute Laurie Fleetwood and she will be putting on another program on. Paula noted that she was accepted to library school.

**5. Policy Review: Update from County Personnel Handbook Committee** – Jill has submitted her thoughts to Julie, but she said the committee may not be meeting soon due to the budget

process. Jill asked Commissioner Christensen if the library should still maintain the status quo. He replied that he is not sure, but thinks it is okay to maintain for now.

**Education Reimbursement Policy** [Discussion & 1<sup>st</sup> Reading] – Jill read the policy into the minutes. Dorothy asked if Paula is in school would it interfere with her productivity by not attending Wyoming Library Association conference, and Jill replied no because she will be gaining other things through her course of study. Gloria asked if the commitment to work would require the employee to reimburse the system for expenses and Jill replied yes and it would be pro-rated for time. Dorothy asked what the time requirement would be. Jill replied it would depend upon the employee's personal plan of study. Brenda asked where the money would come from and Jill replied that it would come from staff training. Commissioner Christensen noted that an accredited university should be added to policy and Jill agreed.

## **TUITION REIMBURSEMENT POLICY**

The Fremont County Library System [FCLS] is committed to supporting a well educated and trained workforce. The FCLS provides tuition reimbursement to eligible employees in obtaining certifications or degrees that are determined to be job necessary and/or job related.

- All full-time current employees who have completed at least one year of continuous full-time [40 hour per week] service will be eligible for tuition reimbursement benefits.
- In order to receive reimbursement, coursework must be approved for eligibility by the Library Director prior to the beginning of the course.
- Participation in the Tuition Reimbursement Benefit is limited to the availability of financial resources. Employees receiving tuition reimbursement may not be eligible to participate in other continuing education opportunities available through the FCLS [statewide or national conferences, etc.]
- The tuition reimbursement is to be paid upon the successful completion of an approved course with a grade of "B" or better. FCLS will reimburse the employee at the end of each quarter/semester upon receipt of a Request for Tuition Reimbursement, the employee's Official Final Grade Report and receipt verifying the actual tuition paid.
- The funds provided to eligible employees under this benefit are available only for the reimbursement of tuition costs. Institutional fees, textbooks, supplies, and other costs are not reimbursable under this benefit.
- The tuition reimbursement for eligible employees covers a maximum of one course or no more than five credit hours per semester / quarter.
- Coursework must be taken outside of normal working schedule.
- An initial Application for Tuition Reimbursement and an official Plan of Study must be filed with the FCLS business office at least 30 days before commencing a course of study. Eligibility for tuition reimbursement will be certified by the Library Director and the Business Manager.
- Employees may be required to sign a Commitment to Work Agreement signifying a period of time the employee will continue to work for the library system after completion of specific course of study.
- Individual employees may approach the Library Board for modified reimbursement based on the individual Plan of Study.

## **6. Action Items**

### **Old Business:**

**A. Preliminary FY 10/11 Revised Budget** – Jill noted that the revenue numbers from the county have come in even lower; therefore, Jill and Rebecca have revised the proposed budget. Keeping the overall library budget flat. Jill noted that the one increase that we are requesting is a \$50,000 increase in the cash reserve. The county is thinking of deleting the cash reserve from the offline boards. Rebecca attempted to explain how the cash reserve comes into play in the budget. Jill noted that capital improvement requests will be slim

because the county has made it clear that few capital improvement requests will be approved in the coming budget year. Jill noted that it is possible that we could look at a mid-year salary adjustment depending upon the economy. Jill noted that one of the items that will be submitted to the capital revolving fund for funding is a man scissor lift. The lift is needed mostly in Riverton, but it could be transported to the other buildings as needed. Jill will also be submitting a request to the capital revolving fund for a replacement vehicle for the van. Jill will also be talking to the commissioners to use some of the excess tax for increase costs in running the newly expanded Lander Library. Jill will also be asking to fund a technology project costing \$50,000 that will be based in Lander.

**B. Line Item Transfer for Building Improvements** – Jill is requesting to move money from the Dubois building improvements line item to Riverton's building improvement line item. One of the uses for this money is to update the public restrooms in Riverton along with other projects that have been proposed. Dorothy asked if the existing HVAC system needs to be revised. Jill noted that the cost of a new HVAC system will cost in excess of \$100,000. In addition, it was bundled into the energy audit proposal. Tom noted that there are 4 furnaces in the Dubois building that are the largest available of residential grade. The air conditioning has some issues that are due to the condensing units outside. A commercial system would probably involve a boiler system. Brenda noted that there needs to be greater communication in both directions. Tom noted that the energy audit has been used to identify weak areas in all of the buildings. There is a meeting scheduled with Ameresco later this week, and then it needs to go before the commissioners. **Barbara Gose** moved to approve the line item transfer of \$9,000 from the Dubois building improvements < 10,000 line item to the Riverton building improvements < 10,000 line item; **Kevin Tippets** seconded. The motion was approved unanimously.

#### **New Business:**

- A. Crisis Communication Plan** – Jill noted that the crisis plan can be useful in pulling together the team and calming people. Jill commented that she has talked to the county attorney about the proposed plan and her suggestion was to identify those points when an attorney needs to be contacted. Dorothy noted that she likes the debriefing after the crisis. Jill replied that it is important to identify what you did right as well as what went wrong. Jill commented that she thought the Board was deliberate in their thought and actions during the crisis last year. Dorothy asked how to identify a crisis that warrants putting the plan into place. Jill replied that any health and safety issue. Board members suggested some grammatical corrections and some outlining suggestions. **Kevin Tippets** moved to adopt the crisis communication plan with the few revisions suggested by the board members; **Dorothy Remy** seconded. The motion was approved unanimously.
- B. Resolution – Fremont County Libraries Month** – Jill asked the Board if she can present the proposed proclamation to the commissioners. The Board by unanimous consent agreed.
- C. Proposed Budget Hearing** – Jill reviewed the proposed budget hearing document. First, the library should create a separate department for reserve accounts. Second, is the proposed budget hearing that would move the building improvement money from Dubois to Riverton. Third, is moving the money from the capital improvement fund. **Richard Cook** moved to approve all budget hearings proposed, **Barbara Gose** seconded. The motion was approved unanimously.

D. Memorandum of Understanding (MOU) – Fort Washakie Public Library – Jill emphasized that there is no exchange of money to the Fort Washakie Public Library in this MOU, but it will help in interlibrary loan (ILL) requests and sharing of materials. She noted that there will be a paragraph inserted into the MOU about the formation of the Fort Washakie Public Library. **Richard Cook** moved to approve the MOU with the additions specified; **Kevin Tippets** seconded. The motion was approved unanimously.

**Special Projects – None**

**Correspondence – None**

**Other Business – None**

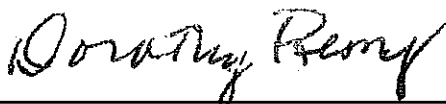
**Upcoming Calendar:**

Next regular board meeting – Wednesday, April 7, 2010 in Lander, 9:30 a.m. The Lander Friends Gala is this Saturday. Public Library Association (PLA) conference is the end of March in Portland, OR. The countywide staff training is Friday, April 9 and board members are invited for lunch. The volunteer luncheon is Friday, April 16 and all board members are invited. Dorothy noted that she is thrilled that the staff training will focus on customer service.

**Kevin Tippets** moved to adjourn the meeting and **Richard Cook** seconded. The motion was approved unanimously and the meeting was adjourned at 12:10 p.m.



**Brenda B. Allen, Chair**



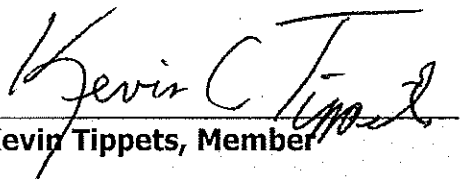
**Dorothy Remy, Vice-Chair**



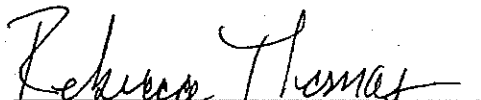
**Richard Cook, Treasurer**



**Barbara Gose, Member**



**Kevin Tippets, Member**



**Rebecca Thomas  
Recording Secretary**